

**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 17, 2024**

Present: Lauren Backman; Barbara Ecke, Andrew Giordano (remotely),  
Sean Kimball (left at 6:51 p.m.), and Elizabeth Normand (remotely).  
Absent: Maria Benvenuto.

Staff: Maura Esposito, Director of Health, CHD.

Other: Michael Federico, Accountant (left at 6:52 p.m.); Jim Jinks, Cheshire  
Town Council.

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The Board meeting was called to order at 5:39 p.m..

**I. Roll Call**

The roll call showed a quorum was present at 5:39 p.m..

**II. Approve of Minutes**

**MOTION:** Barbara Ecke moved that the Board accept the minutes from the  
December 6, 2023 Regular BOD Meeting, with the following changes:

- Page 2–a. Financial Committee: Rental Cost: The current rent for the  
CHD Office space should be: \$3,800 per month (\$45,600 per year).
- Page 3–a. Financial Committee: Mr. Kimball also asked for CHD to look  
into the Public Health Accreditation process.
- Page 3–d. By-Laws Committee. Move the following sentence to Page 4:e  
Other: The Town of Cheshire has asked to have at least 3 members ex-  
officio positions added to the By-laws.

Seconded by Lauren Backman. Vote: Unanimous.

**MOTION:** Sean Kimball moved that the Board accept the minutes from the  
December 13, 2023 Finance Committee meeting.

Seconded by Barbara Ecke. Vote: Unanimous.

**III. Communications**

None.

#### **IV. Committee Reports**

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

The Financial Committee met on December 13, 2023, and will meet again in February 2024 and March 2024.

At the 12/13/2023 Finance Committee meeting, Mr. Frederico explained that he provided budget projections using multiple per capita rates (\$13.15, \$12.15, \$11.15 and \$10.00).

Mr. Frederico used \$11.15 as the per capita charge per resident of the three towns when preparing the 2024/2025 budget. He has reached out to Office Manager Darlene Miakos for current staff salaries and health benefits.

Mr. Frederico also asked the status of the 2023 Audit. Ms. Esposito explained that our Auditor, Chuck Costello of Costello Company, LLC in Hebron, Connecticut. Mr. Costello asked for a one month extension, which was approved.

At their Finance Committee meeting on 12/13/2023, Mr. Kimball reported they recommended a projection of \$11.15 per capita rate, reducing the per capita rate from \$13.15 to \$11.15, for the 7/1/2024 – 6/30/2025 budget. They decided not to reduce the per capita rate for 1/1/2024; instead starting with 7/1/2024. Mr. Frederico commented that \$11.15 is a workable per capita rate.

Mr. Frederico also expressed his concerns about refunding part of the \$300,000 fund balance to the three towns. He was concerned that refunding the fund balance would significantly impact budget projections, using future per capita rates. Mr. Kimball recommends that any decision on fund balance refund payments should be considered after the costs to relocate the CHD office are determined.

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

Ms. Esposito is still working with Attorney Ryan on the Employee Handbook. The draft handbook was provided to Chairperson Backman.

#### **V. Building Committee**

##### **a. 1245 Highland Avenue Lease Discussion**

Ms. Esposito reached out to their current landlord, to extend their current lease. The landlord offered an extension of the current lease (ends on 6/30/2024) for the next 18 months, increasing the monthly rental rate to \$4170 for those 18 months (an increase of \$988.51 to their current lease rate of \$3181.48 per month, approximately 30% increase). Ms. Esposito will forward a copy of their current lease contract to the BOD members and

Mr. Frederico, in addition to the landlord's amendment to the current lease. Their landlord initially wanted a 5-year contract to extend their current contract. They were agreeable to a 3-year contract. The last discussion was the 18-month extension with a large increase included.

Mr. Kimball stated the need to extend their lease is dependent on when the Arts Place location will be available for CHD to renovate as needed and have everything from their current office building and their off-site storage cabinets moved into the new facility. He feels the earliest availability of Arts Place space would be April; worst case would be May 1<sup>st</sup>. Ideally CHD should be out of their current locations (offices and off site storage) by June 30, 2024.

The Board recommended using professional movers/a relocation company/project manager/to handle all the logistics involved, including relocating their furniture, equipment, electronics, file cabinets, supplies, medical items, etc. Ms. Esposito is concerned about moving and setting up a new office building in June as this is CHD's busiest time of year (including issues with the building, layout and changes needed, etc.). Ms. Esposito is also worried about moving their electronic needs; it is essential that their communications system be moved and operational when they relocate. Ms. Esposito had concerns about the clinic requirements and need to be re-licensed.

The Board discussed possible renovations that will be needed at Arts Place; moving during the summer; hiring professional movers and CHD staff operating in the new space while upgrades/renovations could be happening but felt it was only solution to the current situation. Ms. Normand suggested using MRC volunteers, family members, etc.

Ms. Esposito signed a contract with Brian Humes, Architect, which she passed onto the BOD. Mr. Humes is meeting with the CHD staff to collect information needed to create a needs assessment on 1/22/2024.

Ms. Esposito reported CHD has a designated STIF account for capital improvements of \$550,000 which will be used for this upgrade and a STIP reserve account of \$500,000. Mr. Frederico would like to see estimates from the architect and the builder.

## VI. By-laws Committee

Ms. Esposito obtained by-laws from other Health Districts similar to CHD. Ms. Esposito reported that the CHD By-laws are antiquated and need to be updated. Ms. Esposito has done some editing and looking for the bylaw committee to meet to discuss. Board members were emailed Ms. Esposito's edits Ms. Esposito was asked to forward the By-laws received from other Health Districts to the by-law committee members.



Recommendations included: Holding less Full Board meetings – currently there are 10 meetings planned a year; change the number of BOD meetings to 5 per year – January, April, June, September and one other month but considering all the financial projects currently underway, board members believe we stick with current 10 meetings a year.

## VII. Memorandum of Understanding (MOU) Draft

- The MOU was shared with board members.
- The MOU has lots of timelines and Ms. Esposito is incorporating gathering data currently but would like to meet with town officials to discuss all the processes and determine what they would like CHD to report on.
- Ms. Esposito sent a template to Mr. Kimball as required in the MOU and is waiting for feedback. The Town of Cheshire is still revising the MOU and it hasn't been sent to Prospect or Wolcott. CHD attorney will also need to review.
- Atty Comerford has been informed about the MOU and a copy of the original proposal was provided to his firm.

## VIII. Division Reports – BOD members were asked to review the staff's division reports and bring up any questions or clarifications needed to Ms. Esposito.

### **a. Health Director Report – January 2024**

1. Grants:
  - a) Immunization Grant \$175,906. Q1 financial and programmatic submitted to the Department of Public Health. Media campaign includes paper, digital, Facebook, in Spanish and Albanian.
  - b) Workforce Development Grant \$120,987. Chairperson Ms. Backman signed the contract. Deliverables in process.
  - c) Local Prevention Council – Prospect Promise \$3,020.20. Funding is used to purchase tablecloths and shirts with the new logo. Narcan training January 23<sup>rd</sup>. QPR training on February 6<sup>th</sup>.
  - d) Matter of Balance \$3,000. Classes at Wolcott Library to commence on March 19, 2024.
  - e) Regional CRI PHEP Grant \$523,012 – Q2 (October – December) financials and programmatic to be submitted by January 15<sup>th</sup>. March 25-28 Preparedness Summit (Ms. Esposito and Region 2 Emergency Preparedness Coordinator Brian Hunt to attend).
2. Director Health Director Report:
  - a) Property in Cheshire – this is a landlord and tenant situation. Civil court postponed until February 21 with Attorney Comerford. Criminal Court waiting for civil action. Tenant provided alternative option of relocation from the landlord; the tenant declined the offer. In process of eviction.

- b) Customer Satisfaction Survey - Slow to receive surveys. Results to be presented in Quarterly report (January, February and March) by April 15, 2024 per MOU.
- c) Operations Quality Control – Staff are tracking our services to ensure they are meeting appropriate timelines for review and inspections. Ms. Esposito has requested a meeting with the Town of Cheshire for clarifications to MOU. Atty Comerford has requested a copy of the MOU.
- d) Chesprocott Programs and Events: Please review the upcoming great events. CHD is meeting with the Cheshire Healthy Coalition to plan more events to occur throughout the year.
- e) The CHD PHERP (Public Health Emergency Response Plan) is complete and needs to be presented to each town leader. Each Town CEO will need to sign that they have received the CHD Plan.
- f) By-laws revisions have been sent to all board members. Received no feedback. Looking for a meeting date with committee members. Ms. Esposito will send out possible meeting dates.
- g) Annual Report Fiscal Year 2023 will be presented at the February Board meeting. This year's report is based on showing how the department meets the 10 Essential Health Services.
- h) Anonymous Complaint Hotline. Ms. Esposito shared information about Syntrio (\$2250/\$2250 annual fee) and Navex (\$4,000/annual \$2950). Ms. Esposito met with both software vendors. They provide a 3<sup>rd</sup> party anonymous whistleblower system that includes employees and others can either call or send their complaint via website links.
- i) Signed contract with Jacunski Humes Architect and building needs assessment meeting is set for January 22 at 10 a.m.
- j) Meeting Scribe update: Kathy Kirby, who is our current scribe and has been with CHD for over 12 years has given her notice that she needs to resign. Job descriptions were sent to the Towns of Prospect and Wolcott. Interviews are forthcoming. We will miss Kathy's presence and dedication.
- k) Ms. Esposito met with Hartford Health Care about holding travel clinics. An APRN is required for travel clinics.
- l) Ms. Esposito reported they have seen high amounts of influenza; RSV is not high.

#### IX.     **Old Business**

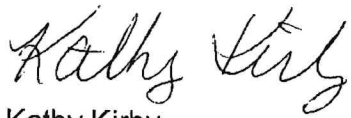
None.

#### X.     **New Business**

None.

MOVE TO ADJOURN: Barbara Ecke moved to adjourn the meeting. Seconded by Andy Giordano. The meeting was adjourned at 7:22 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Kathy Kirby".

Kathy Kirby  
Recording Clerk  
Chesprocott Health District