



CHESPROCOTT HEALTH DISTRICT

1247 HIGHLAND AVENUE

CHESHIRE, CONNECTICUT

PHONE: (203) 272-2761

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WEBSITE: www.chesprocott.org

CHD Board of Directors By-Law Committee

Draft Special Meeting Minutes

Friday March 1, 2024

Present: Michael Milone, Cheshire (Board member, no-vote)

Participants: Sarah Montavon, Wolcott
Liz Normand, Prospect
Lauren Backman, Cheshire – Chairperson of the CHD Board of Directors
Andy Giordino, Wolcott - Chairman

Also Present: Maura Esposito, Director of Health
Darlene Miakos, Office Manager

The Special Meeting of the By-law Committee was called to order at 9:45 am.

1. **Roll Call** – The roll call showed a quorum present.

2. **CHD By-Law Review** –

- a. The Director of Health was asked to review several health districts by-laws. These were shared with the committee prior to this meeting. The Director of Health sent each committee member a copy of the existing by-laws (approved in 2018), a copy of the by-laws with recommended edits, and a copy of the edited by-laws incorporating the edits.
- b. BOD Chairperson Lauren Backman shared a proposal she had created.
- c. The committee reviewed the documents with the following suggestions:
 - i. Front Page: BOD Chairperson Lauren Backman asked when the first bylaws were developed and the months the amended by-laws were approved by past board members. Director Esposito indicated that she would need to review all past minutes to determine when the first by-law was created, and the 2012 by-laws were existing upon Director Esposito employment.
 - ii. Article I. – General Information
 1. Contain name of entity, legal status, purpose, eligibility and Board of Directors
 - iii. Article II. – District Objectives
 1. Purpose of health district. Put legal citations first; to include healthy environment and elimination of services; Include strategic planning updates as an objective.

iv. Article III. -District Membership



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1. Include: admission (cite statute); annual contribution; representation {include chief elected officials of each member or his/her designee, shall be an ex officio and non-voting member of the CHD BOD and If a municipality is seeking to leave the CHD for its public health services, that municipality shall provide a years notice of its intentions of leave to all municipalities that belong to the CHD. {Statute requires 6-month notice}; keep Prospect "alternate" position; Withdrawal; and contractual services.
- v. Article IV – Board of Directors – always cite the law/state statute at the beginning of each section.
1. Powers – include all powers in 19a-243 not 241(b). Responsibilities- include all identified in Chairperson Backman's proposal; Membership; Terms of Office {discussion regarding inconsistencies among municipalities appointment of board members-Director Esposito informed the committee that she has mentioned this in years past and in the past month brought this to the attention of the Town of Wolcott Mayors Office and Town Clerk. This items will be tabled while Chairperson Lauren Backman does some research. ; Vacancy – discussion why 60 days allowed for re-appointment. Director Esposito believed that was reasonable as a quorum can be either one person from each town or a majority of the board (4 BOD) to approve business of the district.; Officers; Executive committee; Regular Meetings-recommend meet monthly (12 times a year)- include conduct of meetings and notice of regular meeting citations; Special meetings – include conduct of the special meeting and notice citations.

The review of the by-laws ceased after discussion of the regular and special meetings.

Motion: Michael Milone moved for adjournment, seconded by Chairperson Lauren Backman.
Approved. Vote: Unanimous. The meeting was adjourned at 10:42 pm.

Respectfully submitted,

A handwritten signature in blue ink that reads "Maura A. Esposito". The signature is fluid and cursive, with the first name "Maura" being the most prominent part.

Maura A. Esposito
Acting Secretary