

BOARD OF HEALTH MEETING

October 17, 2012

Town Council Chambers, Administration Building

CALL TO ORDER: Dr. John Straus called the meeting to order at 7:35 PM.

PRESENT: Dr. John Straus, Dr. Barbara Beck, Steven Ward, and Kristel Bennett.

Minute Review: The Board of Health reviewed the minutes of the September 19, 2012 meeting. Barbara Beck made a motion to accept the minutes of the September 19, 2012. Dr. Straus stepped down as Chair and seconded the motion. All were in favor.

Monthly Report Format/Standard Operating Procedures: Steven Ward presented examples of Health Department Monthly Reports and Daily Activity Reports (DARs) that serve as a data foundation for Health Department Performance Measures, Annual Report development and Budget Development. All were in agreement that Standard Operating Procedures, coupled with meaningful daily and monthly data sets (with appropriate coding) would produce needed data for time/motion analysis of Environmental Health field work and office work. Steven Ward stated that this framework would also need to be analyzed for Community Health and Emergency Preparedness Programs to ensure program deliverables completion and to advocate for additional resources during budget preparation and to defend the level of existing resources and staffing levels. Dr. John Straus and Dr. Barbara Beck spoke at length about the utility of mining data using specific electronic computer software formats including but not limited to excel spreadsheets. After much discussion it was the consensus of the Board of Health that this project move forward and that updates would presented to the BOH meetings.

98 Pleasant Street: Kristel Bennett provided a status report. This case has been withdrawn since compliance was achieved with the order to correct letter.

Old/New Business: Steven Ward reviewed the status of the Kondazian Street, Crawford Street and Coolidge Hill Avenue rodent situation. Mr. Ward also gave updates on Watertown

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Community Foundation Grant, Compassionate Connections Grants, Share of Strength Grant and the Region 4b Emergency Preparedness Grant.

Next Meeting Date: November 14, 2012

Adjourn: 9:45 PM

Minutes: Submitted by Steven J. Ward, Director of Public Health