

**CITY OF SALEM  
BOARD OF HEALTH  
MEETING MINUTES**

*November 10, 2015*

**MEMBERS PRESENT:** Paul Kirby Acting Chair, Mark Danderson, Janet Greene, & Dr. Jeremy Schiller

**OTHERS PRESENT:** Larry Ramdin, Health Agent & Heather Lyons-Paul Clerk of the Board

**Members Excused:** Dr. Shama Alam, Chair

**TOPIC**

**DISCUSSION/ACTION**

<b>1. Call to Order</b>	7:00pm
<b>2. Minutes of Last Meeting</b> (Oct. 13, 2015)	Dr. Schiller motioned to approve the minutes. 2 <sup>nd</sup> M Danderson All in favor. Motion passed
<b>3. Chairperson Announcements</b>	Discussion on the FDA tobacco pilot program.
<b>4. Monthly Reports-Updates</b>	
<b>A. Public Health Nurse's Report</b>	No Public Health Nurse's report due to vacancy in the PHN position.
<b>B. Health Agent's Report</b>	Discussion on food trucks. Haunted Happenings wrap up Copy available at the BOH office
<b>C. Administrative Report</b>	Copy available at the BOH office
<b>D. City Council Liaison Updates</b>	No updates
	<b>J. Greene motioned to accept reports. M. Danderson 2<sup>nd</sup> All in favor. Motion Passed</b>
<b>5. Joyce Redford Director of North Shore/Cape Ann Alcohol and Tobacco Policy Program – Continued discussion on program policy and procedures on the market</b>	<b>J Greene motioned to postpone discussion until the December meeting. Dr. Schiller 2<sup>nd</sup> All in favor Motion passed</b>
<b>6. Shared Kitchen – Information on protocol and regulatory requirements</b>	The Health Agent raised the issues of shared kitchens with the Board. Individuals renting the space will have to apply for a permit through this department. Discussion was based around protocols for cleaning, storage for individual vendors, operation times for individuals, and utensils and equipment storage. The discussion yielded that The Board is in favor of shared kitchens as long as they meet the same standards for permitted food establishments. The Board delayed any formal action until the chair is present and has an opportunity to

discuss.

**7. Protocol for evaluating Health Agent**

Janet Greene has edited parts of the evaluation and will send copies to the other members.

**J Greene motioned to postpone discussion until the December meeting. Dr Schiller 2<sup>nd</sup> All in favor. Motion passed**

**8. New Business / Scheduling of future agenda items**

Future agenda items: Tobacco Control procedures, protocol for Health Agent evaluation, and Shared Kitchen continuation.

**9. MEETING ADJOURNED:**

**M Danderson motioned to adjourn the meeting. Dr Schiller 2<sup>nd</sup>**

**All in favor. Motion passed**

8:15pm

Respectfully submitted,

Heather Lyons-Paul  
Clerk of the Board

*Next regularly scheduled meeting is December 11, 2015 at 7pm  
At City Hall Annex, 120 Washington Street, Room 313 Salem.*