

**CITY OF SALEM
BOARD OF HEALTH
MEETING MINUTES
December 8, 2015**

MEMBERS PRESENT:, Dr. Shama Alam, Chair, Paul Kirby, Janet Greene, & Jeremy Schiller

OTHERS PRESENT: Larry Ramdin, Health Agent, Emily Rimpila, Public Health Nurse, & Heather Lyons-Paul Clerk of the Board

TOPIC

DISCUSSION/ACTION

- | | |
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| 1. Call to Order | 7:00pm |
| 2. Minutes of Last Meeting
(Nov. 10, 2015) | J Greene motioned to approve the minutes. 2nd Dr. Schiller All in favor Motion passed
Reopen motioned
J Greene motioned to remove “retail” from topic #6. P. Kirby 2nd All in favor Motion passed |
| 3. Chairperson Announcements | Dr. Alam attended NS Medical Center round table. Mark Danderson had given his resignation to the Board to the Mayor’s Office and does not need to be included in communications per the City Solicitor’s office. Dr. Alam had sent the Board a status update from State Rep. Paul Tucker’s office about the Home Rule Petition. |
| 4. Monthly Reports-Updates | |
| A. Public Health Nurse’s Report | No Public Health Nurse’s report |
| B. Health Agent’s Report | L. Ramdin introduced the New PHN Erica Rimpila. Opiate Awareness meeting discussion
The Board asked for data on the BMI of students in the Salem school system
Copy available at the BOH office

Copy available at the BOH office |
| C. Administrative Report | No updates |
| D. City Council Liaison Updates | P. Kirby motioned to accept reports. 2nd J. Greene All in favor. Motion Passed |
| 5. Joyce Redford Director of North Shore/Cape Ann Alcohol and Tobacco Policy Program – Continued discussion on program policy and procedures and products on the market | J. Redford was unable to attend this meeting. At least month’s meeting there was a discussion by the Board that there is not an overlap of violations with the FDA tobacco program and the local Board of Health regulation. The Board further discussed that violations can be on both FDA and city side but the FDA’s violation will not be counted as a violation of the |

Board of Health regulations.

FDA program is strictly monetary so there is no need to change our regulation or to take a vote at this time.

This tobacco product presentation and compliance data overview discussion will be continued to next month. Heather will contact J. Redford to ask her to be at January's meeting and will ask her to bring an overview of pass-fail compliance data for tobacco inspections and presentation of products.

6. Shared Kitchen – Information on protocol and regulatory requirements

Discussion was had at the previous meeting with further discussion at this meeting about making a motion to support the idea of shared kitchens as long as they meet the same standards of a Food Establishment.

P. Kirby motioned that we as a Board are in favor of a shared kitchen, as long as they meet the same standards as permitted food establishments. Dr. Schiller 2nd All in favor. Motion passed

7. Protocol for evaluating Health Agent

Discussion on the draft form for of the health agent evaluation.

The discussion topics included

- * To include a different rating scale that is more specific to the job description.
- * Options were discussed on how to adopt and whether to include a 360 review
- * The time of year the evaluation should be done, eg. from date of hire or at start of fiscal year
- * Biannual frequency
- * Per OML, evaluation should be done in Open meeting. Also The Board has the option to appoint a member on their behalf to do the evaluation so it can stay private.

L. Ramdin informed the Board that the City is discussing using a tool to evaluate all Department heads. The Board discussed that Dr. Alam will share the evaluation tool with key stakeholders in the City, including the Mayor.

8. New Business / Scheduling of future agenda items

Protocols for evaluating Health Agent.
Tobacco product and compliance data overview discussion with Redford.
Reorganization of the Board of Health.

9. MEETING ADJOURNED:

P. Kirby motioned to adjourn the meeting. J

Greene 2nd
All in favor. Motion passed
8:26pm

Respectfully submitted,

Heather Lyons-Paul
Clerk of the Board

*Next regularly scheduled meeting is January 12 , 2016 at 7pm
At City Hall Annex, 120 Washington Street, Room 313 Salem.*