

TOWN OF MILTON
Meeting Minutes of the Board of Health
Monday, March 9, 2015
Milton Town Office Building, Baker Conference Room

Attending: Roxanne, Musto, RN-C, MS, ANP, Chairman
Anne T. Fidler, Sc. D., Secretary
Laura T. Richards, Esq., Member
Caroline A. Kinsella, BSN, RN, Health Director and Public Health Nurse
Jean M. Peterson, Senior Administrative Assistant

1. Board of Health Revolving Fund:

Town Accountant Amy Dexter addressed the Board to explain purpose of the Revolving Fund and the limitations for spending. Ms. Dexter explained that the fund, which works similarly to a checking account, was established in 2004 for the operation of health programs. She explained that Town Meeting can change but not decrease the amount. She cautioned about using the Revolving Fund for expenses which are unrelated to the Health Department, and stated that expenses must be "reasonable". She informed the Board that small increases can be made to the Revolving Fund each year in order to provide programs which are necessary for residents. Chairman Musto made a motion to increase the revolving fund to \$20,000. The Board voted unanimously in favor.

2. Administrative Items: Chairman Musto signed bills for payment.

3. Blue Hills Community Health Alliance (CHNA) Multi-Year Grant:

Milton resident Laurie Stillman updated the Board on the status of the CHNA grant which she is writing and administering. Ms. Stillman informed the Board that she is working on strategies for the Grant, that a mission statement exercise was conducted and that the 5013C came from Milton Hospital. She informed the Board that she hopes to write the Grant this week and to also complete a budget and mission statement for the Grant. She spoke about the importance of sustainability such as: 1. Using money to build a website; 2. Coaching teachers about introducing an age-appropriate curriculum; 3. Training for school nurses, police, etc. Ms. Stillman stated that there is competition for the Grant. She addressed the budgeting aspect of the Grant and the areas where the money would be spent. For example, \$30,000 during the first year would contribute towards capacity building and raising awareness. Ms. Stillman also addressed her consulting fee: \$80.00/hourly for year one and \$84.00/hourly for years two and three. Chairman Musto expressed concern for the amount of time that Health Director Kinsella would be required to contribute towards working on the Grant, taking into consideration Ms. Kinsella's demanding schedule and high volume of work. While emphasizing the importance of the Health Director's participation in the process, Ms. Stillman stated that approximately one hour per week, including the Coalition meetings, would be required of Ms. Kinsella. Ms. Stillman also emphasized the importance of the Board's direction in this process. She recited the mission statement which received high approval from the Board and stated that the goal of the next meeting would be to sign off on the mission statement and set priorities for the next three years.

4. Next Meeting Date: The next meeting date is scheduled for April 6, 2015, (rescheduled from March 23rd) at 7 p.m.

5. Adjournment: The meeting adjourned at 8:30 p.m.

Respectfully submitted,

Anne T. Fidler
Secretary

