

## BOARD OF HEALTH (015105X)

**BOARD OF HEALTH (015105X)***Personnel Services*

	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 TM ADOPTED	FY2022 REQUESTS	FY2022 PROPOSED
Health Director Wages	\$72,984	\$69,441	\$77,700	\$84,061	\$85,860	\$86,903	
Clerical Salaries	\$32,958	\$27,687	\$27,849	\$30,138	\$31,494	\$32,200	
Clerical Wages-Meetings	\$1,345	\$5,003	\$768	\$450	\$2,000	\$2,000	
PT Nurse Wages	\$16,801	\$14,125	\$9,996	\$14,634	\$17,273	\$17,342	
Longevity	\$750	\$0	\$0			\$750	
<b>Total</b>	<b>\$124,838</b>	<b>\$116,257</b>	<b>\$116,312</b>	<b>\$129,284</b>	<b>\$136,627</b>	<b>\$139,195</b>	<b>\$0</b>

*Expenses*

Clothing Cleaning	\$81	\$120	\$93	\$64	\$100	\$100	
Medical Supplies	\$473	\$149	\$0	\$643	\$600	\$600	
Mental Health	\$1,160	\$1,160	\$580	\$1,160	\$1,160	\$1,160	
Health Fair/Flu Clinic	\$476	\$0	\$353	\$170	\$250	\$250	
SHARPS Program							
Books/Periodicals							
Supplies and Expenses	\$921	\$2,432	\$812	\$948	\$1,600	\$1,960	
Postage	\$467	\$328	\$512	\$569	\$450	\$450	
Advertising		\$0	\$150	\$70	\$540	\$540	
Dues & Subscriptions	\$360	\$580	\$310	\$524	\$450	\$450	
Meetings		\$0					
Equipment							
Administrative Expenses	\$400	\$0	\$0	\$0	\$400	\$400	
Auto/Mileage Reimbursement	\$260	\$560	\$521	\$263	\$450	\$450	
Training	\$395	\$230	\$668	\$509	\$800	\$800	
Printing	\$98	\$0	\$200	\$82	\$175	\$175	
Food		\$237	\$0	\$318	\$240	\$240	
<b>Total</b>	<b>\$5,090</b>	<b>\$5,797</b>	<b>\$4,198</b>	<b>\$5,319</b>	<b>\$7,215</b>	<b>\$7,575</b>	<b>\$0</b>

**TOTAL BUDGET**

<b>\$129,928</b>	<b>\$122,054</b>	<b>\$120,511</b>	<b>\$134,603</b>	<b>\$143,842</b>	<b>\$146,770</b>	<b>\$0</b>
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## **BUDGET NARRATIVE**

### **Description of Department Function**

Describe the overall mission or purpose of the Department.

Millis Board of Health assess and address the health needs of the Millis Community. The Health Department implements and oversees the policies and regulations as mandated by the Board of Health, the Massachusetts Department of Public Health and the Massachusetts Department of Environmental Protection. Our mission and responsibility is the protection of the community, through health promotion, surveillance and permitting activities.

### **Programs and Sub-Programs**

Consider and list the actual Programs and Sub-Programs Executed by the Department

The Board issues permits and annual licenses that include: Retail Food, Restaurants, Temporary Food, Drinking Water Wells, Septic System permits, Septic Installers and Haulers, Trash Haulers, Hazardous Waste Permits, local Environmental Health Impact Regulations, Beaver Permits, Camps and Body Art Establishments. The Health Department also addresses concerns of air quality, noise, housing issues and insect control. The Millis Public Health Nurse, in addition to seasonal flu/Covid-19 vaccinations and blood pressure screening, health fairs, conducts communicable disease reporting and other issues that affect the public's health. Due to the ongoing CoVid-19 pandemic we have volunteer nurses working on clinics and contact tracing for the community. The Health Department is also active in Regional Medical Reserve Corps and Emergency Preparedness for the community.

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**Accomplishments**

Describe the major describable accomplishments or measurable activities in FY20 or CY21. Use statistics whenever possible.

Many planned goals have been placed on hold due to the pandemic and the need for a dedicated workforce.

The Department was responsible in CY 21 for the issuance of business licenses and permits. In addition to processing the above licenses, the Board responded to the ongoing CoVid-19 pandemic, numerous housing and restaurant complaints, inspected all food service establishments, observed numerous septic system installations, conducted flu clinics-health Fair, provided outreach nursing assistance to the Council of Aging, participated in a regional tobacco control coalition and represented the Town in Region 4A Emergency Planning. Participated for the second year in a public health internship program run by Boston University School of Public Health. The selected intern gathered knowledge-based data concerning vaping issues within the school system.

**FY22 Departmental Goals**

Describe the initiatives and accomplishments planned for FY22

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- Continue to address the CoVid-19 issues that are at the forefront of public health activities.
- Encourage and promote public health education within the Town of Millis.
- Provide leadership within the public health profession.
- Collaborate with other professionals, staff, communities and consumers in the planning, implementation, and evaluation of public health programs.
- Seek grant opportunities for the department to enhance the public health objectives.
- Continue to create databases to track key metrics in the health department.
- Train Town personnel in Stop the Bleed (STB) techniques.
- Install Stop the Bleed Kits at key sites in the Town Hall and Schools.

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**Spending Highlights for FY22**

Explain any significant budget changes from FY21

Operational items are level funded from previous years.

This budget is presented at an increase of 1% for FY22. The major budget drivers are contractual salary increases for BOH staff.

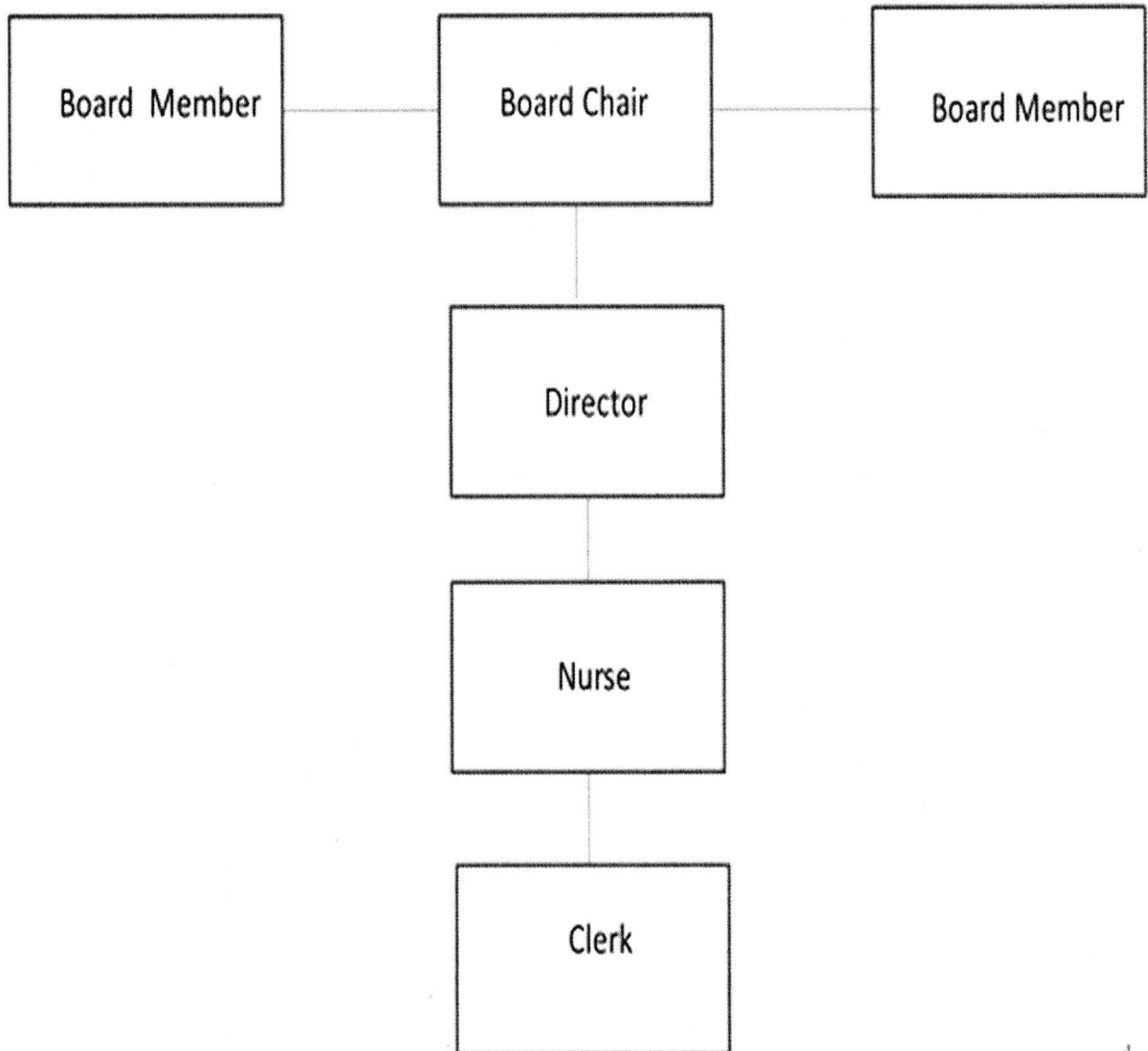
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**Non-tax Funding**

List any expected non-tax revenues that will be used to fund department activities, including an estimate to be received.

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|--|------|-----------------------|
| 1. Emergency Management Region 4 A/B grant             | Est. | \$1,200               |
| 2. Revolving account for Vaccines and Medical Services | Est. | \$5,000 reimbursement |
| 3. Revolving account for Food Inspections              | Est. | \$12,000              |
| 4. Revolving account EHIR consultants.                 |      | \$ varies             |
| 5. Revolving account Rabies Clinic                     | Est. | \$700                 |

## BOH ORGANIZATIONAL CHART FY22



TOWN OF MILLIS  
FISCAL YEAR 2022 BUDGET  
DEPARTMENT: Board of Health

Form 2

Form #2

PERSONNEL SUMMARY

NAME	POSITION-PAY ITEM	CURRENT TOTAL ANNUAL SALARY	HRS/ WEEK	GRADE	STEP	ANNIV DATE	ANNUAL SALARY # WKS/HRS @ SAL	BASE SALARY	OTHER PAY	LON-GEVITY	TOTAL SALARY
John McVeigh	Dir Public Health	\$86,903.00	40	12	10	1/18	\$41.78	\$86,903.00			\$86,903.00
Emily Dellaglio	Public Health Nurse	\$17,342.00	10	9	9	9/6	\$33.35	\$17,342.00			\$17,342.00
Jennifer Kiggen	Dept Asst III	\$32,200.00	24	7	4	2/11	\$25.80	\$32,200.00		\$750.00	\$32,950.00
Jennifer Kiggen	Clerk Wages Meetings	\$2,000.00	2				2012.50	\$2,000.00			\$2,000.00
SUBTOTAL/TOTAL								\$138,445.00	\$0.00	\$750.00	\$139,195.00

\$139,195.00



# Town of Millis

## Host Community Agreement

### Marijuana Impact Funds Request Form

Request Date	December 14rd 2020	<b>IMPORTANT NOTICE</b> By signing and submitting this form you agree that the requested funds will be used for the purposes stated in this form.
Requestor's Name	John McVeigh	
E-mail	jmcveigh@millisma.gov	
Phone	(508) 376-7042	
Department	Board of Health	
Category	Demographic Information	Classification
<input type="checkbox"/> Training <input type="checkbox"/> Materials <input type="checkbox"/> Staffing	<input type="checkbox"/> Child <input type="checkbox"/> Middle School <input type="checkbox"/> High School	<input type="checkbox"/> Education <input type="checkbox"/> Law Enforcement <input type="checkbox"/> Security
<input type="checkbox"/> Special Event <input type="checkbox"/> General	<input type="checkbox"/> Adult/Parent <input type="checkbox"/> Senior <input type="checkbox"/> General	<input type="checkbox"/> Public Infrastructure <input type="checkbox"/> Traffic
		<input type="checkbox"/> Inspections <input type="checkbox"/> Municipal Officials Time

#### Description of Request:

With the recent increase in the prevalence of vaping within the student population and educator requests for more information to support student health and well-being; Our Department would request funding for education which would include: Printed materials, and technical consultants on vaping all forms of substances including cannabis.

Funding Start Date	
Funding End Date	
Total Funding Requested	\$4,000.00

#### Detailed Cost Impact:

Type of Expense	Description of Expense	Daily Expenses (Except Airfare)	# of Days	Total Expenses
Salaries			1	\$0.00
Airfare				\$0.00
Ground Transportation			1	\$0.00
Conference/Registration Fees			1	\$0.00
Lodging			1	\$0.00
Meals and Tips			1	\$0.00
Capital Project			1	\$0.00
Miscellaneous	Education materials, consultants	\$4,000.00	1	\$4,000.00
		Grand Total		\$4,000.00

#### Justification for Request

Attach copies of reports, master plans, or supporting documentation)

Please see Attached reports: 1. "For the Public Electronic Cigarettes Smoking & Tobacco Use CDC" 1/28/2020 2. JAMA pediatrics-article Cannabis use in e-cigarettes" JAMA Pediatrics November 2018 Volume 172, Number 11. Please note that due to the complexity and lack of literature on costs associated with this evolving subject estimates can only be used at this time.

Requestor Signature		Date Signed	
Approved By			
Approval Signature		Date Approved	