

BOARD OF HEALTH MEETING

November 14, 2012

Lower Hearing Room, 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 October 17, 2012 meeting. Barbara Beck made a motion to accept the minutes of the October 17, 2012. Dr. Straus stepped down as Chair and seconded the motion. All were in favor.

Metric Report Format / SOP Update: Steven Ward explained that metrics must be developed and implemented in order for Performance Measures to be used as a tool to achieve annual budget goals and objectives. Mr. Ward presented current metrics that are used in the Health Department's environmental health programs. The metrics include, Daily Activity Reports (DARs), Monthly Reports, in addition to Weekly Case Review Plans and spreadsheets. These documents capture much of the data needed to justify existing programs and to support additional budget requests. Mr. Ward reviewed the DARs codes that are grouped under specific the Performance Measures categories. Dr. Straus and Dr. Beck discussed electronic means of tracking daily activities so that they may be retrieved easily and that the data may be used in a meaningful way depending on the data needs and data queries. Mr. Ward stated that Peter Wilner, the Health Department Policy Analyst, will work with the Health Department to develop Standard Operating Procedures and an electronic tracking system sophisticated enough to capture needed metrics and nimble enough to generate required reports. It was agreed that Mr. Wilner would report on his progress at monthly BOH meeting.

Red Lentil: Kristel Bennett gave an overview of the status of an ongoing administrative hearing process for serious and repeated violations of the Food Code. Pankaj Pradhan, owner of Red Lentil was present and informed the Board of his plan of action to install a new basement walk-in refrigeration unit to come into compliance with the Food Code. After much discussion

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thereof, Dr. Barbara Beck made a motion that Red Lentil must continue to retain the services of a Professional Food Consultant. Red Lentil must have the basement walk-in refrigeration unit install by December 19, 2012. The Health Department will conduct unannounced inspections at the establishment to assess progress and compliance with the Food Code. All environmental/nonfood contact surfaces must be free from grease and food residue. It is strongly recommended that Red Lentil retain the services of a professional cleaning company to ensure adequate cleaning of all environmental/nonfood contact surfaces. Red Lentil must appear at the next Board of Health meeting for a status update. Dr. John Straus stepped down as chair and seconded the motion. All were in favor.

380 Mt Auburn Street: Kristel Bennett informed the Board that the tenants of 380 Mt Auburn Street, Ann Elwell and George Davidson were before the Board for an administrative hearing to request more compliance time with the order to correct letter dated October 11, 201. Mrs. Bennett presented the findings of the Health Department inspections of the dwelling unit. The tenants informed the Board that they were working on correcting the violations listed in the order to correct letter dated October 11, 2012. After much discussion thereof, Dr. Barbara Beck made a motion to grant the request for more compliance time, the tenants of 380 Mt Auburn Street must enter into a Case Management Agreement with the Watertown Health Department to remedy the violations listed in the order to correct letter dated October 11, 2012. The violations listed in the order to correct letter dated October 11, 2012 must be corrected by the January 2013 Board of Health meeting. The tenants of 380 Mt Auburn Street must attend the January 2013 Board of Health meeting to provide an update as to the compliance with the Health Department order to correct letter dated October 11, 2012. Dr. John Straus stepped down as chair and seconded the motion. All were in favor.

Next Meeting Date: December 19, 2012

Adjourn: 9:30 PM

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