

DISTRICT BOARD OF HEALTH

Thursday, January 9, 2025

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 November 14, 2024 (5 Minutes)**
- 3. Approval of Bills paid in November and December, 2024 (5 Minutes)**
- 4. Old Business (10 Minutes)**
 - a. Designate Fund Balance and MOU with City of Bristol Update (10 Minutes)**
- 5. New Business (45 Minutes Total)**
 - a. Finance Committee Report and 2026 Budget Review and Approval (35 Minutes)**
 - b. Board Retreat Update (10 Minutes)**
- 6. Monthly Reports: Director of Health, Sr. Dental Clinic, School Dental, School Health, Public Health and Environmental Health (15 Minutes)**
- 7. Anticipated Executive Session relating to current legal matters.**
- 8. Adjournment**

BOARD OF HEALTH MEETING

MINUTES

November 14, 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
Kathy Langlais
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
Doug Thompson, Burlington CT

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

1. Audience Participation
2. Approval of the Board of Health Meeting Minutes October 10, 2024

Motion by Robert Wetmore, seconded by Kathy Langlais to approve the Board of Health Meeting Minutes of October 10, 2024.

All in Favor. Motion carried.

3. Approval of Bills paid in October, 2024

Motion by Kathy Langlais, seconded by Robert Wetmore to approve the October, 2024 bills.

All in Favor. Motion carried.

4. Old Business

5. New Business

- a. Finance Committee Report

- i. Chairman Moylan comments the Q1 financial report, stating the results are as anticipated. Vice Chairman Lu states he is pleased with the results. Chairman Moylan summarizes the meeting held on November 7, 2024 at Mayor Caggiano's office regarding a proposed policy to stabilize the City of Bristol's contributions for City Services to BBHD year over year. This proposed policy, *Assigned Fund Balance Policy*, outlines the funding and allocation to a specified account based on the expenditures and associated revenues inclusive of only City funded BBHD

services. This policy will not include BBHD's interest income or Dental Services insurance reimbursements. Dental insurance reimbursements, instead, will be used as a reserve for capital improvements.

Director Palmeri briefly describes the Memorandum of Understanding created last year for City Services with the recognition that BBHD's unspent taxpayer funds should be returned to lessen the burden to the City of Bristol. Director Palmeri then discusses the meeting held between himself and the City of Bristol Comptroller to which he stated went very well and both parties were collaborative and receptive. Director Palmeri stated he is proud to have completed this and would like the Board to eventually vote on the proposed policy. Mayor Caggiano states the next steps would be to present to the City of Bristol's Finance Committee which meets on November 26, 2024.

Motion by Jack Lu, seconded by Robert Wetmore to approve the Proposed Assigned Fund Balance Policy.

All in Favor. Motion carried.

b. Update on Strategic Plan

- i. Chairman Moylan briefly discusses the Board and Staff survey put together by BBHD's strategic planner, Mark Nickel stating the survey will end at the end of November, and the results will be discussed at the Board Retreat in January of 2025. The purpose of the survey is to share perspectives about specific programs or areas of BBHD.

c. Directors and Officers Insurance

- i. Director Palmeri updates the Board of Health by announcing that we have an application for D & O insurance coverage in and we are awaiting a quote. Due to the difficulty in communicating the specific needs of our Board and Officers, BBHD will obtain additional quotes from other companies once we understand better what we should be asking and looking for. BBHD has never had Directors and Officers insurance in the past. Mr. Wetmore asks if the D & O Coverage is for each individual member. Director Palmeri explains that this is to be a blanket liability policy which covers all members and officers of the BBHD Board of Health and does not individually name any one person, but rather the board in its entirety. Director Palmeri briefly describes the possible issues surrounding naming each individual within a policy.

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

a. Environmental Health:

- i. Making an impact working with business owners to assist with code compliance matters. Director Palmeri notes that Code Enforcement is always busy.
- ii. No more outdoor swimming as the season has ended however there are a couple of indoor pools open. Director Palmeri has plans to deal with natural bathing waters.
- iii. K. Wagner still contracting with BBHD until grant funding runs out to assist with lead cases.

b. School Dental:

- i. School Dental Husky reimbursement claims reported in October may include some late September claims.
- c. School Health
 - i. BBHD is down two RN's, one LPN and one Health Aide. BBHD will be hiring and will also replace the Health Aide position with another RN as outlined in a union agreement.
- d. Public & Community Health
 - i. BBHD still dealing with pertussis outbreaks. BBHD is being vocal in the community and ensuring we are acting with responsibility to the communities we serve.
 - ii. Director Palmeri notes that there are two types of vaccines to immunize against pertussis however one of the two is less effective. Mr. Wetmore and Mr. Thompson both ask questions regarding quarantine and vaccination clarification. Director Palmeri answers both questions, stating quarantine could be around fourteen days, dependent upon other factors and then reiterates his statement regarding vaccination.
- e. Events/ Initiatives:
 - i. BBHD Health Fair at Rockwell Park.
 - ii. BBHD held public Flu Clinics at no cost in October.
 - iii. ESPN Health Fair, at which over one-hundred twenty people were vaccinated.
 - iv. Director Palmeri asks if there is anything additional the Board Members would like to be included in the Director's Report. Pertussis investigation was brought up, to which Director Palmeri noted the level of concern has not risen to that point and that BBHD's Public Health and School Nurses are very much on top of being very well informed. Ms. Langlais asked how BBHD is doing with the Flu vaccine. Director Palmeri stated that BBHD offers this vaccine at no cost and notes the importance of being able to do so. Chairman Moylan suggests a follow up on status of events to which Director Palmeri replied he would do his best to keep the board updated on events.
 - v. Director Palmeri presented ideas for BBHD revenue sources which are mostly predicated upon receiving insurance reimbursements. Director Palmeri also notes the many services BBHD offers at no charge such as free CPR training, blood pressure testing and mentions BBHD's MIFO program. Mr. Thompson recommended looking into third party companies to assist with medical billing and coding. The proposed sources include:
 - 1. School age immunizations, health assessments and sports physicals.
 - 2. Tuberculosis testing and follow up.
 - 3. Sexually Transmitted Infection and Sexual Health services.
 - 4. Public and Private Wellness.
 - 5. Drug Testing/ Toxicology.

7. Executive Session relating to legal matters associated with Reworld

Motion to enter into Executive Session by Robert Wetmore, seconded by, Kathy Langlais at 4:27 p.m.

All in Favor. Motion carried.

8. Adjournment

Meeting adjourned by Chairman Moylan at 5:55 p.m.

Respectfully submitted,

A handwritten signature in blue ink, consisting of several overlapping loops and a long horizontal stroke extending to the right.

Marco Palmeri, MPH, RS
Director of Health

November 2024
BILLS
FY 24-25

FICA	\$ 30,137.02
LIABILITY INSURANCE: PROF/COMM/BOND LIABILITY & CIRMA - Core	
- School Health Program	
- School Dental Program	
- Housing Program	
POSTAGE	\$ 291.29
RENT & FUEL SURCHARGE	
LEGAL FEES	\$ 6,300.00
LEGAL FEES - School Health (Shipman & Goodwin)	\$ 913.00
CORE MISC	
CORE -	
-PROFESSIONAL FEES	\$ 7,806.66
-KRONOS	\$ 259.05
-EQUIPMENT MAINTENANCE	\$ 1,483.74
-TELEPHONE	\$ 258.44
-TRAVEL REIMBURSEMENT	
-PRINTING & BINDING	\$ 111.27
- ADVERTISING	
-PROGRAM SUPPLIES	\$ 2,026.83
-MOTOR FUELS	
-OFFICE SUPPLIES	\$ 245.14
-CONF. & MEMBERSHIPS	
-MISCELLANEOUS	
HOUSING	
-PROFESSIONAL FEES	
-TELEPHONE	
-TRAVEL REIMBURSEMENT	
-PROGRAM SUPPLIES	\$ 337.27
-CONFERENCE	
SCHOOL DENTAL	
-TRAVEL	
-PROGRAM SUPPLIES	\$ 2,990.38
-MACHINERY & EQUIPMENT	
-CONFERENCE & MEMBERSHIP	
SCHOOL HEALTH	
-PROFESSIONAL FEES	\$ 17,207.47
-EQUIPMENT	
-TELEPHONE	
-TRAVEL REIMBURSEMENT	
-PROGRAM SUPPLIES	\$ 5,120.90
-CONFERENCE & MEMBERSHIP	
EMERG GRANT	
-TELEPHONE	
CDCY3 GRANT	
-CONF. & MEMBERSHIPS	
-PROGRAM SUPPLIES	
-PROFESSIONAL FEES	
ELC24 GRANT	
-PROGRAM SUPPLIES	
-PROF. FEES	
-ADMIN FEES	
-REPAIRS AND MAINTENANCE	
-AUTO INSURANCE	
-MOTOR FUELS	
-OFFICE SUPPLIES	\$ 253.52
-VEHICLE LEASE	
IMM25 GRANT	
-PROF. FEES	\$ 7,323.82
-PROG SUPPLIES	
WFD24 GRANT	
-PROF. FEES	\$ 1,260.00
-CONF. & MEMBERSHIP	\$ 12,310.00
-PROG. SUPPLIES	
LEAD GRANT	
-PROF. FEES	
-PROG. SUPPLIES	
Total:	\$ 96,635.80

December 2024
BILLS
FY 24-25

FICA	\$ 28,682.12	
LIABILITY INSURANCE: PROF/COMM/BOND LIABILITY & CIRMA - Core		
- School Health Program		
- School Dental Program		
- Housing Program		
POSTAGE		
RENT & FUEL SURCHARGE		
LEGAL FEES		
LEGAL FEES - School Health (Shipman & Goodwin)		
CORE MISC		
CORE -		
-PROFESSIONAL FEES	\$ 6,146.57	
-KRONOS	\$ 259.05	
-EQUIPMENT MAINTENANCE	\$ 1,172.70	
-TELEPHONE	\$ 260.33	
-TRAVEL REIMBURSEMENT		
-PRINTING & BINDING		
- ADVERTISING		
-PROGRAM SUPPLIES	\$ 2,510.38	
-MOTOR FUELS		
-OFFICE SUPPLIES		
-CONF. & MEMBERSHIPS		
-MISCELLANEOUS		
HOUSING		
-PROFESSIONAL FEES	\$ 74.50	
-TELEPHONE		
-TRAVEL REIMBURSEMENT		
-PROGRAM SUPPLIES	\$ 75.36	
-CONFERENCE		
SCHOOL DENTAL		
-TRAVEL		
-PROGRAM SUPPLIES	\$ 262.00	
-MACHINERY & EQUIPMENT		
-CONFERENCE & MEMBERSHIP		
SCHOOL HEALTH		
-PROFESSIONAL FEES	\$ 21,185.86	
-EQUIPMENT		
-TELEPHONE		
-TRAVEL REIMBURSEMENT		
-PROGRAM SUPPLIES	\$ 1,156.56	
-CONFERENCE & MEMBERSHIP		
EMERG GRANT		
-TELEPHONE		
CDCY3 GRANT		
-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	\$ 4,444.71	
-PROG SUPPLIES		
WFD24 GRANT		
-PROF. FEES	\$ 1,180.00	
-CONF. & MEMBERSHIP	\$ 200.00	
-PROG. SUPPLIES		
LEAD GRANT		
-PROF. FEES	\$ 1,640.00	
-PROG. SUPPLIES		
Total:	\$ 69,250.14	