

BOARD OF HEALTH MINUTES

November 5, 2014

The meeting was called to order at 7:10 p.m. Present were Thomas Klem (TK), Chair, Michael Wegerbauer (MW), and Michael Bean (MB), M. D. Also present were Julia Junghanns (JJ) Director of Public Health and Patti White, Department Assistant.

7:10 p.m. Public Comment- there were none

7:11 p.m. Review Draft Operating Budget- Non -Salary- Guest David Watkins- Finance Committee Liaison- David Watkins

Julia is going over the non-salary line items for the FY16 operating budget. Highlights of changes were discussed for the budget summary (attached).

7:35 p.m. Discuss HRS Line Item- Rob Evans- Executive Director Human Relations Services and Mark Kline, Clinical Director.

Dr. Evans and Dr. Stein from the Wayland School Committee have come before the Board to discuss the line item of \$59,310.00. HRS services to the schools are required by the state for students that need them (sped program). There was lengthy discussion with the board regarding the needs for HRS services in the community in the schools, and other services that are provided to residents at a reduced sliding scale. They are stating that there has been a shift in needs of the town and services provided (more to residents versus students). Often residents are relatives of students, families/parents. They are arguing that this line item has been in BoH budget for many years and has worked out. The BoH is questioning the appropriateness of this HRS line item in BoH budget, we have no oversight or involvement with HRS, they provide an annual report, and we pay them. We don't have the ability to be actively involved with HRS activities. BoH may wish to take this issue to be addressed in the future, providing more time to effectively identify if this line item is best located within the town budget in BoH. In the meantime the BoH would like HRS to provide us with some detail on what their work involves during their busier season, which will be coming up after the holidays.

8:15 p.m. Community Health Nurse salary line item for the elementary school nurses. The extended day fees in prior years have been for the kindergarten students who stay for a full day program. The fees for the program are broken down to cover the expenses of the other services from the school side. In previous years Loker school after school program fees have been used to pay for some of the CHN salary at that school. There was a discussion regarding the after school program going forward and whether the collected fees for the program from parents should go toward paying (although a small amount) a piece of each CHN's salary. The argument is that the CHN's are all full-time now (Loker is now a full-time position, went from 30 hrs to 35 in the fall) and are there anyway and an additional fee is not needed to pay their salary as the BoH budget is funding the full salary amount (these positions are now all full-time positions).

8:45 p.m. Incorporate the request for CIP Funds for BOH- Dave Watkins

This money is earmarked for much needed office re-model/improvements for the health department.

**TK: Motion to approve the request for Capital Improvement funds for Health Department office renovation for up to \$50,000 pending finalization of capital appropriation request. MB second all in favor 3-0.**

9:10 p.m. Discuss the needs of long term Sub Nursing Salary-currently there is a sub-nurse filling a position in a long term capacity for the Middle School due to a medical leave. There is a big difference in filling in as a sub-nurse for a few days or a week, versus a long term vacancy and all the responsibilities/reporting/screening/health record entry and maintenance along with ongoing student/parent familiarity for known health issues to manage. The schools have a long term sub-teacher position that is different from a sub-teach position, we will look into this. There is currently no position that would fit this long term role and the sub nurse position does not have any benefits or time-off where the full-time position has benefits/sick time/paid time off, there is a difference in salary amount also (sub nurse salary is less).

There was a thorough analysis with Dave Watkins and Health Dept. staff of our entire budget (not at this meeting, during health dept. hours) and regarding the details of what the baseline needs for sub nursing line item are (considering time off, sick time, screenings, etc. for all CHN's), and in addition to this the risk of long term vacancies due to medical leave's, potential retirements and training needed to fill positions, etc. Based on the analysis the line item is currently underfunded.

9:30 p.m. **MW: Motion to approve the fy16 non salary budget as presented for total \$18,1489.26.**

**Second TK vote 3-0**

**MW: Motion to approve the fy16 salary budget keeping community health nurse salaries at full allocation of \$62,282.00 per nurse. And including an increase to sub community nurse line item, increase of \$7,924.00 for a total of \$28,924.00 with the changes to be made to budget as presented. Second TK. All in favor 3-0.**

The Annual report has been reviewed, the board will forward comments if any. The bills have been paid

The director's report has been reviewed.

Respectfully submitted

Patti White  
Department Assistant  
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