BURLINGTON BOARD OF HEALTH
645 PINE STREET MAPPING CONFERENCE ROOM OR REMOTELY VIA ZOOM
MINUTES OF MEETING
May 21, 2024

---

1. Agenda

1. Agenda
Members present: Celia Bird, Ines Castro, Jennifer Tomczak, Jane Seymour and staff, Bill Ward

Board Chair Celia Bird called the meeting to order at 6:38 pm.
Ines motioned that the board include an executive session during the chair report agenda section so the board could discuss Director Ward's reappointment.
Jenny 2nd – Unanimous in favor
Ines motioned to include a discussion on a pending Board vacancy within the chair report agenda section.
Jane 2nd – Unanimous in favor

Ines motioned to adopt – the amended agenda – Jane 2nd – Unanimous in favor.

Subject	**1.1. Motion to amend/adopt agenda**
Meeting	May 21, 2024 - Board of Health - Tuesday, May 21, 2024, 6:30 PM, 645 Pine Street Mapping Conference Room OR REMOTELY via ZOOM
Category	1. Agenda
Department	
Type	

Recommended Action

1.1. Motion to amend/adopt agenda

Subject	**1.2. Approval of draft April minutes**
Meeting	May 21, 2024 - Board of Health - Tuesday, May 21, 2024, 6:30 PM, 645 Pine Street Mapping Conference Room OR REMOTELY via ZOOM
Category	1. Agenda
Department	Permitting & Inspections
Type	

Recommended Action

1.2. Approval of draft April minutes

Jenny motioned to approve the draft April BOH minutes-Ines 2nd. Unanimous in favor.

2. Public Forum

2. Public Forum
No members of the public attended the Board of Health meeting.

Subject	**2.1. Verbal Comments**
Meeting	May 21, 2024 - Board of Health - Tuesday, May 21, 2024, 6:30 PM, 645 Pine Street Mapping Conference Room OR REMOTELY via ZOOM
Category	2. Public Forum
Department	Council and Board

Type

2.1. Verbal Comments

3. Substance Abuse and Safe Syringe Disposal

3. Substance Abuse and Safe Syringe Disposal
Ines motioned to table this Item pending arrival of Patrick. 2nd by Jenny. Unanimous in favor.

4. New Budget Requests

4. New Budget Requests

Jenny motioned for approval of an additional $75 for the sunscreen that was previously approved by the BOH. The additional amount would cover the remaining balance for the order including shipping and handling.
Ines 2nd. - Unanimous in favor.

The board discussed spending the remaining balance of approximately $2,097 in their budget. Several ideas were discussed including,

1. The Fire Department's Community Response Team
2. Translation services provided by CVOEO
3. King Street Youth Center
4. Howard Center Safe Recovery

Ines made a motion to donate the remaining balance in $500 amounts to all four of the above-mentioned causes. The motion included a request that if there was a balance remaining after the 4-$500 donations, that any carry over amount be added to the Community Response Team Donation to make it a larger amount. Jenny 2nd on the motion. Unanimous vote in favor.

5. Health Equity

5. Health Equity
Ines gave an update on the 2024 Juneteenth planning. The Board will not be participating with a table for this year due to availability. Ines would notify them that, if a table became available, they could reach out to let Jenny know. She volunteered to fill in for Ines in her absence on this planning.

Ines talked about the upcoming health equity summit. She suggested a poster presentation that outlines the Board's current work similar to the highlighted board work in the annual report.
Three themes for the summit presentations:

1 Patient and Family Centered Care
2) Employee/Student/Institution
3) Community

The board's presentation would likely fit best with the submission in the "Community Organization/Government-led" section.

6. Chair Report

6. Chair Report
The Board went into executive session to discuss the recommendation for a reappointment of Director Ward 52 minutes into the meeting.

When they returned, the board discussed Ines' announcement that she would soon be sending her letter of resignation from the Board because she had been accepted to a medical school and will be leaving VT. The board went into discussion on the pending Board vacancy in an effort to support the City Council in advertising, the selection process and orientation of a new BOH member.

Ines discussed her observations of her own appointment and the most recent appointment where there were numerous applicants. The board talked about making the process and transition for a new member as smooth as possible. Helping to define the process for City Council and preparing the applicants for attending the City Council meeting as needed and the possibility of being asked to speak to Council about their background. Celia will reach out to the City Council President to relay the board's interest in participating in the process

Subject	**6.1. Reappointment of Director Ward (expected executive session)**
Meeting	May 21, 2024 - Board of Health - Tuesday, May 21, 2024, 6:30 PM, 645 Pine Street Mapping Conference Room OR REMOTELY via ZOOM
Category	6. Chair Report
Department	Permitting & Inspections
Type	
Recommended Action	

6.1. Reappointment of Director Ward (expected executive session)

7. Emerging Issues

7. Emerging Issues
Bill let the board know he was presenting his department budget the same week as the Board of Health Meeting. He gave a very quick summary of the information he was sharing with the Board of Finance for review.

Jane gave an update on the status of the "No Mow May" messaging we had discussed. She was working on a Front Porch Forum post about protecting pollinators. She will forward that to Patrick for posting.

The next meeting date was discussed and City Hall would be the preferred location if available. Tuesday, June 18th is the date that worked best for Board members. Bill will confirm the Bushor Conference Room will be available. Once confirmed he will notify the board members.

8. Public Outreach / Communications

8. Public Outreach / Communications

9. Adjournment

9. Adjournment

Subject	**9.1. Motion to adjourn**
Meeting	May 21, 2024 - Board of Health - Tuesday, May 21, 2024, 6:30 PM, 645 Pine Street Mapping Conference Room OR REMOTELY via ZOOM
Category	9. Adjournment
Department	Council and Board

Type

Recommended Action

9.1. Motion to adjourn
Ines made a motion to adjourn. 2nd by Jenny. Unanimous in favor of adornment at 8:30 pm.