



BOARD OF HEALTH MEETING

March 8, 2016: Minutes

Members Present: William White, John Campbell

Members Absent: Patricia Bergeron

Others Present: Ade Solarin-Health Agent, Alexandra Kral-Administrative Assistant, Robert Whritenour - Town Administrator

APPOINTMENTS:

MEMBERS:

11:00: 2nd FY 2017 Budget Review

- **Member Campbell:** Health Agent presented Budget to the Board in December. We had to retrieve budget to go over some of its specific aspects.
- **Member Campbell:** Actual 2015 Administrative salaries (\$6115.00). What is it for?
- **Robert Whritenour:** Previously Administrative budget was split between Health and Building Departments. One of the major changes we made was to hire a full time Administrative Assistant for Public Health Department. I don't know what exactly administrative salaries stand for but I assume it was connected to combined budget of health and building departments.
- **Member Campbell:** Thank you for clearing it up. I was very curious about this budget item.
- **Member Campbell:** Next item: Actual 2016 Clerical Salary was only \$13863.00.
- **Robert Whritenour:** I would not advise you to refer to Actual numbers presented on this list. Actual numbers are downloaded from the Munis System. So they are recorded as of download date .
- **Member Campbell:** And what does Clerical Salary stand for?
- **Robert Whritenour:** That would be salary for BOH Administrative Assistant.
- **Member Campbell:** I understand that 2016 actual for the next item (seasonal employment) is presented as of November 2015 as well.
- **Health Agent:** Next item – Health Agents Salary.
- **Member Campbell:** Was Health Agent hired at the same rate as budget states, \$72161.00?
- **Health Agent:** I'm not sure.
- **Robert Whritenour:** That was budgeted. Health Agents exact salary can be calculated separately by multiplying his hourly rate by the amount of hours worked. Heath Agent requested a salary of \$80806.00 for 2017. I proposed salary of \$78467.00 which includes standard COLA. But I did



fund an additional step increase to help offset additional travel costs. That is what the proposed \$78467.00 is based on.

- **Member Campbell:** Should not the budget be approved by the Board before its final approval?
- **Robert Whritenour:** I assumed that budget that was submitted to me was already approved by the board.
- **Member Campbell:** It was not.
- **Robert Whritenour:** Health Agent won't be granted additional step increase for 2017 without Boards support.
- **Member White:** I would like to have every board member present for discussion regarding step increase for the Health Agent.
- **Member Campbell:** When is our decision on this budget due?
- **Robert Whritenour:** Due date exceeded. Finance committee has only until the end of this week to make their recommendations on this budget.
- **Member White:** Let's proceed to the next budget item.
- **Member Campbell:** Nursing contract stays the same for 2017 - \$25,270.00. Advertising and postage stays at \$540. I would like to have more detailed breakdown for other charges and expenses.
- **Member White:** Ade do you break down this item more specific?
- **Health Agent:** Other charges and expense include printing application forms and millage reimbursement for seasonal aide.
- **Member Campbell:** Did seasonal employee have an access to the health department vehicle?
- **Health Agent:** We have only one department vehicle that I use for work.
- **Member Campbell:** I think previous year town provided us with an additional vehicle. We should check into that.
- **Member Campbell:** Can you specify next item School seminars and trainings?
- **Health Agent:** Mostly continuing education.
- **Health Agents:** Dues and Membership are only at \$250 so I have to cover some membership expenses using money budgeted for other charges and expense.
- **Member Campbell:** In this case we should budget more for Dues and Membership and less for Other Charges.

After second review of FY 2017 Budget Board of Health motioned to schedule separate meeting to discuss their concerns regarding Health Agents Salary.

Member White: Motioned to adjourned

Respectfully submitted by,
Alexandra Kral, Administrative Assistant