City of South Portland  
BOARD OF HEALTH  
Meeting Minutes – January 2, 2020

**Members Present:** Meredith Jackson, Bridget O’Connor, Tara Pelletier  
**Members Absent:** Josh Pobrislo, Health Officer, Board of Health Secretary (ex-officio)

Meeting called to order at 4:30 p.m. by City Manager Scott Morelli. Mr. Morelli called the roll and members introduced themselves.

**Election of Officers**  
Dr. Jackson made a motion to appoint Ms. O’Connor as Chair. Dr. Pelletier seconded.  
**VOTE:** 3-0

Dr. Jackson made a motion to appoint Dr. Pelletier as Vice Chair. Ms. O’Connor seconded.  
**VOTE:** 3-0

**Review of Duties/Authority Granted to Board by Ordinance/State Law**  
Mr. Morelli provided members with an overview of Ordinance #10-19/20, which created the Board of Health, as well as relevant sections of State statute and local ordinance that govern the Local Health Officer position.

**Review of Maine’s Freedom of Access Act (FOAA)**  
Mr. Morelli review highlights of the FOAA law, as derived from the FOAA FAQ page on the State’s website.

**Presentation of Existing City Health Services/Gaps in Service**  
Mr. Morelli noted that pursuant to Council Order #44-19/20, he was tasked with meeting with relevant health staff within the City and finding out what gaps, if any, existing within City services. He provided board members with a summary of his findings, and his recommendation that he did not find a critical need that necessitated additional hours for health services. Mr. Morelli said that board members now needed to make a recommendation to the City Council no later than January 31, 2020 as to what actions, if any, they recommended, including whether a new position may be necessary. He recommended that the board meet with the Senior Steering Implementation Committee as they may be able to better relay what services seniors may be in need of.

Board members discussed the tight timeline and felt more time was needed to obtain additional information and potentially meet with city staff and other organizations before making a recommendation. Board members asked Mr. Morelli for job descriptions for the four positions noted in his memo, and to have the health officer provide information on the hours of health officers in other, similar sized communities.

Board members requested that Mr. Morelli seek an extension from the Council to March 15, 2020.

**Set Future Meeting Dates**  
Chair O’Connor sought guidance as to what would work for future meetings. The board decided that Thursday, January 16 at 4:30 pm would be the date of the next meeting, pending availability of Mr.
Pobrislo. Chair O’Connor said she would check with him and also post this meeting with the Clerk’s Officer (and book an available room, preferably Council Chambers).

Chair O’Connor adjourned the meeting at 5:39 pm without objection.