

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

**BOARD OF DIRECTORS (BOD) MEETING  
Draft Minutes from CHD BOD Regular Meeting  
Wednesday, May 17, 2023**

BOD Present: Elizabeth Normand (left meeting at 6:37 p.m.), Maria Benvenuto (arrived at 5:36 p.m.), Lauren Backman via Zoom; Barbara Ecke, Andrew Giordano, and Sean Kimball via Zoom.

BOD Absent: None

Also in attendance:

Maura Esposito, Director of Health, CHD  
Chuck Costello, Auditor, Costello Company, LLC, Hebron CT via Zoom  
(left meeting at 5:58 p.m. after presenting his Audit.)

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The Board meeting was called to order at 5:36 p.m.

**I. Roll Call**

The roll call showed a quorum was present at 5:36 p.m..

**II. Auditor Report**

Mr. Costello provided the CHD Financial Statements as of June 30, 2022, together with the Independent Auditor's Report and Supplemental Report.

Mr. Costello reviewed the Independent Auditor's Report, including reporting changes on pages 1A (Report on the Audit of the Financial Statements and Responsibilities of Mgmt. for the Financial Statements); 1B (Auditor's Responsibilities for the Audit of the Financial Statements); and 1C (Other Reporting Required by Govt Auditing Standards). Mr. Costello reviewed Financial Highlights on pages 2A-2C (Financial Highlights); page 3 – (explained difference between Liabilities and Non-Current Liabilities and explained the Unrestricted New Position). Page 5A Balance Sheet – Governmental Funds (the Unassigned Fund Balances need to be watched; Grants were off-setting payroll). Ms. Esposito explained the ELC grant was executed two months ago; the money is being paid now. Mr. Costello also stated that during his reviews/testing, no internal control issues were found.

### **III. Communications**

There were no communications.

### **IV. Approve of Minutes**

**MOTION:** Barbara Ecke moved that the Board accept the Meeting Minutes from the April 19, 2023 CHD BOD meeting. Seconded: by Andrew Giordano.

**Vote:** Unanimous approval of the minutes as presented.

### **V. Committee Reports**

#### **a. Financial Committee**

Ms. Backman planned to set up Finance Committee Meeting dates, but questioned if she should wait until after Nominations of Committee Chairs and members. Ms. Esposito suggested scheduled committee meetings as needed now rather than postponing meetings until after Nominations and Voting.

Ms. Backman scheduled a Finance Committee meeting on the first Wednesday of the month (Wednesday, June 7<sup>th</sup> at 5pm at CHD). The Finance Committee members are Ms. Backman (Chair), Mr. Giordano and Ms. Benvenuto. As the President of the Board of Directors, Ms. Normand serves as an ex-officio member of all CHD BOD committees.

#### **b. Personnel Committee**

Ms. Benvenuto reported that they received correspondence from CHD staff. Ms. Esposito reported that she was not surprised do to the resent resignations.

Ms. Esposito reported staff changes:

- The part time Nurse gave her resignation. A full-time nurse position was posted, and a full-time nurse has been offered the position. The ELC grant part-time nurse position has been completed and so our part-time nurse will assist with the transition and then resume her per diem work.
- A Sanitarians has submitted their resignation.

Ms. Benvenuto would like to hold a special meeting to discuss issues raised by past employees. Ms. Esposito and the Office Manager and current staff will meet on Tuesday, May 30 at 5:00 p.m. at CHD. The committee will submit a list of questions ahead of time to Ms. Esposito and the CHD Office Mgr.

**c. Nominations for 2023-2024**

Nominations will be tabled until the June 21, 2023 CHD BOD meeting. Ms. Esposito sent the form out as a reminder, so they were not forgot like this past year. Bylaws allow board members to stay in same position but must be voted at the September meeting.

**d. Building Committee**

Ms. Normand has to appoint a Building Committee. Mr. Kimball will serve as Chair; Mr. Giordano; and Ms. Ecke will serve on the committee. Ms. Normand will serve as an ex-officio member of the committee. Ms. Backman would like to assist with grant writing for this committee.

**VI. Division Reports:** Staff reports for Community Health, Environmental Health, and Emergency Preparedness were included in this month's Board of Directors (BOD) packet.

**a. Community Health**

**b. Environmental Health**

**c. Emergency Preparedness**

**d. Director of Health**

1. Grants:
  - a. Received a \$1500 Matter of Balance Grant from CT Community Foundation.
  - b. ELC 2 Q4 has been submitted. Q5 is due June 15.
2. Department Initiatives:

Strategic Plan – MPH student intern project (MPH Project).

  - a. Local Food Ordinance draft is at Attorney's office
  - c. Review and update CHD Bylaws – Date TBD by Mr. Giordano.
  - d. Employee Handbook needs to be sent to the Attorney. Will be sent by the end of this week.
  - e. Fee Schedule update status – pending
  - f. Registered Sanitarian Salaries situation – asking \$75K-\$85K; Hiring at \$90K.
3. Staff Accomplishments
  - a. May 10<sup>th</sup> Anthrax Drill Region 2. The Regional Emergency Preparedness Coordinator and the CHD Emergency Response Coordinator presented an excellent exercise held in New Haven.

4. Staffing
  - a. New Health Educator starts on June 5, 2023.
  - b. Public Health Nurse has submitted her resignation effective May 12<sup>th</sup>. The job was posted and interviews occurred. Hiring pending.
  - c. Sanitarian resigned effective May 19<sup>th</sup>.
    - Discussion regarding salaries/qualifications was held. Do we hire with no experience vs. hiring experience at high salaries?
5. Office Location Updates
  - a. Arts Place visit
    - Received floor plan from CTH.
  - b. Lease up June 2024 – Next Steps?

## **VII. Communications**

No report.

## **VIII. Old Business**

- Ms. Esposito reported there was an outbreak at a long-term care facility on a Friday when no nurses were working. Dir. Esposito worked with facility Nurse, Head of Facility and lab work indicated it was Norovirus.
- An increase in childhood lead cases is occurring due to the lowering of acceptable lead levels. This law became effective in Jan. 2023 and the levels will continue to be lowered each year for the next two years.
- Wolcott has an unusual case of a child with elevated lead levels, lead being reported in the well water and the house in being renovated. Dir. Esposito, Environmental staff, and DPH are scheduled to conduct lead dust wipes in the week.

## **IX. New Business**

No report.

### **Motion to adjourn the meeting:**

- Ms. Ecke moved to adjourn the meeting. Mr. Giordano seconded the motion. Vote: Unanimous. The meeting was adjourned at 6:42 p.m.

**Next CHD BOD Meeting is scheduled for June 21, 2023**

Respectively submitted,

Kathy Kirby  
Recording Clerk  
Chesprocott Health District