

Sharon Health Department
Minutes
May 28, 2014

In attendance for the Sharon Board of Health meeting were: Chuck Levine, Chair; Jay Schwab, Vice Chair, Luba Raynas, Ken Zoller, and Stan Rosen. Jim Andrews, Health Agent for Engineering, was also present.

Approval of Minutes of May 14, 2014

It was suggested that to make the following sentence clearer the sentence should read: So that he could see that it meets new construction guidelines.

Motion to approve minutes of May 14 as amended. Rosen, Schwab 5-0-0.

The major topic of the evening is the resignation of Bridget Sweet, the Health Administrator. Levine explained that he had spoken with Linda Callan and that she agreed to take on most of the work, including phone calls, permitting, etc... until a new Health Administrator is hired. Further, Callan would be able to work additional hours. Levine explained that he investigated a possible stipend for Callan. A stipend is typically given during a transition. The board needs to approve, then it is passed onto personnel for their approval. After a brief discussion as to past practice, how much would be paid, and how many additional hours would be required, members of the board determined that the stipend would be for \$150 per week, and hours not to exceed 30 hours.

Motion: Give to Linda Callan for a period of 30 days or until a new Health Administrator is hired, whichever is less, a stipend of \$150 per week. Levine, Rosen 5-0-0.

Motion: Hours to be limited to 30 or otherwise approved by the chair. Levine, Rosen. 5-0-0

Interim Sanitarian

The Town needs to have a Sanitarian during the transition. Levine has spoken with Sweet and she has consented to stay on until such times as a new Sanitarian is hired. Levine asked if this were acceptable to the Board. Questions asked included: Will Sweet be the person performing inspections or her company, Public Protection Specialists, PPC. (Levine will discuss with Sweet). Payment. Prior to Sweet being the Health Administrator, she was the Sanitarian. As Sanitarian she (her company) was paid a monthly fee based upon a proposal submitted to the Board. It was suggested that Sweet submit to the Board a proposal for Sanitarian services for the Board to review at its June 18th meeting. If an emergency were to occur between Sweet's resignation date of June 4th, and the next meeting, the Board would authorize, on a fee for services basis, Sweet to render services. Important to note, that services being required of Sanitarian shall also include emergency calls as necessary. (Andrews stated that he also is often called to handle emergencies and that he has the authority to make decisions).

It was stated that Sweet was up to date on all inspections, although there was a question regarding the status of the Farmers Market and licenses. (It is important that those licenses are maintained and that applications coming in are being handled). Andrews spoke with Sweet earlier in the day. According to Sweet, some licenses were coming in late and those vendors would need to be inspected. It was determined that between Crescent Ridge, Callan and Sweet, there should be no problems with the Farmer's Market and required permits.

Discussion regarding authorization to sign permits. Sweet had been given permission to sign temporary permits of up to 30 days. Since Sweet is no longer a Town Employee, but rather a contractor, she will no longer be allowed to sign permits. How will this affect applications coming into the office? It was decided that the Chair and one other Board Member would sign permits. If the Chair is unavailable to sign, then two Board Member signatures would be required.

Motion: Current Sanitarian will continue with her duties from now through June fourth. Following that, Sweet will perform inspections with the inspection forms going to Callan. If there are permits to be signed, then Callan will notify the Chair and one other Board member that permit(s) need to be signed, and authorizes Chair and one other member to sign.

Rosen, Schwab 5-0-0

Lake

Member concerned about lake testing and monitoring. Wants to ensure that that all aspects of lake monitoring are controlled and that there is continuity. Concern with what happens if there is a high bacteria count. According to Andrews, there are plans in place. The Recreation Department is notified and it is their responsibility to close the beach as they are the ones who are in control of the swimming areas.

Office Filing

The department is beginning to transition the filing system from chronological to address based. Not sure where this stands currently. Question as to how many labor hours will be required? Would volunteers (senior work off) be able to assist? Phone coverage when regular staff is not in the office? Concern expressed by one member with respect to phone coverage. He stated that there were many reasons why people phone the office, and often a volunteer would be unable to answer many of the questions that come into the office. The question surrounding phone coverage requires a broader discussion.

Health Administrator Job Description

Members of the Board discussed the Health Administrator (HA) job description. There are several versions circulating. The most current job description includes responsibilities of a Registered Sanitarian (RS). The question was raised whether to keep the RS in the job description, eliminate the requirement of RS or separate the job into inspections and administration.

The previous job description for HA did not list as a requirement for the candidate to be an RS. The current job description evolved when Ms. Sweet was hired as the HA. Prior to being hired as the Town's HA, she had been the RS for inspections and the Board at that time asked if she were interested in continuing doing the inspections as well as the HA responsibilities she was hired for.

Prior to Ms. Sweet, the HA worked 35/37.5 hours. Responsibilities included overseeing of and administration of the office. There was a contracted RS who performed inspections. When the HA and RS positions were combined, the Administrative Assistant hours were increased to help with the work load although administrative responsibilities of the HA were at times affected due to performing of inspections.

An RS enforces the laws and regulations generally related to public health and environmental sanitation, is often responsible and knowledgeable in performing inspections of food-handling establishments, pool inspections; nuisance complaints relating to housing, insect and rodent infestation and often gives advice of sewage disposal and waste disposal systems. The board is apprised of the RS work.

Inspections are time consuming but if the new hire is an RS and interested in performing inspections in addition to administrative, how would this work out?

Rosen expressed concern with integrating RS responsibilities with that of Administrative responsibilities. Preference would be to separate out the two jobs.

Levine, playing devils advocate, stated that perhaps an Administrator who has actually done the work is more valuable than one who has not done the work. An Administrator with experience knows what to do as opposed to someone who has never done the work. The Board could inform the HA that even though they have a background to perform inspections, this does not mean that they must perform the inspections.

There are two separate issues. 1) Is it the Boards intention do divide the job functions? And 2) Keep the functions separate and change the requirement of applicant to ask for additional qualifications?

Discussion continued with Board members reviewing HA job descriptions of November and March.

Motion to submit March 24, 2012 version of HA job description to Personnel Board with one change on page 3, section 3, under supervision to reflect “workers” instead of employees, for approval in order to hire a new Health Administrator.
Raynus, Schwab 5-0-0

Amend motion to insert **official** prior to job description of March 24 as there is another version floating around.
Rosen, Schwab 5-0-0