

TOWN OF GROVELAND

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**BOARD OF HEALTH
MEETING MINUTES
Thursday, June 14, 2018**

ATTENDEES: Elaine Wozny, Chairman
Joan Scarl, Member
Deborah Kadar-Hull, Member
Deborah Ketchen, Health Agent
Anita Wright, RN, Public Health Nurse
Lori Bentsen, Administrative Asst.

Meeting Open: 6:20 PM

AGENDA:

The Board addressed the second agenda item to review minutes for approval. Wozny made a motion to approve meeting minutes of May 31, 2018, Scarl seconded and it was a unanimous vote.

First item on the agenda is Public Health Nurse job description. The Board reviewed the job description that they asked Anita to draft at the previous meeting. The Board worked with Anita and made some revisions. The Board asked Lori to give the revised job description to the Personnel Director to post on the town website. Anita presented a "user friendly" job responsibility manual for the new person that she compiled. She pointed out to the Board file cabinets in the office and binders on her desk that contain public health nurse records, forms and contact information. Anita told the Board that she contacted the Department of Public Health and asked them to send a hard copy of reportable diseases to the Board of Health office in the interim of hiring a nurse with MAVN experience. Anita gave her keys to the office and keys to confidential file cabinets in the office to the Board. The Board thanked Anita for 27 years of hard work and dedication to the Board of Health and the residents of Groveland.

Meeting adjourned 7:50 PM

Next Board of Health meeting is scheduled for July 19, 2018