

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

BOARD OF DIRECTORS (BOD) MEETING
Draft Minutes from CHD BOD Regular Meeting
February 21, 2024

Present: Andrew Giordino; Barbara Ecke; Elizabeth Normand; and Michael Milone.

Also in attendance: Maura Esposito, Director of Health, CHD; Michael Frederico, CPA (left at 6:20 p.m.); Darlene Miakos, CHD Office Manager, Jim Jinks, Cheshire Town Council member and Brian Humes of Jacunski Humes Architects.

The Board meeting was called to order at 5:38 p.m.

I. Roll Call

The roll call showed a quorum was present at 5:38 p.m. as there was one member from each town in attendance.

II. Welcome New Board Members

The board received the resignation of Mr. Sean Kimball from the Town of Cheshire. This position has been replaced by Mr. Michael Milone. The position held by Maria Benvenuto of the Town of Wolcott has been replaced by Ms. Sarah Montavon. Each received complete board orientation packets and a copy of the PHERP.

III. Approve of Minutes

MOTION: Barbara Ecke moved that the Board accept the draft minutes from the January 17, 2024, Regular Board Meeting and February 9, 2024, Executive Board Meetings, as presented. Seconded by Michael Milone.
VOTE: Passes with Mr. Milone abstaining.

IV. Communications

None.

V. Committee Reports

a. Financial

- Due to the resignation and replacement of 2 board members. Positions that were currently held by Mr. Kimball and Ms. Benvenuto were reassigned.
 - ✓ Executive Committee:
 - Lauren Backman, President

- Barbara Ecke, Vice-President
 - Andy Giordino
 - Liz Normand
 - Maura Esposito (no voting power)
 - ✓ Nominating Committee – didn't fill this position.
 - ✓ Finance Committee:
 - Michael Milone – Chairman
 - Barbara Ecke
 - Andy Giordino
 - Lauren Backman – President
 - ✓ By-Laws Committee:
 - Andy Giordino - Chairman
 - Liz Normand
 - Sarah Montavon
 - Lauren Backman – President
 - ✓ Personnel Committee:
 - Barbara Ecke - Chairman
 - Sarah Montavon
 - Liz Normand
 - Michael Milone
 - Lauren Backman – President
 - ✓ Building Committee:
 - Andy Giordino – Chairman
 - Barbara Ecke
 - _____(need to fill)
 - Lauren Backman - President
- FY 24 Budget: Accountant Mike Federico submitted the financial activity summary. Mr. Milone questioned if there was oversight to ensure finances are within the scope of the approved budget. Mr. Federico and Director Esposito explained that in the past CHD provided a QuickBooks summary that included the percentage of income/expenditures compared to the approved budget. Mr. Federico has just received access to the CHD Quickbook account to reconfigure entries but has provided this summary so the board could better understand the financials.
 - FY 25 Proposed Budget: Mr. Federico and Director Esposito meet Friday 2/9/2024 to review the budget proposals. Some items were identified that need further clarification. Raises were not included when originally discussed. Director Esposito stated that most employees have received their evaluation and provided a raise recommendation. Director Esposito discussed fully funded grant positions and asked for board guidance as past practice did not include providing these positions with raises. At this time this decision will not impact any current employees as the CRI grant funds have not been determined at this time. The board agreed with the Directors raise proposals. Costs including rent and utilities of the new building location need to be determined. Mr. Milone suggested we put together a list of items to be discussed and present to the Town of Cheshire. Mr. Jinks indicated that these discussions have not occurred and are only speculative. A list will be created, and a meeting needs to occur to finalize these decisions.

Mr. Milone asked that a three-year projection report be created. Mr. Federico indicated that the process had already been started. The Finance Committee will meet with Mr. Federico very soon to discuss this and the FY 25 proposed budget.

- CHD Checking Account: The ION checking account needs to have past board members removed and new board members assigned that will have access to the checking account and be approved signers. Currently any check issued by CHD over \$7,500 must have two CHD signers.

MOTION: Liz Normand moved that both Lisa Davis and Ray Sima be removed from the CHD checking account at ION bank and Lauren Backman and Barbara Ecke be placed on the ION checking account so they can have full access and be approved signers on checks issued from this account. Seconded by Michael Milone. VOTE: Passes unanimously

b. Personnel

- Employee Handbook; A meeting of the personnel committee will occur on February 29, 2024 at 9:30 am to start reviewing the draft document. There are still legal questions/concerns that our Office Manager and Atty Ryan have not concluded at this time. Director Esposito will send a virtual invite for those that cannot attend in person.

c. Building Committee

- Mr. Brian Humes of Jacunski Humes Architect has completed the Space Needs Assessment (SNA) and has been working with CHD staff to design a proposal that meets the needs of CHD. Unfortunately, the SNA results indicated that our needs were greater than the space could provide so several items needed to be removed. Mr. Humes described that based on ADA requires that those receiving services (the public) must have access to the building without leaving the building to get to the bottom floor. Providing an elevator would meet this requirement but is expensive. Mr. Humes explained that if we hire an employee that has accessibility needs, we will need to address them. Mr. Humes presented the latest floor plan concepts. He has concerns that the mechanicals are in the front right corner of the building and to properly install heating/cooling would require a gutting of the structure. Once he receives that final approval of the concept then he can start cost projections.
- Moving Consultants. CHD received two quotes and both quotes were close and under \$7,000.

d. By-Laws

- A meeting of the By-Law committee is scheduled for March 1, 2024 at 9:30 am. A virtual invitation will be sent to those members who cannot attend in person.

VI. Division Report

a. Director of Health Report:

- i. Director Esposito presented her report which was previously submitted to the board members.

ii. Grants:

- a. Immunization Grant \$175,906. Media campaign ads are appearing in newspapers, digital, Facebook, and on food service placemats. They are appearing in English, Spanish, and Albanian based upon targeted areas.
- b. Workforce Development Grant \$120,987. Staff activities have begun.
- c. Local Prevention Council – Prospect Promise \$3,020.20. Coalition is expanding and CHD will be awarded an additional \$5000 grant to cover publicity.
- d. Matter Of Balance \$3,000 – waiting lists to participate is occurring. Wolcott class starts in March and two classes in Cheshire will start in April. Cheshire classes is a partnership with the Cheshire YMCA.
- e. Regional CRI PHEP Grant \$523,012-Q2 (October to December) financials & programmatic have been submitted. March 25-28 Preparedness Summit (2 individuals to attend). Region 2 DOH met and asked CHD to be the next 5-year fiduciary of this grant.

iii. Director of Health Report

- a. 115 So. Brooksvale Road Cheshire CT landlord/tenant legal order. Tenant has relocated.
- b. Customer Satisfaction Survey: Slow to receive surveys. Results to be presented in Quarterly report (January, February & March) by April 15, 2024
- c. Operations quality control. Staff have been recording and measuring our services to ensure they are meeting appropriate timelines for review and inspections. Still waiting for MOU update. Atty. Comerford has been updated.
- d. The DPH Food Protection is requiring Allergen posters to be posted in all food service by March 1, 2023. These must be placed in an area for staff to see.
- e. Effective Jan 1, 2024, any Blood Lead Level above a 5.0 will require an on-site inspection. There was no additional funding provided with this new law.
- f. Cyanobacteria- aka blue-green algae. Wolcott had 2 incidents and this last year, and we are being asked to test the water. The state laboratory does not have the equipment for this test and outside labs charge up to \$150 for one sample.
- g. On January 15, 2024, the Cheshire WPCA sent an email notification of a sewer break near the 906 South Main Street Rose Dairy Plaza. The email went into my spam. On January 24th I met a Regional Water Asso representative who indicated it was not a water leak but a sewer leak. I contacted the Town Manager who indicated the leak had been fixed. I sent our sanitarians out to all businesses in the plaza and required all four food service establishments to do a deep clean, especially of the floors. I notified all three WPCA and indicated future notifications must be reported to the DOH directly, not through email. Contacted IT who changed all town correspondence to be delivered.

- h. Anonymous Complaint hotline. Arranging a demo for board members to see how Syntrio software functions. They lowered the price to \$1250 and waived the set-up costs.
- i. Food service software: We are still interviewing vendors. Tyler Technology is our first choice as the Mohegan Tribe and another health district use their software and reported positive outcomes. We are meeting in 2 weeks with Hedgerow Software for a demo of their software. Several requests for restaurant inspection results have occurred. Our old FileMaker software had a feature where we could download our inspection reports and put them on our website. These new companies offer that same service, and we should have those available to the public.
- j. NACCHO PHEP Summit – March 24-28 DOH will be attending.
- k. NACCHO 360 occurring this July 23-26 in Detroit. DOH would like to attend.
- l. Meet with Atty Ryan regarding complaint. Final report to be submitted to Chair.

iv. CHD Public Health Emergency Preparedness Plan; Director Esposito shared a prepared power point presentation handout but tabled the item for discussion.

VII. Executive Session – Personnel matters Tabled due to lack of quorum of executive committee.

VIII. Old Business: Director Esposito discussed the third-party complaint software that she has shared with the board for the past several months. Syntrio software met with Director Esposito and Town Council member Jim Jinks for a demonstration. The company is offering to waive the set-up fee and change \$1250 for a year of providing their software services.

MOTION: Liz Normand moved that CHD contract for one year with Syntrio. Seconded by Michael Milone. Discussion: Director Esposito explained that this past year the Cheshire Town Council indicated that businesses had no way to voice their complaints about CHD and employees didn't have the ability to make complaints. Director Esposito indicated that this program meets those needs. Mr. Milone asked if CHD had received complaints in the past. Director Esposito indicated that as a regulatory agency some people may not agree with our decisions, but it's not uncommon for a business owner to call the Director of Health and she receives several of these calls a year. VOTE: Passes unanimously

MOVE TO ADJOURN: Liz Normand moved to adjourn the meeting. Seconded by Michael Milone. Vote to adjourn was unanimous. The meeting was adjourned at 7:10 p.m.

Respectfully submitted,

Maura A Esposito

Maura A. Esposito, Acting Secretary
Recording Clerk
Chesprocott Health District