

**BOARD OF HEALTH
MEETING MINUTES**



Town of Millbury
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**TOWN OF MILLBURY – SPECIAL MEETING
JULY 17, 2015**

RECEIVED
TOWN CLERK
15 AUG 13 PM 1:18
MILLBURY MASS

Meeting Location: Millbury Town Hall – Board of Health Office

Members Present: Ronald J. Marlborough, James M. Morin, Armand O. White

Staff Present: Tish Hayes

Health Agents Present: Philip Leger, Karyn Clark

Absent: James Malley, PE. Judy Bater, Julie VanArsdalen, Mike Borowiec

Guest/s Present: Robert Spain

Call to Order: Ron Marlborough called to order the meeting of the Millbury Board of Health at 3:00 PM on July 17, 2015 in Millbury Town Hall – Board of Health Office. Roll call taken.

Discussion: City of Worcester Coalition and the decision making process including staff changes.

After being informed by the City of Worcester, that Mike would be conducting all of the food inspections for the Town of Millbury and Julie would not, The Millbury Board of Health and the Town Manager wanted The City of Worcester – Coalition to know that they understand changes, but stressed that they would like to be included in decisions.

Karyn Clark stated that they do not have a director currently. Karyn stated she was promoted to Deputy Director. During this period of change they are having temporary changes of staff. Based on information and feedback from Julie VanArsdalen they felt they were helping her out by having Mike Borowiec conduct the food inspections. She stated that this is a temporary alignment of staff that was done to help staff during busy Title 5 season and this was based on input from City of Worcester staff. Karyn stated that this was an appropriate decision to assist City of Worcester staff and she was surprised by the push back by the Town of Millbury.

Phil Leger did not intend to stir the pot and apologized. He went on to state that he was recruited for this position, he has over 25 years of experience. He explained his extensive work history and experience in public health. He further stated his extensive certifications. He further stated that Derek Brindisi left a big hole in the coalition. The people who came in after Derek are very smart and capable people. We have six towns in the coalition. Julie is still Millbury's point of contact. Julie is also the Title 5 Person for the other towns and he is the back-up. Phil stated that as team manager it is his role to fill in the gaps. He has been in the

field with Julie and she is very good. Mike was available for 20 hours and he wanted to utilize his expertise and time available. This would free Julie up to focus on Title 5. We feel we were adding assets.

Karyn added that they want the towns to know the other inspectors. Staff uses sick time and vacation time and this allows another inspector step in.

Ron stated that this town likes having Julie and she has a great rapport with our establishments. Additionally, he is opposed to inspections being conducted on nights and weekends.

Bob Spain was adamant that nights and weekends is not an option for inspections. He stated that they used to perform inspections on nights and weekends. An inspector was not available during the day and it did not work.

Phil stated that inspections on nights and weekends is a good way to see active restaurant goings on. If you take away nights and weekends you take away the effectiveness of the inspectors.

Karyn stated again that we are not taking Julie out of Millbury, we are trying to lighten the load for Julie because she is overwhelmed.

Bob stated that one of your problems is that, since last summer, you have not addressed the issue of being short staffed in the area of Title 5 inspectors. Although Phil is capable, he will not be conducting Title 5 inspections. That is not his primary role. He wants this issue addressed without effecting the Town of Millbury.

Karyn stated that they have addressed this area by hiring Phil who is very qualified in Title 5 and although that is not his main role he is able to back fill.

Bob further stated that they are sending in a person who is leaving The City of Worcester. He feels that a person leaving will not be devoted to his position and will not make an effort to establish a rapport with the establishments.

Armand said congratulations to Phil and Karyn on their new positions. The coalition has done a great job but lacks consistency. Since Julie has been on board we have not been to court but once. He has told everyone that Julie stays in Millbury. She does her job above and beyond. On her day off, she did a great job during student government day. She is knowledgeable and devoted to the Town of Millbury. Armand further stated that he takes offense to decisions being made without board input that have an impact on Millbury.

Karyn stated that they wanted to relieve Julie from some duties to help her out. Karyn further stated that she is well aware that Millbury does not want Julie replaced and that is not and never was their intention.

Phil stated that Title 5 is Julie's strength and one of her only certifications *and* Julie loves doing Title 5. They are trying to develop Julie as a person assist her in getting her RS. They want Julie to have the credentials to back her.

Armand wants to hear directly from Julie if she is overworked and her desire to have assistance with food inspections.

Karyn suggested they call Julie and Phil stated that Julie was the one who suggested it.

Bob Spain explained that we are a team and we need to work together and we are partners that need to work together. He further suggested that when personnel changes are involved they should call him or the board chairman. The process has been the main problem with this issue. Emails are not a preferred method of communication for Bob Spain. Bob stated that Kathy would not commit to Julie going back to the way it has been.

Karyn explained that they are very used to quickly emailing everyone since they are so fast paced. Some is due to the current shortage of staff. Moving forward they will try to communicate more effectively and are open to any preferred means of communication.

Jim Morin stated that food inspections during nights and weekends is a good idea to get to see different managers and it keeps everyone on their toes. Being in the food business he feels it is a good occasional practice.

Phil will get a list together from Julie to split off some of the inspections so that they can use one of their assets and will free Julie up during this busy time. They need to be able to divert their personnel during emergency situations.

Bob Spain said an emergency is never an issue and we understand that type of situation.

Phil stated that his role is to gain assets for boots on the ground.

Bob also explained that they do not appear to be concentrating on boots on the ground which is one of the problems.

Karyn and Phil both stated that are trying to gain sustainability.

Karyn stressed that Julie has come to her with her concerns regarding her workload and the decision to add Mike to assist with inspections was based on her input and to facilitate her needs.

MEETING OUTCOME SUMMARY:

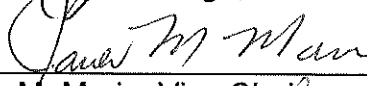
It was agreed upon that Phil would review a short list of establishments provided by Julie that require inspections that he could assign Mike and The City of Worcester agreed to have more personal communication with Town Manager and the Chairman of the Board whereas they make decisions together rather than being told after the fact of decisions that impact Millbury.

Motion to Adjourn at 4:15 PM: Jim Morin made a motion to Adjourn


Seconded: Ron Marlborough. Unanimous. Approved.



Ronald J. Marlborough, Chairman



James M. Morin, Vice Chairman



Armand O. White, Clerk