

DISTRICT BOARD OF HEALTH

Thursday, May 8, 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 April 10, 2025 (5 Minutes)**
- 3. Approval of Bills paid in April, 2025 (5 Minutes)**
- 4. Old Business (30 Minutes)**
 - a. Narcan Training (30 Minutes)**
- 5. New Business (20 Minutes)**
 - a. Report from the Finance Committee (25 Minutes)**
- 6. Monthly Reports: Director of Health, Sr. Dental Clinic, School Dental, School Health, Public Health and Environmental Health (25 Minutes)**
- 7. Adjournment**

BOARD OF HEALTH MEETING

MINUTES

April 11, 2025

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
Joshua Plourde, Burlington Representative

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, Selectman, Town of Burlington, CT
Mayor Jeffrey Caggiano

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 March 13, 2025

Motion by Jack Lu, seconded by Robert Wetmore to approve the Board of Health Meeting Minutes of March 13, 2025.

All in Favor. Motion carried.

3. Approval of Bills paid in March, 2025

Motion by Joshua Plourde, seconded by Kathy Langlais to approve the March, 2025 bills.

All in Favor. Motion carried.

4. Old Business

- a. Continued Discussion on Vision and Values
 - i. The Board continued discussion regarding the BBHD Values; Mr. Plourde's version is accepted by the Board Members and the Chairman added the word Leadership, stating it should come first.
 - i. The Board Members settled on the Values verbiage: ***"Leadership, Community Centered, Integrity, Transparency, Innovation, Collaboration and Partnership"***.

Motion by Jack Lu, seconded by Joshua Plourde to approve the BBHD Values ***“Leadership, Community Centered, Integrity, Transparency, Innovation, Collaboration and Partnership”***.

All in Favor. Motion carried

- b. Review To Do List from Board Retreat
 - i. The following action items were very briefly discussed in the order listed below:
 - i. **Onboarding, BOH already agreed on a New Member Document which will be used to onboard the next new BOH Member.**
 - ii. **Performance Dashboard: monitor indicators of progress, success and areas of improvement.** Mr. Lu hopes to have a prototype by September 2025.
 - iii. **Completed Organizational Chart**
 - iv. **Mission/ Vision/ Values; the Board feels this is all set.**
 - v. **Narcan Training**
 - 1. **Goal: to have the above list completed by the next Board Retreat which will be in January of 2026.**
- c. Follow Up on D&O Insurance
 - i. Now that BBHD is Medicare approved, we will provide the attorney with a list of BBHD’s activities so they can ensure we have proper D&O Liability Insurance Coverage.
- d. Meeting Schedule for Rest of the Year
 - i. There was brief discussion regarding the need for monthly meetings as well as the schedule for the rest of the 2025 year. The Board agrees that while there is much to discuss and monthly meetings will be best fitted for the District; there is no need to hold July 2025 or August 2025 BOH Meetings.

Motion by Robert Wetmore, seconded by Kathy Langlais to **cancel the July 2025 and August 2025 Board of Health Meetings.**

All in Favor. Motion carried

5. New Business

- a. Use of Unassigned Fund Balance
 - i. Discussion begins with Mr. Gillis explaining revenue, expenditure and how they are related to the Fund Balance. There was also discussion regarding the future plan of BBHD’s clinic to offset and reduce the need of funding by the City of Bristol.
 - 1. Mr. Gillis outlines how the unassigned fund balance can be a liquid asset in that it could absorb any real time loss.
 - 2. BBHD has been asked by the City Comptroller to change our unassigned fund balance amount which Director Palmeri has brought to the attention of the board.
 - ii. **Note:** the BOH has decided to take no action on the fund balance assignments at this time. These assignments can be changed or modified with the approval of the Board.
- b. Impact of Reduction of Federal Funds to DPH

- i. Due to the advanced payment of grant funds to BBHD, there is little impact on operations, zero impact on employment and will not affect BBHD's budget thanks to the hard work and diligence of our contracted accountant, Mr. Gillis.
 1. **Note:** Mayor Cagginao makes note of a likely direct reduction to BBHD's funding from the City of Bristol by One-Hundred Thousand Dollars (\$100,000), also stating there is a City of Bristol Board of Finance Meeting on April 22, 2025 to finalize the City's budget for FY 25-26.

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

a. Director Palmeri has gone through his Director's Report and made note of the following:

i. Environmental Health:

1. Very busy as usual. Nothing specifically noteworthy or unusual. Housing has been busier in the Town of Burlington more recently which may possibly lead to the formation of code enforcement.

ii. School Dental:

1. Director Palmeri would like to recognize two of BBHD's Hygienists- Misty Masotti-Diakon for her dedication and effort for National Children's Dental Health Month and Barbara Lozier for her caring and compassionate work with the Sr. Dental Clinic.

iii. School Health:

1. Director Palmeri notes that there are two (2) LPN vacancies which are not being filled at this time. BBHD is thankful for the services Delta T provide.

iv. Public & Community Health:

1. BBHD has had billboards put up throughout the City of Bristol to promote mental health. A survey has also been created for residents of Bristol and Burlington to assess the needs of the communities we serve. Other noteworthy activities:
 - a. Community and Public Health going to a local church weekly to provide mental health lectures and connect those in need to relative services. *BBHD does not offer mental health counselling, but rather refers to proper channels.*
 - b. Forty (40) Naloxone trainings provided.
 - c. QPR billboards throughout the City.

v. Events/ Initiatives/ Misc. Information:

1. There is no new information on the BBHD move. Director Palmeri stated there could be other options should the current plan be delayed.
2. BBHD is fully approved for Medicare Roster Billing as well as Clinical Billing.

7. **Adjournment**

Meeting adjourned by Chairman Moylan at 4:32 p.m.

Respectfully submitted,



Marco Palmeri, MPH, RS
Director of Health

APRIL 2025
BILLS
FY 24-25

FICA	\$ 34,796.38	
LIABILITY INSURANCE: PROF/COMM/BOND LIABILITY & CIRMA - Core		
- School Health Program		
- School Dental Program		
- Housing Program		
POSTAGE		
RENT & FUEL SURCHARGE	\$ 4,715.23	
LEGAL FEES		
LEGAL FEES - School Health (Shipman & Goodwin)		
CORE MISC		
CORE -		
-PROFESSIONAL FEES	\$ 10,195.41	
-KRONOS	\$ 269.42	
-EQUIPMENT MAINTENANCE	\$ 729.06	
-TELEPHONE	\$ 601.13	
-TRAVEL REIMBURSEMENT		
-PRINTING & BINDING		
- ADVERTISING		
-PROGRAM SUPPLIES	\$ 4,620.83	
-MOTOR FUELS		
-OFFICE SUPPLIES	\$ 312.50	
-CONF. & MEMBERSHIPS		
-MISCELLANEOUS		
HOUSING		
-PROFESSIONAL FEES		
-TELEPHONE	\$ 38.81	
-TRAVEL REIMBURSEMENT		
-PROGRAM SUPPLIES	\$ 80.33	
-CONFERENCE		
SCHOOL DENTAL		
-TRAVEL		
-PROGRAM SUPPLIES	\$ 558.75	
-MACHINERY & EQUIPMENT		
-CONFERENCE & MEMBERSHIP		
SCHOOL HEALTH		
-PROFESSIONAL FEES	\$ 11,109.17	
-EQUIPMENT		
-TELEPHONE	\$ 38.81	
-TRAVEL REIMBURSEMENT		
-PROGRAM SUPPLIES	\$ 3,411.14	
-CONFERENCE & MEMBERSHIP		
EMERG GRANT		
-TELEPHONE	\$ 116.43	
CDCY4 GRANT		
-CONF. & MEMBERSHIPS		
-PROGRAM SUPPLIES	\$ 350.00	
-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	\$ 1,094.50	
-PROG SUPPLIES		
WFD24 GRANT		
-PROF. FEES	\$ 1,520.00	
-CONF. & MEMEBSHIP		
-PROG. SUPPLIES		
LEAD GRANT		
-PROF. FEES	\$ 1,430.00	
-PROG. SUPPLIES		
Total:	\$ 75,987.90	