

BOARD OF HEALTH MEETING

MINUTES

November 9, 2023

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: Shannon Mulz, Chairwoman
Jack Lu
Donna Friday
James Moylan

Bristol liaison: Mayor Jeffrey Caggiano

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

The meeting was called to order by Chairwoman Mulz at 9:43 a.m.

1. Audience Participation

2. Approval of the Board of Health Meeting Minutes September 14, 2023

Motion by James Moylan, seconded by Jack Lu to approve the Board of Health Meeting Minutes of September 14, 2023.

All in Favor. Motion carried.

3. Approval of Bills paid in September, October, 2023

Motion by James Moylan, seconded by Jack Lu to approve the September and October, 2023 bills.

All in Favor. Motion carried.

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

Director Palmeri begins by announcing that BBHD has been recognized by UCONN for our work on specific projects with our interns.

Director Palmeri briefly discusses BBHD's Flu and COVID vaccination clinics are going well in partnership with CHC. There are more upcoming clinics to be announced.

Director Palmeri briefly discusses the possibility of adding one to three towns to the District, noting specifically Wolcott, CT. While Bristol's per capita rate is two dollars higher than another district being considered, Wolcott's town council will vote and decide.

Director Palmeri asks the board to consider a date or time change to the monthly Board of Health meetings to better accommodate one of our board members who is unavailable during the normal

meeting time of 9am. Mayor Caggiano announces a new board member as of November 14, 2023. Mr. Moylan suggests an informal educational workshop for all members of the board regarding things like BBHD policies and bylaws. Director Palmeri and Mr. Moylan both point out the National Association of Boards of Health as a potentially helpful tool for BBHD. At this time Ms. Friday joined the meeting, where a vote was taken regarding the BOH Meeting time. The time will be changed to 1pm for each meeting going forward. It was also decided that the food for meetings will be suspended until further notice.

Director Palmeri announces that all financial reporting will be on a quarterly basis going forward. Director Palmeri then goes over the revenue and expenditure reporting for the past four months, noting that the quarterly revenues can fluctuate quarterly based on many variables such as grants and licensing revenue. This can also be the case for expenditures as spending fluctuates based on the needs of the business and many other variables.

Director Palmeri briefly goes over BBHD's vacancy factor, announcing that two school nurses are leaving and that it should not affect the vacancy factor unless the positions are vacant for an extended period of time. BBHD does not anticipate prolonged vacancies.

Director Palmeri briefly discusses a new grant, Workforce Development, which will aide in paying our contracted financial consultant over the next four years. Director Palmeri also announces BBHD's new timekeeping system, Kronos, which is in the final stages of testing and will provide paperless timekeeping methods as well as a much faster turnaround.

Director Palmeri also notes there have been employment related issues submitted, requiring legal representation, causing an increase in legal fees this fiscal year.

Discussion surrounding the Finance Committee by Director Palmeri, Chairwoman Mulz and Mr. Moylan which must consist of three board members, including the Chairwoman. Jack Lu volunteers to be on the Finance Committee, making this an official BBHD committee. The Executive Committee will be revisited in December's BOH Meeting.

5. **New Business**

6. **Old Business**

7. **Adjournment**

Meeting adjourned by Chairwoman Mulz at 10:06 a.m.

Respectfully submitted,


Marco Palmeri, MPH, RS
Director of Health