

BOARD OF HEALTH

Minutes of Meeting of October 7, 2014

Chair Carol Bradford, Board members Susan Sama, Linda Huet-Clayton, William Murphy, Health Director and Michele Korman, Health Coordinator were present in the DPW conference room at 4:05pm and the meeting commenced at 4:10pm.

1. Minutes of Meeting of September 9, 2014 were approved pending corrections.
2. Invoices were Approved
3. Correspondence was reviewed

BOH Nursing Position:

- Health Director, William Murphy discussed the BOH Nursing Position as it pertained to advertising. Has been advertised:
 - (1) Mass Health Association
 - (2) Mass Health for Nursing Association
 - (3) The current six (6) month contract with Parmenter ends December 31, 2014
 - (4) Discussed that Maryanne Bilodeau, Human Resources Director/Assnt. Town Manager is requesting a timeline for the Public Health BOH Nurse hiring-schedule
- The Board will be reviewing resumes as they come in
- Chair, Carol Bradford discussed that she has already reviewed one of the applicant's resumes that she has received
- Chair, Carol Bradford discussed that Maryanne Bilodeau, Assistant Town Manager/Human Resources Director would be forwarding incoming resumes to the Board for review
- Health Director, William Murphy discussed the closeout date for the Board of Health receiving applicant resumes for BOH Nursing Position.

Flu Clinic Update:

- Chair, Carol Bradford discussed the flu clinic that was held last Thursday for Seniors at the Senior Center. 130 vaccines were given out, there were two Nurses working the clinic, that helped with the management of paperwork as well as the vaccinations.
- Health Director, William Murphy discussed the upcoming town department flu clinics, discussed that employees should come to clinic with Insurance paperwork already filled out and signed.
- Chair, Carol Bradford discussed that the employee school flu clinics were on schedule for October 20, 2014 to be held at the end of the school day.

Health Director Transition:

- Health Director, William Murphy discussed how his transition is going. He discussed what he has been working on thus far:

- (1) Converting of consultants, Mitch Sanborn and Susan Matatia to part-time Town of Sudbury employee status, which he reported has been very time-consuming, dealing with a lot of paperwork procedures.
 - (2) He has also been involved in the Non-Union Job Re-Classification process working with the Health Coordinator, Michele Korman and the Town Social Worker, Martha Lynn.
 - (3) Discussed with the Board about coordinating a flow chart for Board of Health employee classification detailing supervisory responsibilities within the Board of Health framework including working on a chain of command, incorporating regular staff meetings.
 - (4) Is working on a paperwork request to extend Bob Leupold's transition hours by 10-days
 - (5) Discussed ways to better utilize the Board of Health web-page to keep Sudbury residents updated on health-related-issues, i.e.: Enterovirus EV-D68, Ebola
 - (6) Discussed with the Board that septic inspections/construction is picking up at a steady-pace.
- Chair, Carol Bradford discussed with the Board that she would forward to the office a template of the CDC N68-virus fact-sheet that she worked on to issue to parents
 - Health Director, William Murphy discussed inviting the Town of Sudbury, Social Worker, Martha Lynn to the next Board of Health meeting.

Next Board of Health Meeting scheduled: November 5 & 6, 2014 from 4:00-8:00pm.

Meeting Adjourned: 5:00pm

Respectfully submitted:

Michele Korman
Health Coordinator
Sudbury Board of Health