

**Monthly Meeting  
Minutes  
March 10, 2009  
8:00 AM  
Library**

**Call to order at 8:05 AM**

Present: Board of Health – Matt Brovender, Esq., Ken Lalime, RPH, John McNamara, MD, via telephone, Sheldon Miller, and Theresa Quell, PhD, RN  
Staff – Tim Callahan, Director of Health, and Thomas Closter, Director of Environmental Health

**Minutes of February 10, 2009 meeting** – Motion to approve by Dr. Quell, seconded by Mr. Lalime, passed unanimously

**Customer Satisfaction Survey**

Tom Closter, Director of Environmental Health, presented the results of a recent survey of food establishment owners. The survey was included in the mailing of the annual license renewal package and 27% (12/450) of the owners completed the form. The survey was modeled after one administered by the Alexandria Virginia Health Department, which is considered a model by the National Environmental Health Association. The survey questions asked the owners to rate the performance of the inspectors and attempted to determine the value of the inspection. The responses were very favorable. The survey results will be available for viewing on the Health Department web site.

**Staffing & Budget**

Mr. Callahan reviewed the effects the Mayor's proposed budget will have on staffing and operations of the Health Department. There are 5 positions, 3 fully funded by city dollars and two partially city funded, slated for defunding. An early retirement package is also under consideration. Seven Health Department employees are eligible for this package. The proposed reduction in the Health Department budget is 17%.

Tim Callahan, Health Director, met with the Board of Estimate on March 2, 2009 to review the budget. In order to maintain services at the current levels Mr. Callahan proposed restoring \$98,000 to the expenditure side of the Health Department budget. The funds would be used for part time clerical, nursing and relocation officer and for software maintenance. On the revenue side increases to currently charged for environmental services and the institution of fees for the services provided by the Sealer of Weights and Measures will result in approximately \$100,000 in additional income. The Board of Estimate decided to treat this request as an open item. The outcome of the proposed fee increases will have an effect on the Board of Estimate's decision on restoring funds to the expense side of the Health Department budget. After the Board of Estimate meeting, Mr. Callahan spoke with Tom Hamilton, Finance Director, and Mr. Hamilton voiced his support for this plan.

**Fees**

In follow up to the Board's discussion at the February 10, 2009 meeting, adjustments were made to the environmental program fee schedule. The Board discussed the proposal to charge for the various services provided by the Searle of Weights and Measures. A motion to move the proposed fee schedule to a public hearing was made by Dr McNamara, seconded by Mr. Miller and passed unanimously. A public hearing was set for March 31, 2009 at 5:30 PM followed by a special Meeting to consider the fee schedule.

Adjourn 9:45 AM

