The regular meeting of the Board of Health was held on Thursday, September 17, 2020. Michael LaFever, Chairman; Adrienne DeSantis, Secretary; Carolyn Rogowski-Duarte, Member; and Andrea Crete, Health Agent were present. Minutes are being recorded by LCTV video and are being transcribed from the video. The meeting was called to order at 4:00 p.m. by Mr. LaFever. **This meeting was held during the 2020 COVID-19 outbreak.**

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Board members signed departmental bills.

While signing the bills, Ms. DeSantis inquired as to why the Board is not approving orders for supplies before they are placed. Mr. LaFever would not want to do that unless there was a special request or over a certain dollar amount.

Board members read the minutes of August 25, 2020. Motion made by Ms. Rogowski to approve the minutes as written. Seconded by Ms. DeSantis. All in favor 3-0. Minutes were signed by Ms. DeSantis.

Ms. DeSantis questioned whether the office assistant will be returning to the meetings to take minutes. Ms. Crete does not feel this is necessary. The meetings are recorded for viewing. The minutes are being transcribed from the recordings.

Health Agent Report

Ms. Crete informed the Board of her inspections to date.

Ms. Crete would like to revise the Director of Nurses job description. This department currently has 3 full-time nurses and 1 part-time nurse. In prior years, there was up to 6 nurses employed. Ms. Crete feels that the nurses could be supervised by the Health Agent and a Director is no longer needed. Cheryl Messer-Lusty would be designated as Nurse Level II instead. There would be no pay cut due to the amount of other responsibilities required. The only change being made is the supervision of the nurses. Motion made by Ms. DeSantis to approve the new job description. Seconded by Ms. Rogowski. All in favor 3-0.

Board members selected the following dates for the upcoming meetings: October 13 & 27, 2020 and November 10 & 24, 2020.

Motion made by Ms. Rogowski to adjourn the meeting at 4:35 p.m. with Ms. DeSantis seconding the motion. All in favor 3-0.

Respectfully submitted,

Michael LaFever
Chairman