

DISTRICT BOARD OF HEALTH

Thursday, October 10, 2024

3:00 p.m.

Bristol-Burlington Health District Office

240 Stafford Avenue

Bristol, CT 06010

AGENDA

- 1. Audience Participation (5 Minutes)**
- 2. Approval of Board of Health Meeting Minutes of September 12, 2024 (5 Minutes)**
- 3. Approval of Bills paid in September, 2024 (5 Minutes)**
- 4. Old Business**
 - a. Designate fund balance (40 Minutes)**
- 5. New Business**
 - a. Review of first quarter Public Health Services Allocation (20 Minutes)**
- 6. Monthly Reports: Director of Health, Sr. Dental Clinic, School Dental, School Health, Public Health and Environmental Health (15 Minutes)**
- 7. Adjournment**

September 2024
BILLS
FY 24-25

FICA	\$ 31,125.06
LIABILITY INSURANCE: PROF/COMM/BOND LIABILITY & CIRMA - Core	\$ 3,353.71
- School Health Program	\$ 17,329.13
- School Dental Program	\$ 1,126.44
- Housing Program	\$ 1,667.72
POSTAGE	\$ 102.54
RENT & FUEL SURCHARGE	
LEGAL FEES	
LEGAL FEES - School Health (Shipman & Goodwin)	
CORE MISC	
CORE -	
-PROFESSIONAL FEES	\$ 1,530.01
-KRONOS	\$ 259.05
-EQUIPMENT MAINTENANCE	\$ 665.28
-TELEPHONE	\$ 579.30
-TRAVEL REIMBURSEMENT	
-PRINTING & BINDING	
- ADVERTISING	
-PROGRAM SUPPLIES	\$ 263.55
-MOTOR FUELS	
-OFFICE SUPPLIES	
-CONF. & MEMBERSHIPS	
-MISCELLANEOUS	\$ 275.00
HOUSING	
-PROFESSIONAL FEES	\$ 64.00
-TELEPHONE	\$ 38.78
-TRAVEL REIMBURSEMENT	
-PROGRAM SUPPLIES	\$ 50.00
-CONFERENCE	
SCHOOL DENTAL	
-TRAVEL	
-PROGRAM SUPPLIES	
-MACHINERY & EQUIPMENT	
-CONFERENCE & MEMBERSHIP	
SCHOOL HEALTH	
-PROFESSIONAL FEES	\$ 1,290.01
-EQUIPMENT	
-TELEPHONE	\$ 38.78
-TRAVEL REIMBURSEMENT	
-PROGRAM SUPPLIES	\$ 50.00
-CONFERENCE & MEMBERSHIP	
EMERG GRANT	
-TELEPHONE	\$ 116.34
CDCY3 GRANT	\$ 6,300.58
-CONF. & MEMBERSHIPS	
-PROGRAM SUPPLIES	
-PROFESSIONAL FEES	
ELC24 GRANT	
-PROGRAM SUPPLIES	
-PROF. FEES	
-ADMIN FEES	
-REPAIRS AND MAINTENANCE	
-AUTO INSURANCE	
-MOTOR FUELS	
-OFFICE SUPPLIES	
-VEHICLE LEASE	
IMM25 GRANT	
-PROF. FEES	
-PROG SUPPLIES	
WFD24 GRANT	
-PROF. FEES	\$ 2,355.00
-CONF. & MEMBERSHIP	
-PROG. SUPPLIES	
LEAD GRANT	
-PROF. FEES	\$ 1,600.00
-PROG. SUPPLIES	
Total:	\$ 70,180.28

BOARD OF HEALTH MEETING

MINUTES

September 12, 2024

A meeting of the Bristol-Burlington Health District's Board of Health was held in the Bristol-Burlington Health District Office, 240 Stafford Avenue, Bristol, Connecticut

Present: James Moylan, Chairman
Jack Lu, Vice Chairman
Shannon Mulz
Kathy Langlais
Joshua Plourde, Burlington Representative
Doug Thompson
Robert Wetmore

Bristol liaison: Mayor Jeffrey Caggiano

Staff present: Marco Palmeri, MPH, RS, Director of Health
Louise McGlone, Office Manager, Board of Health Secretary

Audience in Attendance: Skip Gillis, Bristol, CT

The meeting was called to order by Chairman Moylan at 3:00 p.m.

1. Audience Participation

Director Palmeri briefly introduced, with the Board's approval, three new employees: Mary Looney, Sanitary Inspector, Karli Torvinen, Secretary/ Clerk and Jessica Mastropiero, Community Health Worker.

BBHD's Program Manager, Angelika Karwowski and Public Health Nurse II, Kristina Tanguay announced BBHD's first Greater Bristol Community Health Fair which will host thirty-six (36) vendors ranging in services and areas of expertise, including some from Bristol's surrounding area. This event will take place October 5, 2024.

2. Approval of the Board of Health Meeting Minutes July 11, 2024

Motion by Jack Lu, seconded by Kathy Langlais to approve the Board of Health Meeting Minutes of July 11, 2024.

All in Favor. Motion carried.

3. Approval of Bills paid in July and August, 2024

Motion by Kathy Langlais, seconded by Jack Lu to approve the July and August, 2024 bills.

Five (5) yes. One (1) abstained. Motion carried.

4. Old Business

a. Designate Fund Balance

- i. Chairman Moylan begins by giving a brief overview of historical fund balance issues and discussions, then noting it is recommended that the board members review all documentation. Director Palmeri then goes over the fund balance designation recommendations noting several key points such as designated, undesignated amounts and the purposes they could serve. He also notes outliers such as unforeseen expenses and over-budget items. Director Palmeri also reassures the board that these designations are not set in stone and can be modified by the board with proper process as needed in the best interest of the District and community needs. Vice Chairman Lu also reiterates to the board that this will be discussed further and decided on in the October, 2024 meeting.

5. New Business

a. Report from the Finance Committee

- i. There are now two active members of the Finance Committee, Chairman Moylan and Vice Chairman Lu. Chairman Moylan asks the board for a member to consider joining the Finance Committee and Mr. Wetmore volunteered.

Motion by Shannon Mulz, seconded by Kathy Langlais to nominate Robert Wetmore for the position of Finance Committee member.

All in Favor. Motion carried.

b. Board Self- Evaluation

- i. Chairman Moylan goes over a power point presentation he put together, discussing what the expectations of what each board member should do, get and give. This information included many helpful suggestions (from the board retreat) regarding the knowledge and comfort levels of the members of their respective roles as board members. This exercise brings light to the importance of continuing to commit to organization and active participation within the BBHD Board of Health.

c. Updates

- i. Relocation of BBHD: Director Palmeri discusses the walkthrough with City Officials of the new location. BBHD is waiting to be alerted of the architect, at which point Director Palmeri and team will finalize the plans and move forward with contracting. The exact timeframe is still uncertain, however there is some anticipation of moving in 2025.
- ii. Strategic Plan: Chairman Moylan will work with Mr. Nickel, who is assisting with strategic planning, and is planning to hold a Board Retreat in early 2025. There was brief discussion regarding the prospective date of the retreat.

6. Monthly Reports: Director of Health, Senior Dental Clinic, School Health, School Dental, Public Health and Environmental Health.

Director Palmeri begins his report by announcing there have been natural bathing water closures this summer due to bacteria. There will be a survey conducted to help uncover the reason(s) for contamination.

Director Palmeri notes that food inspections at fairs are typical for this time of the year. He then states that there have not been any increases in housing complaints.

Director Palmeri also notes there is no revenue from the dental program during the summer as there is no school. He then states that due to School Health absences, BBHD is contracting with a nurse agency for temporary nurses to assist with staffing needs. He then announces that the Board of Education would like BBHD to have several one to one nurses, who would work exclusively with students with high acuity needs.

Director Palmeri goes on to announce that BBHD assisted in getting fifty-eight (58) Parks & Rec Staff QPR (Question, Persuade, Refer) trained. QPR is a suicide prevention.

7. Executive Session relating to legal matters associated with Reworld and employee matters

Motion to enter into Executive Session by Joshua Plourde, seconded by, Robert Wetmore at 4:23 p.m.

All in Favor. Motion carried.

8. Adjournment

Meeting adjourned by Chairman Moylan at 5:02 p.m.

Respectfully submitted,



Marco Palmeri, MPH, RS
Director of Health