

BOARD OF HEALTH MEETING

MINUTES

March 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: Shannon Mulz, Chairwoman
Jack Lu
Donna Friday
James Moylan
Doug Thompson
Kathy Langlais

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 3:33 p.m.

1. Audience Participation

2. Approval of the Board of Health Meeting Minutes February 8, 2024

Motion by Jack Lu, seconded by James Moylan to approve the Board of Health Meeting Minutes of February 8, 2024.

All in Favor. Motion carried.

3. Approval of Bills paid in February, 2024

Motion by Doug Thompson, seconded by James Moylan to approve the February, 2024 bills.

Discussion by Doug Thompson regarding the legal fees of February, 2024. Clarification provided.

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 goes over his reporting, beginning with his Director's Report. Housing Program is status quo and has not changed. Director Palmeri announces his report is now even more data driven and robust with the addition of the Community Health Worker's data. Director Palmeri then explains the different ways in which BBHD serves the public through our CHW and Public Health Services relationship. There was brief discussion surrounding the processes for intake and assistance, noting that BBHD makes all attempts to maintain connections with local entities to connect persons with much needed services such as medical and general assistance. Chairwoman Mulz and Mr. Lu both commend BBHD and Director Palmeri on both collection and analytics of data as well as the positive impact seen in the community. Mr. Lu requests quarterly reporting on this topic in terms of performance tracking or progress.

Director Palmeri goes over the current programs and events, giving praise to Mayor Caggiano for the HIV AIDS Taskforce having completed their mission. Director Palmeri was impressed with the doctor who presented at an event held by the Bristol Commission on Persons with Disabilities, stating there will be a presentation at the Senior Center in the future. There is also an opportunity here, allowing more exposure to area providers.

Director Palmeri moves on to discuss the School Health Program, responding to the request from Mr. Lu to have a more robust monthly report from the School Health Services Coordinator that is more detailed. Director Palmeri agrees and will put this into motion. He also notes that there is one vacancy in the School Health Program for an RN, however there is a need to hire an RN, BSN. Ms. Langlais also requests specific items to be listed in the Dental Hygienists monthly reports. Director Palmeri asks Mr. Lu and Ms. Langlais to email their requests to him.

Director Palmeri then briefly discusses, with the consent of the Chairwoman of the Board, the conversation held between himself and the City Comptroller regarding BBHD's upcoming budget. Director Palmeri recalls to the board the previous proposal, stating there is an update to the proposed budget. The City of Bristol is asking BBHD to reduce their obligation to us by three hundred thousand dollars (\$300,000) for the upcoming fiscal year, 2024-2025. Director Palmeri is confident that the excess funding in BBHD's possession due to varying factors will be sufficient to offset the deficit which this reduction will cause. This is believed to be an equitable and fair solution for all. Director Palmeri then announces the upcoming policy which will be formulated in conjunction with the City of Bristol to offset any over-budgeted areas paid for exclusively by the City going forward. It is also agreed that any interest income or Husky revenue will be excluded from BBHD's operating budget beginning in the 2025-2026 fiscal year. This allows for complete resolution and equality.

Director Palmeri briefly speaks to the ongoing Covanta issue stating the acoustics company hired is not as costly. This is in response to Mr. Moylan who stated BBHD can't afford to absorb all of the legal fees and otherwise associated fees. Mayor Caggiano recommends the Finance Committee send a formal memo to the Board of Finance for further discussion and planning, including discussing assistance in Covanta representation.

Director Palmeri redirects and suggests the board discuss voting on the 2024-2025 budget, now having the most up to date and accurate information. Chairwoman Mulz suggests a motion to approve the BBHD 2024-2025 budget. Ms. Friday interjects with stating she does not like the budget process and would like to see BBHD's grants included in our annual budget. Director Palmeri responds to Ms. Friday, stating we only include operating budget costs. Grants are not to fund the operation; they are to fund specified deliverables put forth by the grantor and doing such would be against accounting principles. Ms. Friday moves to her second point in which there should be more oversight. This leads to conversation among the board and it is decided that they will collaborate on what they'd like to see included in the Director's Report, starting with grants. Chairwoman Mulz believes this is fair and sees this as a good action item for the board. Chairwoman Mulz asks for a motion to approve and adopt the BBHD 2024-2025 fiscal year budget.

Motion by Mr. Lu, seconded by Ms. Friday to approve and adopt the FY 24-25 budget.

All in favor. Motion carried.

There was discussion by the board regarding the board meeting time each month. It was discussed collectively, and approved by the Chairwoman of the Board, that the meetings will be held from 3pm to 4:30pm each month. The board discussed their thoughts on the meeting length, mentioning a consent agenda, keeping a time limit and that the board meetings should begin with Burlington issues as to be more respectful of Mr. Thompson's time as well as everyone else's. Chairwoman Mulz also reminds the board that the Vice Chairman can begin the meeting should the need arise.

5. **New Business**

- a. **Vote for BBHD Vice Chairperson** The board unanimously nominates Mr. James Moylan for the position.

Motion by Mr. Lu, seconded by Ms. Friday to appoint Mr. Moylan as the Vice Chairman of the Board.

All in Favor. Motion carried.

- b. **Designate Fund Balance**

Motion by Mr. Thompson, seconded by Mr. Lu to table this item until the April 2024 board meeting.

All in favor. Motion carried.

6. **Old Business**

7. **Adjournment**

Meeting adjourned by Chairwoman Mulz at 5:08 p.m.

Respectfully submitted,



Marco Palmeri, MPH, RS
Director of Health