The regular meeting of the Board of Health was held on Wednesday, May 4, 2022. Kelly Lamas, Chair; Adrienne DeSantis, Secretary; and Antonio Tavares, Member were present. Office Assistant Tim Fontaine recording the minutes. The meeting was called to order at 5:30 p.m. by Ms. Lamas.

Board members signed departmental bills.

Board members read the minutes of April 12, 2022. Motion made by Mr. Tavares to accept the minutes as written. Seconded by Ms. DeSantis. All in favor 3-0. Minutes were signed by Ms. DeSantis.

Board members read over the monthly reports from staff for the month of April.

Ms. DeSantis questioned how Ms. Matusik will be applying her Mental Health First Aid training. Ms. Matusik has spoken with the Fire Chief to hopefully schedule trainings with the first responders sometime in the near future.

Ms. DeSantis questioned about Ms. Kramer becoming a CPR instructor. Ms. DeSantis feels that at this time it would not be feasible to add this to the nurse's clinical duties. Ms. Lamas did speak about possibly providing community wide CPR training if there were 2 instructors. Board members feel that this could happen by having another staff member become certified.

Ms. Kramer inquired into becoming Servsafe certified. Ms. DeSantis does not feel that the Public Health Nurse should need to become Servsafe certified. It is not part of the job description. Board members would like to have Ms. Kramer focus on Balance (Falls Prevention) and Stop the Bleed trainings. Ms. Lamas would like to see Ms. Kramer dedicate more time as a Public Health Nurse and the responsibilities that lie with that position.

Ms. Lamas would like more information about wellness checks being performed by the nurse and the qualifications for a wellness check. There are also questions about how the nurse is providing outreach and education to patients, along with connecting patients with outside services. Ms. Lamas will email follow-up questions to staff regarding the reports.

Board members asked Ms. Kramer, on March 8, 2022, for a presentation and proposal to be brought forward regarding an event taking place on June 2, 2022 at the Middle School. Board members have not yet received the proposal for approval. Board members are hoping for the proposal to approve at the meeting of May 18, 2022.

Mr. Tavares would like more information into the roles of the Public Health Nurse and the Public Health Program Coordinator. Ms. Lamas mentioned having Mr. Tavares set up times to meet with the staff to speak about their respective roles.

Ms. Lamas discussed the staff meeting that was held. Staff members went over individual job descriptions. There was talk of ways to streamline communication, especially when someone was going to be out of the office. There was a calendar purchased to communicate when staff members will not be in the office. The calendar was mounted in a central location for all staff. Any verbal communication between staff should be followed up with an email in order to create a paper trail. There will be another staff meeting to be held in about 6-8 weeks

Ms. Tavares inquired about reevaluating Ms. Lamas' position as "point person" for the staff. Mr. Tavares feels the board should work together to make decisions and not just the "point person". Ms. Lamas is only making decisions on the "day-to-day" operations within the office. Ms. DeSantis asked if there is a conflict due to being the "point person" and the chair. Mr. Tavares is not aware of any conflict.

Board members discussed using the term "Health Department" instead of "Board of Health" in day-to-day operations. There has been a longtime standard of the department being called "Board of Health". This will be discussed at a future meeting.

Motion made by Ms. DeSantis to adjourn the meeting at 6:26pm with Mr. Tavares seconding the motion. All in favor 3-0.

Respectfully submitted,

Adrienne DeSantis
Secretary

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