

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

BOARD OF DIRECTORS (BOD) MEETING
Draft Minutes from CHD BOD Regular Meeting
October 18, 2023

Present: Lauren Backman; Barbara Ecke (arrived at 5:52); Elizabeth Normand; Andrew Giordano, and Sean Kimball (arrived at 5:38 p.m.).

Also in attendance: Maura Esposito, Director of Health, CHD; Michael Frederico, CPA (left at 5:37 p.m.); Jeffrey Andrews, Chief Sanitarian, CHD; (left at 6:10 p.m.); Michelle Silva, Sanitarian, CHD (left at 6:10 p.m.); Caroline Redlitz, Office Assistant (left at 6:10 p.m.).

The Board meeting was called to order at 5:34 p.m.

I. Roll Call

The roll call showed a quorum was present at 5:34 p.m. as there was one member from each town in attendance.

II. Approve of Minutes

MOTION: Lauren Backmann moved that the Board accept the draft minutes from the September 20, 2023, as presented with the following change under Division Reports – iv. The name of our tech support is ACS. seconded by Elizabeth Normand. VOTE: Unanimous.

III. Communications

None.

IV. Executive Session

The Board went into Executive Session at 5:37 p.m., with the CHD employees. Ms. Esposito and Mr. Frederico stepped out.

The Board exited Executive Session at 6:10 p.m. Mr. Andrews, Ms. Silva and Ms. Redlitz left the meeting at 6:10 p.m. Ms. Esposito and Mr. Frederico returned to the meeting.

V. Committee Reports

a. Finance Committee:

- i. Ms. Esposito and Mr. Frederico presented three CHD DOH Budget Revision Proposals effective January 1, 2024.

CHD Board of Director Budget Revision Proposal Effective Jan.1, 2024

The current per capita rate is \$13.15.

CURRENTLY		Yearly	Quarterly
Per Capita \$13.15	Cheshire	\$ 376,458.00	\$ 94,114.50
	Prospect	\$ 122,873.00	\$ 30,718.25
	Wolcott	\$ 212,504.00	\$ 53,126.00

Option 1:

Per capita rate \$10.00

PROPOSAL EFFECTIVE JANUARY 1, 2024		Yearly	Quarterly
	Cheshire	\$ 286,280.00	\$ 71,570.00
Per Capita \$10.00	Prospect	\$ 93,440.00	\$ 23,360.00
	Wolcott	\$ 161,600.00	\$ 40,400.00

Total
Savings

FY 24 Q3 & Q4 Savings
\$ 45,089.00
\$ 14,706.00
\$ 25,452.00
\$ 85,247.00

Return Fund Balance	TOTAL:	\$ 300,000.00
	Cheshire	\$ 150,000.00
	Prospect	\$ 50,000.00
	Wolcott	\$ 100,000.00

Revert Fee Schedule to approved 2022 fee schedule

Savings Summary	
Fee Schedule reverted back to 2022	
FY 24 per capita reduction	\$ 85,247.00
FY 25 (\$10.00 per capita) reduction	\$ 170,494.00
Return Fund Balance	\$ 300,000.00
Total Savings:	\$ 555,741.00

Option 2:
Per capita rate \$11.15

PROPOSAL EFFECTIVE JANUARY 1, 2024		Yearly	Quarterly
	Cheshire	\$319,202.00	\$79,800.00
Per Capita \$11.15	Prospect	\$104,185.00	\$26,046.00
	Wolcott	\$180,184.00	\$45,046.00

**FY 24 Q3 & Q4
Savings**

FY 24 Q3 & Q4 Savings
\$ 28,628.00
\$ 9,344.00
\$ 16,160.00
\$ 54,132.00

Total
Savings

Return Fund Balance	TOTAL:	\$300,000.00
	Cheshire	\$150,000.00
	Prospect	\$ 50,000.00
	Wolcott	\$100,000.00

Revert Fee Schedule to approved 2022 fee schedule

Savings Summary	
Fee Schedule reverted back to 2022	
FY 24 (\$11.15 per capita reduction)	\$54,132.00
FY 25 (\$11.15 per capita) reduction	\$108,264.00
Return Fund Balance	\$ 300,000.00
Total Savings:	\$ 462.396.00

Option 3:
Per capita rate \$12.15

PROPOSAL EFFECTIVE JANUARY 1, 2024		Yearly	Quarterly	FY 24 Q3 & Q4 Savings
	Cheshire	\$347,830.00	\$86,957.00	\$ 14,314.00
Per Capita \$12.15	Prospect	\$113,529.00	\$28,382.00	\$ 4,672.00
	Wolcott	\$180,184.00	\$45,046.00	\$ 8,080.00
Total Savings				\$ 27,066.00

Return Fund Balance	TOTAL:	\$300,000.00
	Cheshire	\$150,000.00
	Prospect	\$ 50,000.00
	Wolcott	\$100,000.00

Revert Fee Schedule to approved 2022 fee schedule

Savings Summary	
Fee Schedule reverted back to 2022	
FY 24 (\$12.15) per capita reduction	\$27,066.00
FY 25 (\$12.15) per capita reduction	\$54,132.00
Return Fund Balance	\$ 300,000.00
Total Savings:	\$ 381,198.00

Questions raised/discussions:

- Ms. Esposito and Mr. Federico have provided examples of 3 situations should the board choose to lower the per capita and provide funds back to the municipalities
- Based on these examples, Mr. Federico would recommend a \$12.15 per capita rate.
- Mr. Federico also recommends to be prepared for the worst scenario vs. best scenario.
- Questions were asked about the Fund Balance.
 - ❖ Ms. Backman asked if the \$12.15 per capita rate is sustainable over time. Mr. Federico stated there will be tough decisions in

the future. You may need to reduce your expenses; you may need to reduce the number of employees in the future.

- ❖ Ms. Backman asked if CHD is allowed to charge an administrative charge when billing vaccinations. Ms. Esposito replied yes.
- ❖ Ms. Backman asked if CHD has enough Environmental Staff; Ms. Esposito stated that 4 sanitarians are significant.
- ❖ A recommendation – offer Serv Safe Training to Restaurant staff to bring in more funds. Prior to Covid, CHD did offer that course. The person teaching the class must a certified trainer.
- Mr. Frederico left at 6:40 p.m.

b. Personnel Committee:

Ms. Ecke stated there was no report.

Ms. Backman asked the status of the Employee Handbook. Ms. Esposito and Ms. Miakos (Office Manager) have met with the attorney.

c. Building Committee:

Mr. Kimbal stated there was no report.

d. By-Laws Committee:

Ms. Normand stated there was no report.

VI. Division Reports – Ms. Esposito asked the Board members to please read the Division Reports that were provided in your October 2023 BOD packet prior to the meeting and email her questions prior to the meeting. She discussed a few key items at the meeting:

a. Community Health

- Elim Park had CHD administer the flu vaccine to their residents. A current delivery of low dose flu vaccines arrived at CHD warmer than the required temperature. The vaccine temperature needs to be 45 degrees. The company was immediately notified and replacement vaccine was shipped overnight at no cost to CHD.

b. Environmental Health

c. Emergency Preparedness

d. Director of Health Report

1. Grants

- ELC 2 – Submitted Final financial and programmatic reports in September 2023.

- Immunization Grant \$175,906. DPH has reviewed and approved our application. Media campaign containing both digital, print, social media and website presence has begun. The grant period is Sept. 1, 2023 to June 30, 2024.
- Workforce Development Grant \$120,987. Grant application submitted but DPH needs more details of contractual services, outreach and program supplies. Grant period August 22, 2023, to November 30, 2027.
- Local Prevention Council – Prospect Promise \$3,020.20. Working with the Western Connecticut Coalition (mission: to promote the behavioral health continuum of care and to enhance quality of life at every stage)
- Matter Of Balance \$3,000 – Classes have begun in Prospect. Classes for Wolcott and Cheshire are planned for Spring 2024.
- Per Capita \$140,743 – Received.
- Regional CRI PHEP Grant \$523,012-Q1 (July 1 to Sept 30) financials & programmatic have been submitted.

2. Director of Health Recommendations (after Cheshire Public Hearing)

- Do not pursue a new building.
- Return a portion of the fund balance to the towns.
- Use fund balance to lower per capita.
- Can CHD put a sanitarian M/W/F afternoon in Cheshire Town Hall?
- Rescind the current fee schedule and revert back to the January 2022 fee schedule.
- Is it possible to gather resident/business complaints so they can be reviewed, discussed and addressed. Our website does contain an on-line contact us feature but would love more feedback. We did start providing “customer satisfactory surveys” to gauge our programs and service satisfaction. Could the Town Halls assist in gathering this information so those wanting to report feel they are in a safe environment?
- Plan a “Town Hall” meeting with businesses (partner with the Chamber) to create an open dialogue with not only businesses but with residents. Their feedback is important for us to grow and improve.
- Other ideas?

VII. Old Business

None.

VIII. New Business

None.

MOVE TO ADJOURN: Mr. Giordano moved to adjourn the meeting. Seconded by Ms. Normand. Vote to adjourn was unanimous. The meeting was adjourned at 6:57 p.m.

Respectfully submitted,

Kathy Kirby
Recording Clerk
Chesprocott Health District