

**CITY OF SALEM
BOARD OF HEALTH
MEETING MINUTES
December 10, 2013
DRAFT**

MEMBERS PRESENT: Dr. Barbara Poremba, Chairperson, Gayle Sullivan, Martin Fair, Dr. Shama Alam & Dr. Danielle Ledoux

OTHERS PRESENT: Larry Ramdin Health Agent & Council Liaison Thomas Furey

MEMBERS EXCUSED: None

TOPIC

DISCUSSION/ACTION

1. Call to Order

7:10pm

**2. Minutes of Last Meeting
(October 8th & November 12th)**

Dr. Poremba returned October's minutes and October's Health Agent report for corrections.

Dr. Alam motioned to approve Novembers draft minutes. 2nd by G Sullivan approved unanimously

3. Chairperson Announcements

Dr. Poremba expressed that the draft minutes need to be received in a timely manner so they are posted in compliance with the sunshine ordinance. The Board agreed.

Dr. Poremba, Dr. Alam, Larry Ramdin and Lisa Cammarata, Human Resources Director, interviewed 2 candidates for the Public Health Nurse's position and a candidate has been selected. The Board expressed that the salary is low and would like to bring a nurse in at a step 2. The Board would also like the base salary to be increased and asked who they need to contact to make this happen. It's been over 6 months and many candidates have been lost due to the low pay. Dr. Poremba with the full support of the Board recommended Larry write a letter to the union requesting the nurse be hired at a step 2. They also asked him to inquire about a salary increase for the Public Health Nurse's position given that this is a licensed position that requires a BSN and prior nursing experience..

M. Fair motioned to offer the position to Suzanne M. Doty at a step 2 pending the concurrence of the AFSCME Local 1818 Union Executive Board. The Board will also write a letter to the Mayor informing her of this decision. 2nd by Dr. Ledoux Approved unanimously

4. Monthly Reports-Updates

**A. Health Agent
Report**

Presented and approved with corrections; copy available at the BOH.

City Council approved the budget increase for rodent control. The bed bugs complaints at 117 Lafayette St. have been addressed. L. Ramdin went to the PEM to view and inspect a proposed live bird exhibit.

**B. Public Health
Nurse's Report**

Presented and approved with corrections; copy available at the BOH. Dr. Poremba, requested a year to date column be added to the communicable disease table on the nurse's report.

There is a national PPD shortage and there are concerns that the shelter residents are not getting tested.

C. Administrative Report

Presented and approved with corrections; copy available at the BOH. A breakdown of all the permits issued for 2014 has been requested for the January or February meeting.

D. City Council Liaison Updates

Councilor Furey informed the Board that there are now 3 women on the City Council and 3 Councilors are leaving after 30 years of experience. The board inquired as to the status of the request for reduction of the number of board members. The councilor reassured her that all tabled motions will be reviewed by the new Council President and the Public Health Safety and Environment Committee.

5. New Business

A. Long & short term goals

The Board reviewed the final draft of the yearly employee evaluation form for the nonunion employee(s). Goals will be set after preliminary evaluation. Nonunion employees will do a self-evaluation, Board members will submit their own evaluations to the Chair and all members will review them.

Board discussed some draft issues for short and long term goals to improve the health of the community which will be discussed in January: Tobacco, Asthma, Obesity, Immunizations, Poverty, and Safety.

Larry Ramdin will send the Board a copy of the CDC's 10 essential public health services. Also mandatory requirements of the Board will be reviewed to help with setting these goals.

6. Miscellaneous

Dr. Poremba asked Councilor Furey to please welcome the new members of the council on behalf of the Board and convey to them that they look forward to working with them in the new year.

7. MEETING ADJOURNED:

9:50pm

Respectfully submitted,

Heather Lyons-Paul
Clerk of the Board

*Next regularly scheduled meeting is January 8, 2014 at 7pm
At Salem City Hall, 93 Washington Street, Ante-room, 2nd Floor*