

MEETING OF THE FAIRHAVEN BOARD OF HEALTH
September 13, 2010

A regular meeting of the Board of Health was held at the Town Hall on Monday, September 13, 2010. The meeting was duly posted. Board members present: Peter DeTerra, Dolores Caton and Jeannine Lopes. Also present: Patricia Fowle, Health Agent.

Mr. DeTerra, Chairman, called the meeting to order at 6:30 PM and requested the minutes of the meeting of August 23, 2010 be amended or approved.

Motion to approve the minutes of August 23, 2010 was made by Ms. Caton; seconded by Ms. Lopes. Vote was unanimous.

The health agent reported there is one new EEE mosquito pool reported in New Bedford by the DPH and beach water testing is completed for the season having ended on September 1.

The Chairman spoke of two incidents that occurred the week of September 6, 2010 when the health agent was on vacation. A complaint was received in the office on September 9 regarding a very strong odor coming from the bait store at 130 Main Street. Mr. DeTerra was not informed of the issue by the office but rather through the food inspector. The odor was from dead bait and maggots that had been left unattended for a number of days. The odor was a public health nuisance and should have been dealt with immediately by the office by informing Mr. DeTerra, as chairman, of the situation. The administrative assistant is required to write up all complaints on the complaint form used by the Board office and this procedure was not followed. It took some prodding by the chairman for the procedure to be followed. Also, a seasonal food permit had to be issued to a vendor and the administrative assistant indicated she did not know how to do this task. Mr. DeTerra therefore asked the health agent during this meeting whether or not the administrative assistant had been trained in these procedures. The health agent stated yes. However, with the demands of the building department the administrative assistant has had very little time to spend in the health department. Ms. Lopes indicated she had called a few times over the last few weeks and many of the phone calls were not answered but rather went to voice mail. The Board asked the health agent if there were other aspects of the administrative assistant's job functions that were not being done. The health agent stated that the filing is not routinely done unless she asks the administrative assistance to do the filing and there is little self-initiative by the administrative assistance to learn new tasks and assist where she thought things might be lacking such as filing and answering the phone. The Board also questioned if the administrative assistant's presence would be helpful at its meetings to take minutes only. Discussion ensued and the Board believed there had not been adequate interaction or time spent with and by the administrative assistant to determine if she would be proficient in all the areas the job required. The administrative assistant is on vacation until September 20.

Motion to inform the administrative assistant that though the Board is not complaining of her job performance of the relatively newly created position, the job performance was lacking in specific areas, and to inform her in writing prior to the 90 day trial and training period ends and to request of the Selectmen a 6 week extension to November 15, 2010 for the trial and training period in order to assess the overall job performance through the commencement of the flu clinic season and re-permitting sessions was made by Ms. Lopes; seconded by Ms. Caton. Vote was unanimous.

Board members will meet with the Finance Committee on September 16, 2010 at 7:00 PM to request a transfer of funds for a Board vehicle as submitted in August by the Board.

Invoices and payroll were reviewed and signed by the Board.

There being no other business before the Board, motion to adjourn the meeting at 7:25 PM was made by Ms. Lopes; seconded by Ms. Caton.

Patricia Fowle, Health Agent