

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

**BOARD OF DIRECTORS (BOD) MEETING
Draft Minutes from CHD BOD Regular Meeting
Cheshire Town Hall, Room 207
Wednesday, December 6, 2023**

Present: Lauren Backman (left at 6:30 p.m.), Maria Benvenuto, Barbara Ecke (arrived at 5:37 p.m.), Andrew Giordano, Sean Kimball and Elizabeth Normand.

Maura Esposito, Director of Health, CHD; Michael Federico, Accountant (left at 6:30 p.m.); Robert Chatfield, Mayor, Town of Prospect (left at 6:30 p.m.); Thomas Dunn, Mayor, Town of Wolcott (arrived at 5:47 p.m.; left at 6:30 p.m.); Patricia Cramer, Cheshire Town Council; Jim Jinks, Cheshire Town Council; Darlene Miakos, Office Manager, CHD; Jeffrey Andrews, Chief Sanitarian, CHD; Stanley Pilat, Prospect resident (left at 6:30 p.m.); Lisa Dunn, Wolcott resident (arrived at 5:47 p.m.; left at 6:30 p.m.).

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

I. Roll Call

The roll call showed a quorum was present at 5:37 p.m.

II. Approve of Minutes

MOTION: Andrew Giordano moved that the Board accept the meeting minutes from the November 8, 2023 Town Council Special Meeting held at the Chesprocott Health District Office, 1247 Highland Avenue, Cheshire CT 06410. Seconded by Elizabeth Norman. Vote: Unanimous.

MOTION: Elizabeth Norman moved that the Board accept the meeting minutes from the November 15, 2023 Regular CHD BOD meeting with the following change: Under New Business, Ms. Backman's last name was spelled incorrectly. Seconded by Andrew Giordano. Vote: Unanimous.

III. Communications

None.

IV. Committee Reports

a. Financial Committee

Mr. Federico explained they are looking at the current 2023/2024 CHD Budget and how the Fee Schedule will impact the Budgets for 2023/2024, 2024/2025 and 2025/2026.

The new rates take effect on 1/1/2024. There is no change to the service fees.

Looking at the 2024/2025 draft budget, Mr. Federico used the 2022 population numbers (current population numbers were not available) which had a 1.28% increase; 2023/2024 expense numbers including a 12% increase in Health Insurance cost; and no changes in the number of employees (not including personnel paid for by grant monies).

In the Amended 2023/2024 Budget:

- Fund balance - \$300,000 would be returned to the Towns, based on a \$5.50 per capita.

Mr. Federico provided information projecting the per capita cost per resident and impact on the current CHD 2023/2024.

\$10 per capita rate: Loss of \$381,000 income.

\$11.15 per capita rate: Loss of \$223,000

\$12.15 per capita rate: Loss of \$86,735.

Mr. Federico and Ms. Esposito stated that the CHD could absorb the \$12.15 per capita rate.

Mr. Federico also provided provided a proposed budget for 7/1/2025 – 6/30/2026 using the same three per capita rates

Ms. Backman reminded the Board that they discussed having the Finance Committee meet regularly between the CHD Board of Directors monthly meetings to prepare a draft budget to present to the BOD and monitor the finances. Mr. Federico offered to be an ad hoc member of the Finance Committee.

Grants: When preparing the budget, current grants are included in the budget; CHD did not receive the Prevention Grant this year.

Rental Cost: The current rent for the CHD office space is \$38,000 a month (\$45,000 per year).

Investment Income: Mr. Jinks asked about the monthly \$7,500 investment income. Ms. Esposito explained this money is invested in the State of CT Stiff Account.

Discussion of Fee Schedule: Ms. Esposito provided a comparison of the fee schedules for 7 other CT Health Districts, similar in size and demographics to CHD. She explained the differences among these Health Districts.

Mr. Kimball moved that CHD rescind the Fee Increases made in June 2023 for the 2023/2024 CHD Budget, and return to the 2021 CHD Fee Schedule. Seconded by Ms. Backman. Vote: Unanimous.

Mr. Kimball recommended the Finance Committee provide regular updates to the CHD BOD of their work between meetings, and provide regular updates to the Cheshire Town Council, Prospect Mayor and Wolcott Mayor.

He also asked for CHD to consider looking into Public Health District Accreditation process.

b. Personnel Committee

Ms. Ecke had no report.

Ms. Miakos has met with the attorney regarding the Employee Handbook. Ms. Esposito stated they are meeting on December 8, 2023, to make the changes recommended by the attorney. Once that is completed, the revised handbook will be sent to the CHD BOD for review.

c. Building Committee

Ms. Esposito will be meeting with the architect on December 8, 2023. They will meet at CHD to look at their current facility and then proceed to ArtsPlace to conduct a review of that facility for the needs of the Chesprocott Health District needs.

d. By-Laws Committee

Ms. Esposito is meeting with Attorney Ryan (an employment law attorney) regarding the updated By-Laws. The By-Laws should include most if not all of the State Statutes.

The Town of Cheshire has asked to have 3 municipal employees on the Bylaws committee.

Mr. Jinks asked if they could be municipal employees or those with financial backgrounds.

The By-Laws committee members are Chair Andrew Giordano, Maria Benvenuto, Elizabeth Normand and Lauren Backman.

e. Other

Mayor Chatfield requested that if the Town of Cheshire decides to withdraw from CHD, that they notify the Town Councils of Prospect and Wolcott no later than 7/1/2024.

V. Division Reports – Ms. Esposito has asked the Board members to review the Division Reports outside of the Board meeting and let her know if they have any questions.

a. Community Health Educator, Nurse

b. Environmental Health

c. Emergency Preparedness

d. Director of Health Report

1. Grants: Ms. Esposito provided updates on:

- a. Immunization Grant \$175,906. Contract has been initiated. Grant period Sept. 1, 2023, to June 30, 2024.
- b. Workforce Development Grant \$120,987. Pending DPH Attorney review.
 - 1. Grant period Aug. 22, 2023 – Nov. 30, 2027.
- c. Local Prevention Council - Prospect Promise \$3,020.20. CHD is holding this grant for Prospect.
- d. Matter Of Balance \$3,000 - Classes completed in Prospect. Classes for Wolcott and Cheshire are being planned. Check has been initiated.
- e. Regional CRI PHEP Grant \$523,012-Q2 (October to December) financials & programmatic will be submitted in January 2024

2. Director of Health Report

- a. Property on the south end of Cheshire CT. Ms. Esposito attended Civil Court hearing on 12/4/2023 with Atty. Comerford.
- b. Customer Satisfaction Survey developed. This data will enable us to determine what community and what operational process needs to be improved. This will be available starting 1/1/2024 on our website, printed with a QR code and link to be distributed both in the office, out in the field, and after each educational program. Ms. Esposito provided hard copy to the BOD.

- c. Operations quality control. Starting 1/1/2024, CHD will begin tracking and measuring our services to ensure they are meeting appropriate timelines for review and inspections. We will be collecting data on how long applications, permits and reviews are taking from intake to review. We will also be collecting data to determine why they did not get approved so we can create material and educate those specific services to decrease the time from submission to approval. We will also be reporting on the percentage of food service inspections that were required and how many were completed. Jeffrey Andrews will be reporting this information.
- d. The Chesprocott MRC will have a calendar of events for the first 6-months of 2024. This training will conclude in June with a recognition event that highlights outstanding members and their achievements. Hunters Ambulance and Hartford Health Care are partnering with us.
- e. In May 2024 the CHD Community Health Improvement Plan (CHIP) will be completed and we will host a presentation where we will highlight the CHIP's next 5-year goals and objectives. We will also highlight the past years' accomplishments in the environmental division, Community Health and Emergency Preparedness. The community leaders and partners will be invited to this event.
- f. Anonymous Complaint hotline. Beginning to explore options with our IT consultants. This hotline will be for both employees and the general public. All complaints will remain anonymous. Complaints can be made via telephone call or email. The cost is about \$2500-\$3500 per year. The complaints are documented and tracked.

Mr. Jinks hopes this will help identify ways the CHD can improve their services; provide accountability for the District; and help make sure the public is receiving the services it wants and/or needs.

- g. Other:
 - Ms. Esposito recognized a Sanitarian who has passed her testing.
 - Nurses have been going to homes to vaccinate the homebound. Ms. Esposito report that no organization is providing vaccinations to the homebound. She will notify the Department of Public Health of this need.

VI. **Old Business**

None.

VII. New Business

None.

MOVE TO ADJOURN: Elizabeth Normand moved to adjourn the meeting. Seconded by Andrew Giordano. The meeting was adjourned at 7:10 p.m. Vote count: Unanimous.

Respectfully submitted,

Kathy Kirby
Recording Clerk
Chesprocott Health District