

**Monthly Meeting  
Minutes  
January 13, 2009  
8:00 AM  
Library**

**Call to order at 8:05 AM**

Present: Board of Health –Ken Lalime, RPH, John McNamara, MD (by telephone), Sheldon Miller, Theresa Quell, PhD, RN, and Edward Tracey, MD  
Staff – Tim Callahan, Director of Health, David Reed, MD, Medical Director and Thomas Closter, Director of Environmental Health

**Minutes of December 9, 2008 meeting** – Motion to approve by Mr. Lalime, seconded by Mr. Miller, passed unanimously

**Lyme Disease Program Update**

Planning continues for a forum on Lyme disease will be held on April 22, 2009 from 6:00 to 8:30 PM at the Norwalk Hospital Perkins Auditorium. This is a project of the Health Department and the Norwalk Hospital Foundation. The target audiences are health care professionals, school health educators and PTO leaders. Confirmed speakers are Kirby Stafford on the Connecticut Agricultural Experiment Station, Mark Ditmar, MD and a representative from the BLAST program.

**Staffing**

Mr. Callahan reported the opening for a public health nurse would be left unfilled in the 2009/2010 budget. A quality Improvement initiative is underway in the Preventable Diseases division. Currently the Sexually Transmitted Diseases program is under review. The review team consists of Tim Callahan, DR Reed, Darleen Hoffler, Clinical Supervisor, Al Kao, Laboratory Director, Pat DePietro, Laboratory Tech and Business Manager, Pat Carey, Nurse Practitioner, Chris Dudek, Public Health Nurse and Cindy Bermudez, Receptionist. One of the goals the group set is to maintain services to meet the demand in an environment with shrinking resources.

**Fees**

Mr. Callahan reviewed the fee setting process and presented a proposed environmental fee schedule. Fees increases are as follows: class IV food establishments \$375 to \$450, septic system permits \$235 to \$250, public pools seasonal \$190 to \$200 and full year \$375 to \$400.

The Board discussed other options for revenue generation during these challenging financial conditions. The Board agreed to consider revenue-generating proposals as long as the fees charged are the provision of a service. Mr. Callahan will present a plan at the February meeting.

**Building Improvement Projects**

The heating ventilation and cooling (HVAC) system work is complete. The contractor exceeded the time allowed for the job. In lieu of seeking an adjustment to the charges for the work performed an agreement for an extended warranty and service is under consideration.

Adjourn 9:30 AM

