

BOARD OF HEALTH MEETING

MINUTES

April 11, 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
James Moylan
Kathy Langlais

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 Chairwoman Mulz at 3:01 p.m.

1. Audience Participation
2. Approval of the Board of Health Meeting Minutes March 14, 2024

Motion by Jack Lu, seconded by James Moylan to approve the Board of Health Meeting Minutes of March 14, 2024.

All in Favor. Motion carried.

3. Approval of Bills paid in March, 2024

Motion by James Moylan, seconded by Jack Lu to approve the March, 2024 bills.

All in Favor. Motion carried.

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

After a few minor glitches with a new system BBHD is using to record and post meeting minutes, Civic Clerk, Director Palmeri begins by announcing a member of the board, Ms. Friday, has resigned. Mayor Caggiano informed the board as well as BBHD of the typical process and procedure for board member resignation.

Director Palmeri discusses a possible conflict with the Lions Club performing eye exams in lieu of the school nurses.

Director Palmeri briefly goes over the ongoing Covanta situation, stating we are still in the process of obtaining legal representation. There is also discussion by the board regarding liability insurance for the board of health. This is also in process and we should be receiving a quote soon.

Director Palmeri announces that there is now a vacant position which will need to be filled. This position is the Community Health Worker (CHW) position.

Mr. Moylan asks to add an item to the agenda, which is a follow up on the board retreat from March 9, 2024. Director Palmeri briefly discusses the requests made by the board members during the board retreat, as well as a request made by Ms. Langlais to provide more detailed dental program data. Director Palmeri furnished this information and shared it with the board. Mr. Moylan asks how the board would like to proceed in terms of strategic planning. There is discussion among the board members and Mr. Lu suggests the strategic planner come to a board meeting and present for a brief five (5) to ten (10) minutes. Mr. Moylan states there should be a planned objective, which could also lead to more sub-committees within BBHD's board of health.

Director Palmeri briefly discusses the possibility of purchasing, with the assistance of our Public Health Nurse II, a data system which would ideally serve all of BBHD's data and record keeping needs.

5. New Business

a. Designate Fund Balance

Discussion by the board, Director Palmeri and Mr. Gillis regarding the total fund balance, assigning the fund balance and what percentage of BBHD's annual operating budget there should be available. There was discussion about the money allocated to compensated absences, and other ideas were given such as equipment upgrades and relocation costs in the future. Mr. Lu states and the board agrees that there should be no vote without Mr. Thompson present. Designation of fund balance will again be tabled until May's board meeting.

6. Old Business

7. Adjournment

Meeting adjourned by Chairwoman Mulz at 4:44 p.m.

Respectfully submitted,



Marco Palmeri, MPH, RS
Director of Health