

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

**BOARD OF DIRECTORS (BOD) MEETING
Draft Minutes from CHD BOD Regular Meeting
Wednesday, April 19, 2023**

Present: Maria Benvenuto (arrived at 6:04 pm), Lauren Backman; Barbara Ecke, Andrew Giordano (via i-phone) and Sean Kimball. Absent: Elizabeth Normand.

Maura Esposito, Director of Health, Chesprocott Health District.

The Board meeting was called to order at 5:48 p.m.

I. Roll Call

The roll call showed a quorum was present at 5:48 p.m..

II. Approve of Minutes

MOTION: Barbara Ecke moved that the Board accept the following meeting minutes:

- March 15, 2023 Public Hearing – one correction – Ms. Backman’s last name was spelled incorrectly. March 15, 2023 Regular BOD meeting.
- April 3, 2023 Special BOD meeting – 3 typos were identified and corrected.

Seconded by Lauren Backman. Vote: Unanimous.

III. Committee Reports

Finance Committee:

As Chair of the Finance Committee, Ms. Backman researched the role of the Finance Committee of other Public Health Districts. She has looked at standards and legal requirements. She has also reached out to other Health Districts to get their input on the role of Financial Committees. She proposes holding separate Finance Committee meetings, with reporting at the monthly Board Meetings. Ms. Backman also recommended to have CHD’s accountant attend the Financial Committee meetings.

The Finance Committee assists the BoD in oversight of financial affairs by monitoring the organization's financial policies and the adequacy of its financial reporting, budgeting and financial reporting, and reviewing audits and investments. The attached document details the Finance Committee Roles (resource: The Greater Washington Society of CPAs Nonprofit Accounting Basics).

Financial areas discussed at this meeting:

- Maintenance costs of the CHD vehicles are increasing because the vehicles are getting older.
- Sanitarian salaries are increasing statewide. We may need to increase the salaries for our sanitarians to retain them. The BOD will need to review and raise our Fee Schedule as needed. In the past, CHD was on a 3-year cycle regarding finances – Year 1: Increase the per capita rate for the towns; Year 2: Review and increase the Fee Schedule as needed; and 3) No action.
- Ms. Esposito recommends the BOD review and raise the CHD Fee Schedule in May as needed to cover expenses (including possible increases in salaries).
- Ms. Backman also provided an example Finance Committee Meeting Agenda (copy attached).

Personnel Committee: Ms. Esposito reported that the Public Health Specialist submitted her resignation. CHD posted this position through Indeed, and we had to pause the posting due to the high number of people applying. The position is posted on our website.

Ad-Hoc Committee(s): Building Committee, Strategic Planning Committee, etc.

- The BOD can make Ad-Hoc Committees. Those committees can also be incorporated into the regular BOD Meetings.
- Ms. Backman moved to approve the formation of a Building Committee. Mr. Giordano seconded. Vote was unanimous.
 - The Building Committee will research buildings for sale; continue to consider building a new facility on the land provided by the State; etc.
 - The following members will serve on the Building Committee: Mr. Kimball, Ms. Backman, Mr. Giordano, Ms. Normand.
 - Ms. Esposito reported that CHD District Office current lease is up in a year (June 2024). The Off-Site Storage facility is currently on the market. Ms. Esposito reached out to the USDA about low cost loans. We continue to look at other avenues for funding of a new building.
- Ms. Backman moved to approve the formation of a Strategic Planning Committee. Mr. Giordano seconded. Discussion: Mr. Kimball discussed that this should be an agenda item and not a separate committee. Everyone agreed.

By-Laws Committee: The by-laws were last adopted in 2018. Mr. Giordano is Chair and will start meeting with the committee.

IV. Division Reports – Division Reports were provided by Ms. Esposito in tonight's meeting packet. Please read these reports at home and forward any questions to the DOH.

a) Community Health Educator, Nurse

- b) Environmental Health
- c) Emergency Preparedness
- d) Director of Health

V. Communications – None.

VI. New Business – None.

VII. Old Business: Motion made by Mr. Kimball to move into Executive Session for the purpose of discussing the Director of Health Employment Contract. Seconded by Lauren Backman. Vote: Unanimous. The Board moved into Executive Session at 7:08 p.m.. The Board returned from Executive Session at 8:00 p.m.

Motion to adjourn the meeting.

- Mr. Kimball (?) moved to adjourn the meeting. Ms. Backman (?) seconded the motion. Vote: Unanimous. The meeting was adjourned at 8:00 p.m.

Respectively submitted,

Kathy Kirby
Recording Clerk
Chesprocott Health District