

CHESPROCOTT HEALTH DISTRICT (CHD)
1247 Highland Avenue
Cheshire, CT 06410-1657

BOARD OF DIRECTORS (BOD) MEETING

Draft Minutes from Board meeting

Wednesday, November 16, 2022

6:00 p.m.

Present: Andrew Giordano; Sean Kimball (arrived at 6:13 p.m.); Elizabeth Normand (left at 7:11 p.m.), Maria Bevenuto; and Maura Esposito, Director of Health (DOH) for the Chesprocott Health District (CHD).

The Board meeting was called to order at 6:05 p.m.

I. Roll Call –

The roll call showed a quorum was not present at 6:05 p.m.. A quorum was present upon Mr. Kimball's arrival at 6:13 p.m.

II. Approval of Minutes from the re-scheduled CHD BOD on June 22, 2022

Approval of the June 22, 2022 minutes from the rescheduled CHD Board meeting:

MOTION: Ms. Normand moved that the Board accept the meeting minutes from the June 22, 2022 Board meeting as presented; seconded by Mr. Giordano.

APPROVED. Vote: Unanimous.

III. Approval of Minutes from the CHD BOD held on October 19, 2022

Approval of the October 19, 2022 minutes from the CHD Board meeting:

MOTION: Ms. Normand moved that the Board accept the meeting minutes from the October 19, 2022 Board meeting as presented; seconded by Ms. Bevenuto.

APPROVED. Vote: Unanimous.

IV. Approval of Minutes from the Special Meeting of the CHD BOD held on November 1, 2022

Approval of the November 1, 2022 minutes from the Special meeting of the CHD BOD:

MOTION: Ms. Normand moved that the Board accept the meeting minutes from the November 1, 2022 Board meeting as presented; seconded by Mr. Kimball.

APPROVED. Vote: Unanimous.

V. Communications

Ms. Esposito reported that the Attorney who was hired by the CHD Board of Directors (BOD), interviewed Ms. Esposito (Director of Health, CHD) and Ms. Swan, RN, Public Health Nursing Supervisor. The Attorney will report back to the BOD.

Mr. Kimball asked about the December 2022 CHD BOD meeting. Ms. Esposito shared that in the past, in lieu of a BOD Business Meeting, the BOD would have a Holiday party at a local restaurant. Ms. Esposito will send the Board members a list of possible dates to hold the Holiday party.

Ms. Esposito also stated that in the past, the BOD would approve Ms. Esposito to purchase gift cards for the CHD staff as a holiday gift. Those gift cards ranged from \$75.00 to \$200.00.

MOTION: Ms. Normand moved that Ms. Esposito purchase gift cards as holiday gift cards for the CHD staff, gift card values at Ms. Esposito's discretion. Seconded by Mr. Giordano.

APPROVED. Vote: Unanimous

VI. Officer Positions

Ms. Esposito explained that in the past, the BOD members would discuss the officer positions and responsibilities during a CHD BOD meeting and would share which committees they would be interested in serving on and why.

As Ms. Ecke, Chair of the Nomination Committee, was absent, discussion about the Officer positions was tabled.

VII. Division Reports

Reports were submitted by each division. The DOH emailed those reports to the Board prior to this meeting.

a) Community Health - Health Educator, Nurse

Public Health Specialist Report (Oct – Nov 2022)

The Healthy Communities Coalition Upcoming Events			
Event	Date	Time	Collaboration
November Diabetes Awareness Panel	11-17-22	9:00am	Elim Park and Gaylord Specialty
QPR Suicide Prevention	11-28-22	1030am	Cheshire and Wolcott Police Depts.
Fall Prevention	12-2-22	10am	Cheshire Senior Center
CHA Focus Group	12-14-22	10am	TBD
Coalition Meeting	12-21-22	9am	Cheshire Chamber of Commerce
QPR Suicide Prevention	1-17-23	6:30pm	Wolcott Library/Virtual
Coalition meeting	1-18-23	9am	Rushford Mental Health Speaker

The Public Health Specialist has focused on increasing the awareness, knowledge and preventing Influenza, RSV, Covid-19, and other communicable diseases. Flyers, brochures and ads have been distributed to the community through email, social media, and newsprint. The number of labs for Influenza Type A, Covid-19 and Lyme Disease have increased this month. Cheshire Academy had a Covid-19 outbreak involving 55 individuals (staff and students) at the end of October. In addition, the Boulder Knoll Daycare closed for a week because of Covid-19 and Influenza.

The Public Health Specialist is monitoring four hoarding cases in Wolcott and one lead abatement. Ms. Esposito explained the process with hoarding cases and has notified Wolcott Town officials. Our 2023 Radon Program will be launched in January, where residents will be able to test their home for Radon for free if they return the test to the CHD.

The Healthy Communities Coalition’s focus has been on Breast Cancer and Diabetes Prevention. Narcan administration and Overdoses remain low this month. Community focus group for the Community Health Assessment will be held this December. Our Case Investigator is assisting with our Prevent Type 2 Diabetes class, creating educational materials on infectious diseases and working on CHD’s Community Health Assessment.

Ms. Esposito also reviewed the Communicable Diseases reports, including Covid-19 cases, in all three towns; vaccination rates; and other infectious/communicable disease – Gastroenteritis and Covid-19 in Wolcott; Hep-B, Hep-C, Chlamydia, and Salmonella in Cheshire; and Hep-C and Lyme Disease in Prospect. She also reviewed influenza cases.

Public Health Nursing Supervisor Specialist Report (Oct – Nov 2022)

Brief Overview:

The PHN/Medical section of Community Health has spent this past month administering the COVID-19 bivalent booster and flu vaccines in the community setting. We administered a total of 464 vaccinations! Our busy clinic season will wrap up in the next week and we will shift our primary focus to billing through Transact and completing the annual recertification process for the Pediatric CT State Vaccine Program and the Adult CT State Vaccine Program. We will plan to offer a few in office Flu Vaccine clinics for the remainder of the year.

Homebound requests for COVID-19 booster vaccines continue to come in through DPH. Chesprocott is collecting the data while the vaccinations are currently done by the state contracted provider.

Homebound Vaccination Requests		
Cheshire	Prospect	Wolcott
6	0	1

Upcoming Clinics:

1. 11/15/22 Prospect Community Ctr Pediatric Bivalent Covid-19 Booster 3-6pm
2. 11/16/22 HTSA Coptic Church Covid Bivalent 10am-3pm

Date	Town	Location	Flu Vaccine	COVI D-19 Vaccine Bivalent Booster	Hep B vaccine	Total
10/14/22	Cheshire	CHD Office	N/A	N/A	1	1
10/18/22	Wolcott	Town Hall Drive- Thru	31 High Dose 5 Flublok, 20 Fluzone	N/A	N/A	56
10/19/22	Cheshire	HTSA Coptic Church	8 High Dose 4 Flublok	53 Moderna 28 Pfizer	N/A	93
10/26/22	Cheshire	Police Department	5 Flublok 1 Fluzone	N/A	N/A	6
10/27/22	Cheshire	Elim Park	99 High Dose 2 Flublok 1 Fluzone	9 Pfizer	N/A	110
11/01/22	Cheshire	Fitness Zone	6 Flublok 2 Fluzone	1 Moderna	N/A	9
11/02/22	Cheshire	HTSA Coptic Church	7 High Dose 12 Flublok	28 Pfizer 36 Moderna	N/A	83
11/03/22	Prospect	LaBonnes	2 High Dose 1 Flublok	N/A	N/A	3

1/08/22	Prospect	Community Center/ Fire House	3 High Dose 6 Flublok 1 Fluzone	N/A	N/A	10
1/08/22	Cheshire	Cheshire High School	10 High Dose 43 Flublok 40 Fluzone	N/A	N/A	93

- ❖ Insurance
 - Medicare contract and billing is active.
 - Aetna, Cigna, Connecticare, Husky (Medicaid/T19) contracts are established and set up in TransAct is complete.
 - Pending
 - Anthem/BCBS
 - United Healthcare
 - Harvard Pilgrim
 - Oxford

- ❖ Physician Practice Specialists (a credentialing agency) has been contacted to assist with securing outstanding insurance companies in CT.
 - Up to 10 insurance payers is \$3,150; additional providers can be added for \$2,250
 - Includes a start-to-finish process where we place to obtain a Group NPI if needed, configure CAQH and NPPES as needed, credential the practice and at least 1 provider through to obtaining and executing your contract. This process is an average of 60-120 days for most government plans, and 150-180 days for most commercial payers. We have no control over closed networks.
 - Additional payers can be added for \$300-\$500 per payer
 - Collaborating physician cost is \$250 per application or the cost of the additional provider – whichever is less.
 - Contract signed & fees paid.
 - Documents being uploaded through portal.

- ❖ Billing
 - Annual 2022 (January to October 2022)
 - Claims submitted
 - \$22,636.59
 - Claims Paid
 - \$13,884.72

b) Environmental Health – Prepared by M. Esposito, Acting Chief Sanitarian

The Health District has had a vacant Sanitarian position since March and a vacant Chief position for the past few months. We recently held interviews for both positions. We hope to have TheHealth District has had a vacant Sanitarian position since March and a vacant Chief position for the past few months. We recently held interviews for both positions. We hope to have a fully staffed environmental division by mid-December. The Health Director continues to be the Acting Chief with the two sanitarians being very busy. Both Sanitarians finished Phase II Subsurface Sewage design. The newest sanitarian will be attending the weeklong Lead certification class in November.

Environmental Plan Reviews:

Septic Repair: 17

New Construction (revisions inc): 5

Food Service:2

CHESHIRE

- Sushi Roll Making class on W. Johnson Ave has been granted approval.
- Sakana Asian Bistro has been provided into Food Service License to operate
- Beauty by Alexis had a pre-inspection and will hopefully opening soon
- Albi’s Barber received his license to operate his new barber shop.
- Additional soil testing for many of the Michael Place subdivision lots has been keeping the staff busy

PROSPECT

WOLCOTT

- Four active hoarding cases continue

c) Emergency Preparedness

Chesprocott MRC

Chesprocott MRC Members 2022

	Cheshire	Prospect	Wolcott	Out of town	TOTAL
January - March					
April – June					
July - September	264	60	48	6	378
October-December					

Total Activation and Volunteer Information January 2022 to Present

	Total # Activation	Total# MRC Volunteers	Total Volunteer Hours
Cheshire	45	225	1100
Prospect	2	10	41
Wolcott	2	20	80
TOTAL	49	255	1221

UPDATES:

1. MRC Grant:

- Current ERC Jeff Wilson submitted his resignation.
- Starting November 28 2022 Carlos Cruz will be our new ERC

2. PHERP:

- COOP: Town of Prospect has signed. Waiting for Wolcott and Cheshire.
- Prospect POD has changed locations from the Prospect Fire House to the Community Center. We will be testing this site on Nov. 15, 2022. From 3pm – 6pm, we will be providing Covid boosters for 5-11 year olds. We will complete a call-down, notification and activation which is required by DPH.

3. MRC Volunteers:

- Continue to promote recruitment
- Back-ground checks will be starting shortly as a requirement from DPH and using CT Responds. DPH is funding this initiative .
- Sent a Survey to all MRC members to determine if they want to remain active, in-active or be removed. Survey sent on November 8, 2022

4. Communication-Ever Bridge

- Will train new hire how to use and input Town Contacts for PHEP.

d) Health Director Report

i. Grant Status/Update

- ELC 2 : March 1, 2022 to May 31, 2023 – Prevention/Education
 - i. Still not awarded or executed. Reached out to the State – they are down 20% in staff positions.
- ELC 1 (Year 2) – May 18, 2022 to November 17, 2022 – received revision approval so we will close the grant with no return of funds.
 - i. Q3 Programmatic and Financial to be submitted by Dec. 15th.
- PHEP Grant BP4 Q! (July – September) was submitted.

ii. Community Updates:

Chesprocott : New ERC to start 11/28. New Chief Sanitarian to start 12/4. Open Sanitarian position still in interview process. Both retired Nurses who worked a total of 17 hours a week have given their resignations.

Prospect: Nov. 15th – testing our new Prospect Community Center POD plan.

Cheshire:

- Lot of new home and septic repairs occurring
- Speaker at the Cheshire Gun Buy-Back community forum on 11/10.

Wolcott: Another hoarding case was added 11/7 as referral by WFD.

Greater Waterbury:

- Interns working on Community Health Assessment.

iii. Trainings

- Environmental Staff sub II and lead training.
- All staff went to “Fit-testing” training by OSHA. Jan. 23, 2023 all will be trained.

iv. Staff:

- Job postings update – will advertise for part-time nurses after exit interviews.
- Chief Sanitarian/Sanitarian update 12/4 and soon
- Emergency Response Coordinator will start 11/28.

v. Legal Issues and Personnel (Executive Session)

- The Board of Directors and Ms. Esposito moved into Executive Session at 6:52 p.m. The Board returned from Executive Session at 7:11 p.m.

vi. Land on Sandbank Road – update

- The surveyor is ready to start surveying the property. Background checks had to be done by the Department of Corrections before the surveyor could be on the property.
- In response to a question from Mr. Kimball, Ms. Esposito reported they have \$550,000 dedicated to the new Health District building.
- Ms. Esposito will meet with the surveyor and architect to explain the needs of CHD.
- Ms. Esposito continues to watch for other properties and buildings that come on the market.

VIII. Committee Reports

A. Finance

- i. STIF update – STIFF was completed.

B. Personnel

- ii. Executive Session – already entered into Executive session during the Director of Health’s report.

XI. Old Business – None.

X. New Business – None.

The next CHD Board of Director's meeting will be held on Wednesday, January 18, 2023 at 6:00 p.m. at the Chesprocott Health District.

There being no other items to come before this meeting, **MOTION:** Mr. Giordano moved for adjournment; seconded by Mr. Kimball. **APPROVED.** Vote: Unanimous. The meeting was adjourned at 7:16 pm.

Respectfully submitted,

Kathy Kirby
Recording Clerk