

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

**BOARD OF DIRECTORS (BOD) MEETING
Approved Minutes from CHD BOD Regular Meeting
Wednesday, March 15, 2023
Following the 5:30 pm Public Hearing**

Present: Chair Elizabeth Normand, Maria Bevenuto, Lauren Backman;
Barbara Ecke and Sean Kimball.

Maura Esposito, Director of Health, Chesprocott Health District.

The Board meeting was called to order at 5:43 p.m.

I. Roll Call

The roll call showed a quorum was present at 5:43 p.m..

II. Committee reports

a. Finance Committee

Discussion of the CHD Fiscal Year 2023-2024 proposed budget was held during the Public Hearing. No additional discussion occurred during this Finance Committee report.

MOTION: Ms. Ecke moved to approve the Chesprocott Health District proposed budget for the Fiscal Year 2023-2024. Seconded by Ms. Backman. VOTE: Unanimous.

b. Personnel Committee

Ms. Backman moved that the Board of Directors go into Executive Session to discuss the CHD Director of Health Maura Esposito's employment contract which expires on March 17, 2023. Seconded by Sean Kimball. The Board of Directors moved into Executive session at 5:55 p.m.

The Executive Session closed at 6:15 p.m.

MOTION: Mr. Kimball made the motion to extend the term of Maura Esposito's employment agreement with Chesprocott Health District, which expire on March 17, 2023, until May 17, 2023 (a two-month extension) to allow the parties time to negotiate and enter into a mutually acceptable new employment agreement. Seconded by Ms. Ecke. VOTE: Unanimous.

III. CHD new location discussion

Ms. Esposito gave a brief history of the CHD. In 2014 CHD provided limited services due to staffing reduction. When Ms. Esposito became the Director of Health, the CHD board was informed that local health departments had to perform the CDC 10 Essential Public Health services to be considered a fully functioning health district.

The CHD Board was aware and funded new positions that were required to fulfill the 10 Essential Public Health Services for the health district to properly serve the three towns. It became evident that their current rental location, 1247 Highland Avenue in Cheshire CT, was not conducive in providing the necessary space for providing the services they had developed and were implementing. CHD has grown, in staff numbers; in services offered; in Emergency Preparedness responsibilities; etc. Looking into the future, the Health District needs a facility where they can operate all their required and mandated services to meet the 10 Essential Services. Ms. Esposito detailed some of the needs, including:

- Adequate and enough work areas for the CHD staff.
- Enough private work areas for staff for private discussions.
- Adequate meeting areas for departmental meetings and whole staff meetings.
- Adequate meeting areas for training staff and Medical Reserve Corp (MRC) volunteers and to offer community programs.
- Private rooms for medical clinics or examinations.
- Area to hold mass immunization clinics. During the Covid Pandemic, CHD held 197 immunization clinics.
- Adequate storage for Emergency Preparedness materials and equipment.
- Adequate storage for clinical supplies, equipment, etc.
- Adequate footage for POD (Point of Dispensing) storage.
- Adequate room to set up a POD on site.

Ms. Esposito reminded the Board of the piece of property in Cheshire that the State of Connecticut has given to CHD. Ms. Esposito has met with an assessor and an architect to discuss the amount of space needed to adequately meet CHD needs (minimum 4000 square feet) and an estimate of the cost (rough estimate) of \$1.5 million to build a new facility on the State land granted to us.

Ms. Esposito has been researching possible grants available to Public Health Districts, including:

- Congressional Directed Spending (CDS) – Ms. Esposito stated that CHD is applying for a CDS through Senator Chris Murphy's office. This application is site specific. If CHD was seeking funding for another site, than it would require a sperate application. Applications are due on March 17, 2023.
- Community Challenge Grant: Congresswoman Jahana Hayes office referred Ms. Esposito to investigate this grant. Ms. Esposito was further recommended to contact the NVCOG (Naugatuck Valley Council of Government) which she did. NVCOG did not recommend applying for this grant as they felt funding under ARCA were more suited for this needed project.
- The American Rescue Plan Act – NVCOG suggested sending a letter to each of the 3 towns, asking if they would be willing to provide funds toward building a new health district facility. Ms. Norman reported that the Town of Prospect plans to give some of these funds toward this effort.

Mr. Kimball also reminded the Board of two properties in Cheshire that are currently owned by the Town of Cheshire, that the Board may consider:

- Arts Place, located at 1220 Waterbury Road (Rt. 70) in Cheshire. This building is approximately 3600 square foot and staffs 8 people. The building houses the Town of Cheshire Arts Programs, which plans to move into a space in the Ball and Socket Arts Center on Waterbury Road in Cheshire which is currently being renovated.

Ms. Backman indicated that Mr. Kimball reported in previous meetings that this facility would be moving in several years as they needed to raise a substantial amount of funds. Mr. Kimball indicated that they are near moving into their new location.

- Darcey Elementary School, 1868 Waterbury Road in Cheshire. The New Generation School Modernization Plan would replace 3 older elementary schools with two new elementary schools. Darcey School is one of the elementary schools that will be closed.

Board Discussion:

- The information discussed this evening should be presented to the three Towns. Ms. Normand has

offered to meet with each Town Council to discuss Chesprocott Health District needs of a new building.

- Ms. Benvenuto asked what the BOD wants to do moving forward.
- Currently there appears to be two options: 1) Build a new building on the land given to CHD by the State of CT or 2) Find an existing available building in one of the three towns that can be renovated to provide all the space needed by the CHD.
- Mr. Kimball stated that the BOD has a responsibility to agree on one direction.
- Ms. Backman asked if CHD has any formal plans for the building.
 - The DOH included a document in the BOD package detailing the challenges that the current rental space (1247 Highland Ave. Cheshire) poses for staff and the health department operations and the needs of space for operations to continue and to address the space needed for medical countermeasure operations and trainings.
 - The DOH had meet with an architect to determine a potential cost of the project. The DOH was asked to present a list of space needs which she did. The DOH drew a sketch to show a visual of the space needs and how the office flow should occur. Ms. Esposito showed the BOD the sketch and emphasized this was only a conceptual sketch to assist the architect.

Regarding the Agenda: Mr. Kimball feels that the BOD should focus on:

- Strategic Plan/Direction rather than focusing on reviewing Operations;
- Be prepared for another pandemic;
- Spend more time thinking of our needs for the future;
- Evaluate how we are doing on a regular basis.
- Start reviewing each fiscal budget earlier than January/February.

Ms. Normand left the BOD meeting at 6:50 p.m. Ms. Benevento assumed Chairwoman roles.

IV. Approve of Minutes

MOTION: Mr. Kimball moved that the Board accept the following meeting minutes as presented; seconded by Ms. Bevenuto. Vote: Unanimous.

- February 22, 2023 Finance Committee meeting;
- March 1, 2023 Personnel Committee meeting;
- February 28, 2023 Executive meeting; and
- February 15, 2023 Regular Board meeting.

V. Division Reports from the Community Health - Educator and Nurse, Environmental Health, Emergency Preparedness, and the Director of Health

Ms. Esposito stated that as the Board of Directors were all previously emailed copies of the Division Reports and were provided hard copies at the meeting, there is no need to review these reports during the meeting. Please contact Ms. Esposito if you have any questions about the Division Reports.

VI. Communications

None.

VII. Old Business

- Ms. Esposito was asked the status of the Employee Handbook. Office Manager Darlene Miakos is working on updating this handbook. Ms. Esposito will put it on the Agenda for April's BOD meeting.
- The Board asked Ms. Esposito to provide them with a copy of her current contract.
- Ms. Esposito will also have the CHD website updated to reflect the change in the BOD monthly meeting time from 6:00 p.m. to 5:30 p.m.
- Mr. Kimball stated that tomorrow (March 16, 2023), he is presenting the Town of Cheshire's portion of the 2023/2024 CHD Budget to the Cheshire Town Council.

VIII. New Business

- None.

Motion to adjourn the meeting.

- Ms. Backman moved to adjourn the meeting. Mr. Kimball seconded the motion. Vote: Unanimous. The meeting was adjourned at 8:15 p.m.

Respectively submitted,



Kathy Kirby
Recording Clerk
Chesprocott Health District