

BOARD OF HEALTH

Minutes of Meeting of December 9, 2014

Chair Carol Bradford, Board members Susan Sama, Linda Huet-Clayton, William Murphy, Health Director and Michele Korman, Health Coordinator were present in the DPW conference room at 4:05pm and the meeting commenced at 4:10pm.

1. Minutes of Meeting of October 7, 2014 were approved.
2. Invoices were Approved
3. Correspondence was reviewed and included the following:
 - a. Sudbury Board of Health Organizational chart
 - b. BOH FY '16: Budget
 - c. Woodward & Curran memo: Permit #: 4-23 Raytheon Sudbury Facility: Discharge Monitoring Report: September 2014
 - d. Dept. of Public Works memo: September 2014 inspection report: Sand Hill Sanitary Landfill
 - e. Mass. Dept. of Public Health memo: Arbovirus Surveillance Program Report: October 2014
 - f. Dept. of Public Health memo: Guidance for Municipal Leaders: Responding to Ebola Concerns in Your Community: October 30, 2014
 - g. Dept. of Public Health memo: Ebola Checklist for Local Boards of Health: October 30, 2014
 - h. Kleinfelder memo: Release Abatement Measure Plan: Former Mobil Service Station-465BPR, Sudbury: October 30, 2014
 - i. Town Manager email: Regarding restaurant inspections: Accela Program
 - j. Asbestos Notification: 295 Concord Road, Sudbury: October 29, 2014
 - k. Wastewater Treatment Services memo: BioMicrobics FAST treatment system report: 40 Tall Pine Drive, Sudbury: November 3, 2014
 - l. Wastewater Environmental Management memo: Test Report: Lincoln-Sudbury Regional High School: September 2014
 - m. Facts about Ebola spreadsheet
 - n. Dept. of Public Health memo: The Infectious Disease Surveillance Evaluation: October 2014

Social Worker Update:

- Martha Lynn, Town Social Worker came in to update Board of Health members on Social Work being done within the town of Sudbury.
- Briefed the Board on The Town Social Worker position, how long she has been in the position, what position consist of on a day-to-day-basis
- Updated Board on what she has been working on within the town as well as client-relationships within the past two-weeks included a formalized report
- Also discussed wanting to put together town employees/community health related promotions, health fairs for community and employees- what would be the incentive for people to participate? Talked about funding and timing for these projects-what would that look like?

- Discussed her participation with HOPE Sudbury and the HOPE Fund.
- The HOPE Fund provides financial assistance up to \$1000.00 per family for hardships encountered due to job loss/health-related-disability/illness: i.e.: utilities, mortgage, car repair, etc.
- Bill Murphy, Health Director discussed the Senior Outreach workers Mitch Sanborn and Susan Matatia- moved from contractual to town employee status
- Bill Murphy, Health Director also discussed the need for an organizational structure chart, delegating responsibilities: who handles the referrals? Do Senior Outreach workers, now with town employee classification report to Martha? Needs to be oversight with senior outreach workers
- Martha Lynn, Town Social Worker discussed that:
 - a. Questions/ personnel issues will need to be worked through/out
 - b. Concerns regarding responsibilities
 - c. More structure needed
 - d. Need to develop clearly defined expectations
- * Bill Murphy, Health Director: Set up a follow-up meeting with Martha, Town Social Worker to formulate a structured system of command, once established- report back to Board with results

Public Health Transition:

- Bill Murphy, Health Director updated the Board with how the transition has been going including work that is ongoing:
 - * Continued work on state mandated forms
 - * vaccine programs
 - * next week: help Phyllis, Board of Health Nurse with transitioning materials from Parmenter to Board of Health offices
 - * detailed meeting with Phyllis, Board of Health Nurse once-per-month for updates
 - * Accommodating space in Board of Health office as needed for Board of Health Nurse set-up

Physician Discussion:

- There has been continuous-ongoing reaching out to various doctor's offices for a prescribing physician to coordinate with the Board as well as the Board of Health Nurse
- Still seeking doctor referrals
- Physician is needed to sign-off on orders including:
 - a. vaccine for children's programs
 - b. standing order for supplies
- Check with physicians from the MRC?

Annual Town Report:

- Requests have been sent out to contract service providers, etc. for collection of data for Selectman's Annual Town Report due at the end of January 2015

Health Director's Report:

- Bill Murphy, Health Director discussed:
 - a.* FY '16 Budget
 - * Nursing service line item moved into non-clerical line item
 - * Added Social-Outreach Workers/Nursing
 - * New line item added for Nursing Services which is being built-into budget
 - * Build in coverage for absences, i.e.: vacations, sick-buy-back coverage, etc.

- **Animal Control:**
 - a.* Discussed increase to be on level with other town's level funding
 - b.* 2.5% increase built in for level-funding, cost of living, etc.

- **Buddy Dog:**
 - a.* A resident came into office to discuss Buddy Dog proposal with Health Director
 - b.* requested a meeting to discuss with Board- regarding Buddy Dog proposal to move from Rt. 20 location to Wayside Inn/ Prides Crossing location. Resident asked for appointment with the Board to discuss health-related issues/concerns that neighbors have with this proposal

Miscellaneous Business:

- Bill Murphy, Health Director discussed:
 - a.* ongoing housing inspections/hoarding cases
 - b.* tenant issues
 - c.* working on a draft organizational structure for BOH personnel
 - d.* Town Manager request for restaurant inspections: Is the Board using the Accela program?
 - e.* discussion on drafting website policy regarding services NOT provided by the town or Board of Health personnel. i.e.: private property animal pick-up, hazardous waste info.

Next Board of Health meeting scheduled: Tuesday January 13, 2015 @ 7:00pm at the Flynn building in the Silva conference room, 2nd floor.

Meeting adjourned: 5:15pm

Respectfully submitted:

Michele Korman
Health Coordinator
Sudbury Board of Health

