

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

BOARD OF DIRECTORS (BOD) MEETING
Draft Minutes from CHD BOD Regular Meeting
Wednesday, January 18, 2023
6:00 p.m.

Present: From the CHD BOD: Chair Elizabeth Normand, Maria Bevenuto, Lauren Backman; Barbara Ecke, Sean Kimball , and Andrew Giordano (via Zoom); Maura Esposito, Director of Health (DOH) for the Chesprocott Health District (CHD); Attorney William Ryan of Ryan and Ryan LLC.

The Board meeting was called to order at 6:00 p.m.

I. Roll Call

The roll call showed a quorum was present at 6:00 p.m..

I. Executive Session

Mr. Kimball moved to go into Executive Session at 6:02 p.m. Ms. Backman seconded. Vote was unanimous. The Board of Directors and Mr. Ryan went into Executive Session at 6:02 p.m.

The Board of Directors and Mr. Ryan returned from Executive Session at 6:45 p.m.

III. Approve Minutes of the Regular Meeting held on November 16, 2022.

Approval of the Nov. 16, 2022 minutes from the CHD BOD meeting.

MOTION: Mr. Kimball moved that the Board accept the meeting minutes from the Nov. 16, 2022 Minutes as presented; seconded by Ms. Normand.

Ms. Backman noted duplicate sentences in the first paragraph of the Environmental Report. The first paragraph will be amended to read:

“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 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.”

MOTION: Mr. Kimball moved that the Board accept the meeting minutes from the Nov. 16, 2022 Meeting as amended; seconded by Ms. Normand. Vote: Unanimous.

[IV. Approve Minutes of the Special Meeting held on November 30, 2022.](#)

MOTION: Ms. Normand moved that the Board accept the meeting minutes from the Special Meeting held on November 30, 2022 as presented; seconded by Ms. Backman. Vote: Unanimous.

[V. Communications](#)

On January 10, 2023, the Cheshire Town Council Chairman Tim Slocum requested that their Town Council receive updates from or have regular conversations with the Chesprocott Health District regarding the following matters:

- CHD plans for the new location/new building.
- New Public Health initiatives.
- Long term plans for the CHD.
- Certifications.
- and other matters as they develop.

Ms. Esposito asked for clarification of what Mr. Slocum is looking for. Mr. Kimball said they would schedule a date to meet, and the Cheshire Town Council will submit questions in advance of the meeting date.

Ms. Esposito send a letter to U. S. Representative Johana Hayes asking to talk with her about potential infrastructure grants to assist the health district defer the costs of building a new building. .

Ms. Esposito has met with an Architect about the needs of the CHD and cost to build a new Health District on the property given to the CHD by the State of CT. The architect has asked for a “wish” list of each departments needs and wants.

[VI. Officer Positions](#)

Ms. Backman moved that the CHD BOD keep the officer positions as they currently are until the next meeting. Ms. Bevenuto seconded the motion. Unanimous vote.

Ms. Normand left at 7:02.

[VII. Division Reports](#)

- a. Community Health – Health Educator, Nurse

Public Health Educator (PHE)

January is Radon Awareness month. CHD will offer free radon testing kits to Cheshire, Prospect, and Wolcott residents on a first come, first serve basis. Residents can pick up their kits up starting January 11th, 2022. The PHE partnered with DPH's Radon Division to present the Radon Facts and Announce CHD's Program. The radon program was publicized in local newspapers.

The Healthy Communities Coalition is kicking off the new year with a mental health wellness talk with HHC Rushford Center. Each month a topic from Community Health Assessment/ Community Health Improvement Plan. Elim Park and the PHE

have selected ten topics to partner with the independent living population to improve their quality of life through education and resources.

The PHE worked with Cheshire Y to develop a healthy habits program for Cheshire Middle School Children, including parent involvement to ensure healthy lifestyle changes. A new Prevent Type 2 Diabetes Program starts at the Cheshire Y at the end of January.

Two QPR trainings are scheduled for January with Wolcott's CASA and the Meriden Health Department.

Since November- they have been promoting preventive measures on COVID-19, Flu, and RSV along with general well-being information to the community and schools. Three interviews with the Cheshire Herald and the Record Journal on flu, covid, and other preventive health concerns.

Service Master and CHD have formed a publicity partnership at Service Masters. We have co-written press releases on environmental topics such as fire hazards, hoarding, and radon.

The PHE has worked with the environmental team monitoring two hoarding cases in Wolcott involving one letter of violation. In addition, she wrote a cease and deceit letter to a unlicensed cottage food operator in Wolcott.

The Community Health Assessment (CHA) is in a complete draft form! This progress is exciting for the department; they held one focus group and one person focus group and survey monkey, resulting in over 150 responses.

We plan to announce the new CT DPH child lead levels via Zoom and PowerPoint presentations, letters, PowerPoints, and letters. CHD will monitor children with blood lead levels over 3 ug/dl. The Public I have been working with the DPH Lead Management to review and close cases.

We are offering fall prevention programs at our town Libraries. We had one successful presentation in Cheshire. Other presentations are occurring in Wolcott, and the Prospect Senior Center will host our Matter of Balance program in the spring.

The CHD Website update is at the building content stage-removing old information, adding new, and reorganizing pages.

The list of Communicable Disease for December 2022 was provided. In all three towns, Influenza A was the most prevalent communicable disease: Cheshire 40 cases, average age 30; Prospect 6 cases, average age 37.5; Wolcott 21 cases, average age 41.8.

The Board was provided the breakdown of total infectious disease cases in the public and private schools in the 3 town schools during November and December 2022. Covid-19 was more prevalent in November (91 cases), but gastroenteritis was more common in December (93). Coxsackie and Strep had the lowest number of cases in both months.

The Community Health Division meets weekly. A summary of their meeting on January 9, 2023 was included in the CHD BOD packet, which also included copies of the CHD January 2023 News letter and flyers about public health issues.

Public Health Nursing Supervisor (PHNS)

Brief Overview:

The PHN/Medical section of Community Health has spent the past 2 months continuing to administer the COVID-19 bivalent booster and flu vaccines in the community setting and in office. We administered a total of 92 vaccinations.

Our successful mass vaccine clinic season wrapped up mid November with our last clinic at HTSA Coptic Church on 11/16/22. We continued to offer in-office flu vaccines and bivalent COVID-19 to the public throughout the month of December.

Homebound requests for COVID-19 booster vaccines declined during December 2022 via the DPH portal. However, Elim Park reached out to CHD to vaccinate 4 residents on the healthcare side as their inhouse pharmacy could not accommodate. Additionally, we received 1 homebound request privately. All requests were fulfilled by CHD nursing staff.

Chesprocott continues to collect the data on the vaccinations that are administered to the homebound by the state contracted provider.

| Homebound Vaccination Requests | | |
|--------------------------------|----------|---------|
| Cheshire | Prospect | Wolcott |
| 6 | 0 | 0 |

Upcoming Plans:

The Public Health Nursing (PHN) Supervisor is actively researching and planning for CHD to operate a Travel Health Clinic where we can offer all necessary vaccines for travel to our 3 communities. Additionally, the PHN Supervisor is planning to apply for a CLEA Waiver so CHD can offer point of care testing (POCT) in the clinic and in the community. CHD would like to offer the POCT for hemoglobin A1C (hemoglobin A1C) which can diagnose Diabetes with a finger stick. For both initiatives, staffing, space, and cost will all be taken into consideration when putting together a prospective plan.

Due to the Influenza vaccine ordering process, the team will begin discussing the vaccination schedule for the Fall of 2023 to make a determination on how much vaccine CHD should order. We will reach out to our community partners such as the senior centers, schools, and local businesses to gauge their interest prior to ordering.

Clinic Data:

| Date | Town | Location | Flu Vaccine | COVID-19 Vaccine Bivalent Booster | Hep B Vaccine | Total |
|----------|----------|-----------------------|---------------------------------------|-----------------------------------|---------------|--------|
| 11/15/22 | Prospect | Community Center | N/A | 10 (pediatric 5yo -11yo) | N/A | 10 |
| 11/16/22 | Cheshire | HTSA Coptic Church | 2 High Dose 6 Flublok 1 Fluzone | 11 Pfizer 12+ 25 Moderna | N/A | 4 5 |
| 11/21/22 | Cheshire | Elim Park-home visits | N/A | 4 Moderna | N/A | 4 |
| 11/30/22 | Cheshire | CHD | 1 High Dose 1 Fluzone | N/A | N/A | 2 |
| 12/01/22 | Cheshire | CHD | 1 High Dose 1 Flublok 1 Fluzone | 1 Pfizer 12yo+ | N/A | 4 |
| 12/07/22 | Cheshire | CHD | 1 Flublok 1 High Dose | 4 Moderna 3 Pfizer 12yo+ | N/A | 9 |
| 12/13/22 | Cheshire | CHD | 1 High Dose | 6 Pfizer 5yo-11yo | N/A | 7 |
| 12/19/22 | Cheshire | CHD | 2 Fluzone 1 Flublok | 6 Pfizer 12yo+ | N/A | 9 |
| 12/21/22 | Cheshire | CHD | 2 Fluzone | N/A | N/A | 2 |

❖ Insurance

- Medicare contract and billing is active.
- Aetna, Cigna, Connecticare, Husky (Medicaid/T19) contracts are established and the set up in TransAct is complete.
- Issues have been noted with ERA reporting in TransActRx for contract payers.
- Recently noted CHD started to receive paper checks after receiving electronic transfers prior. Refiling necessary paperwork to receive electronic transfer of funds (EFT).
- Adding new contract to TransActRx for Allied Health which manages some group contracts for Aetna.
- Connecticare requiring Special Needs Plan and Model of Care training.

- Physician Practice Specialists (a credentialing agency) has been contacted to assist with securing outstanding insurance companies in CT.
 - Contract signed & fees paid.
 - Documents being uploaded through portal.
 - Providing documents into Box portal.
 - Requiring CAQH profiles for each provider.
 - Awaiting an Account Manager to be assigned.
- ❖ Billing
 - Annual 2022 (January to December)
 - Claims submitted
 - Grand Total: \$76, 639.99
 - Product \$50,345.00
 - Administration \$26,294.99
 - Claims Paid for Medicare & Medicaid

b. Environmental Health Report – December 2022

The Chief Sanitarian started this month and will become familiar with the staff and current roles of each employee.

A new Sanitarian I started this month and will be shadowing our current Sanitarians while training to become food certified and learning compliance requirements related to salons and daycares, etc.

The environmental staff attended a training session at the Casa Mia in Berlin related to mercury spills and other environmental spills sponsored by CAHCEO (Connecticut Association of Housing Code Enforcement Officials).

Two current Sanitarians received their Phase II septic certification from DPH. They are now able to review and approve engineer designed septic plans.

Current Sanitarian is scheduled to go out in January to inspect food establishments with the state to complete her food certification requirements.

CHESHIRE

- The Cheshire Rehab Facility changed ownership to become Civita Care
- The Marbridge Assisted Living facility was inspected for the completion of Phase II warming kitchen.
- Trey's Barbershop opened in the previous Laiden's & Blynx Beauty shop.

WOLCOTT

- Nouria Energy has opened up in the previous Nutmeg Farms location.

PROSPECT

- Senor Ponchos has changed ownership under the same name. The previous owner will remain active in the day-to-day operations until the agreement is completed.

c. Director of Health Report – January 2023

I. Grant Status/update:

- ELC 2 March 1, 2022 to May 31, 2023 – update
- PHEP grant BP4 Q2 (July to September) was submitted
 - i. BP6-10 Fiduciary Lead

II. Community Updates:

Chesprocott:

- One of the part-time Public Health Nurses reversed her resignation.
- Jeff Andrews is our new Chief Sanitarian.
- Kaylianna Bryant is our new Sanitarian 1.
- Our Regional ERC, Olivia Chamberland has taken a position with DEMHS; her replacement Brian Hunt begins on 1/17/23.
- We have concluded interviewing for the Local ERC position. Our call-backs will begin 1/20.

III. Trainings:

- Most staff were FIT-tested. Another testing will occur next month.
- Monthly Educational trainings have begun.

IV. Staff:

- 2 Sanitarian have passed Sub Surface Phase II.
- DOH asked to participate on the DPH Workforce Development Committee. Assigned to the Food Inspection sub-committee.

V. Legal Issues & Personnel - Executive session was held at the beginning of the meeting.

VI. Land on Sandbank Road- update – to be discussed at the February meeting.

Ms. Bevenuto, Mr. Kimball and Mr. Giordano departed the meeting at 7:40 p.m.

Motion to adjourn the meeting: As there was no longer a quorum, Lauren Backman moved for adjournment; seconded by Barbara Ecke. The meeting was adjourned at 7:42 p.m.

Respectfully submitted,

Kathy Kirby
Recording Clerk
Chesprocott Health District