

CHILMARK BOARD OF HEALTH

Minutes

March 9, 2022

5 pm

via zoom

Present: Katie Carroll, Matt Poole Jan Buhrman, Marina Lent

This special meeting was held to give the Board and staff the opportunity to get back “in sync” after the intensive and long-drawn out period during which public health work was of necessity dominated by the need to respond to the COVID-19 pandemic.

Henceforth Staff shall:

- Spend at least 18 hours per week, three days per week, physically present in the office at regularly posted times and ensure that all Board tasks are completed regardless of work-location. (Working with other Health Agents, including for pandemic-related or all-island related subjects, is permitted, as is attendance at regular meetings with healthcare entities such as MV Hospital and Island Health Care.)
- Be available by phone 11 hours per day, 5 days per week

WEEKLY PATTERN OF PREPARATION AND MANAGEMENT OF BOH MEETINGS

- On **Wednesday one week prior** to a BOH meeting the staff shall:
 - o Remind all applicants of the **HARD DEADLINE** of Friday noon to get in digital copy of items for discussion at the next BOH meeting’;
 - o Send out completed minutes of the prior meeting(s) by COB;
 - o Create a zoom address for the meeting and send to Board members and septic engineers
- On **Friday prior to the following Weds** BOH meeting, the staff shall:
 - o Prepare Board meeting in writing (annotated agenda, see below) so that Board can more easily and quickly act on items without having to figure out what to do first;
 - o After the noon deadline, send official Agenda to Town Clerk for posting for items to be added;
 - o Complete upload of **ALL DIGITAL DOCUMENTATION** for the upcoming meeting.
- On **Monday prior to the Wednesday** Board meeting, staff shall:
 - o Call two of three Board members to apprise them of the upcoming items and explain the decisions to be made.
- On **Wednesday during the Board meeting**, staff shall:
 - o Take accurate minutes of the meeting
 - o Monitor zoom for incoming participants

- Set a timer for each agenda item and notify the Chair when it is time to make a decision and move to the next agenda item.
- On **Thursday after the Wednesday** Board meeting, staff shall:
 - Download the zoom recording of the meeting;
 - Send approved minutes to Town Clerk for posting on the website, and file minutes in binder;
 - Copy relevant pages of approved meeting minutes for filing in the respective files

Annotated Agendas for the Board shall include:

- A list of tasks assigned at the prior meeting and progress made in achieving them;
- Occasional long-term goals of the Board;
- Explanation of the decision to be taken and considerations that may (or may not) require adjustment of a proposed plan.