

Minutes of Sharon Board of Health Meeting

December 21, 2015

2:00 PM

Community Center Conference Room

Present: C. Levine, J. Schwab, L. Raynus, E. Welch, K. Zoller, B. Anderson, J. Andrews

Attending: Linda Rosen

Chuck Levine opened the meeting at 2:00 PM and asked the Board to consider comments about the health program in Sharon provided in a memorandum from Health Administrator Beverly Anderson. Levine noted that a subcommittee comprising Luba Raynus and Jay Schwab had reviewed the memorandum and provided comments. The Board then reviewed the comments provided back to Anderson and discussed them with her. Included in the discussion was the need to draft a procedural manual for the office, to include regulatory issues, to be shared with the Board of Health. Also discussed was the need for the entire Board to review major issues related to inspections and complaints, not just the Chair. The Board also agreed that the respective roles of each member of the Health Department should be better defined. Ed Welch asked why the Town Administrator was copied on emails and Anderson replied that she would typically keep such a manager apprised of key issues related to the Town. Regarding concerns about best practices, the Board asked Anderson to share specific concerns with them for overall review, to which Anderson agreed. The Board noted that it has an interest in the daily activities of the Health Department and to “serve as a day-to-day staff and program management entity only if the office was not functioning properly”. Regarding her request regarding budget planning, Anderson noted that the Chair had expressed concerns about discretionary spending limits in the budget, and had only suggested that a planning process be undertaken to document needs and work towards increasing those budget levels or reducing other budget elements that were not spent this past year. Jim Andrews objected to having an outside facilitator work with the Health Department and Board as suggested in the memorandum.

Raynus then asked Linda Rosen to speak. Rosen noted that she had been the Health Administrator for nearly 30 years, and that her job description had been changed to give the Health Administrator more authority over the Health Department. She voiced concern that this transition was not occurring and offered her assistance to the Board.

Levine then turned to the agenda item “Files Project”. He indicated that he wanted to know where all the files were and had seen, along with Ken Zoller, the basement rooms in the town offices where older files and equipment were maintained. Anderson indicated that the files for Health and other departments had been reviewed earlier this year, and that she had reorganized the core office files.

Levine indicated that he wanted to know exactly where files were kept and their purpose. Anderson agreed to provide such documentation.

Levine thanked Schwab and Raynus for their response to Anderson's recommendations.

Levine noted that the next meeting of the Board of Health would be held on January 13th, 2016. He also proposed an additional meeting for January 27th during the day.

Schwab motioned to close the meeting; Welch seconded, all voted in favor.