



## CHESPROCOTT HEALTH DISTRICT

1220 WATERBURY RD. CHESHIRE, CONNECTICUT 06410

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### Chesprocott Board of Directors Meeting Agenda

**Cheshire Town Hall, Room # 207**

**84 S Main Street, Cheshire, CT 06410**

**Wednesday, January 15, 2025, 5:30 pm.**

**Unapproved Minutes**

Board Members Present: Barbara Ecke-Vice Chair, Jim Jinks, Liz Normand (left at 6:20 pm) & Sarah Montavon

Others Present: Hilary Norcia-Acting Director, Lorraine Brandolini- RN/Clinical Nurse

Board Members Absent: Lauren Backman

#### I. Roll Call

The roll call was taken at 5:32 p.m. and a quorum was determined to be present.

#### II. Approve Minutes

a. November 20, 2024, Regular Board Meeting-

b. November 20, 2024, Special Meeting-Executive Session

The Board discussed and tabled action on the November 20<sup>th</sup> Regular & Special Meeting minutes along with the October 16<sup>th</sup> Regular and Special Meeting minutes.

**Motion** made by S. Montavon, seconded by J. Jinks to officially appoint Hilary Norcia as Acting Director of Health. Technically they did not have a quorum, in person at the November 20<sup>th</sup> Special Meeting Exec. Session (although Liz Normand was on the phone). This appointment is to be predated to November 20<sup>th</sup>, 2024. **Unanimous.**

c. December 18, 2024, Regular Board meeting

**Motion** made by B. Ecke, seconded by S. Montavon to approve the December 18<sup>th</sup>, 2024, Regular Board Meeting minutes. **Unanimous.**

The Board discussed the bylaws and what constitutes a quorum.

#### III. Communications

a. CT DPH Commissioner letter: Notification of DOH, C. Motes, MPH, Resignation  
Hilary Norcia referenced the letter above. She stated that a lot was not correct in that letter. Darlene did an HR report on employees that have left Chesprocott. This letter insinuates losing all those staff due to issues at Chesprocott. J. Jinks stated he has

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serious issues about the letter as well. He stated the Board shouldn't be discussing these details in open session due to sensitive matters. The letter should have been voted on with the Board. This letter is also not to be public communication.

#### IV. Committee Reports

##### a. Finance-report-

The Board did received the Finance Report Michael Federico (he was not in attendance). J. Jinks mentioned around \$180,000 spent to date (move plus architect) for the remodel/move and he has seen no progress. We need Mike and Lauren here to discuss further. Also, Hilary confirmed we are up to date on paying rent etc. with trailer.

#### V. Division Report

##### a. Acting Director of Health Report

Hilary reviewed her report. She mentioned that Channel 8 & 4 have advertised immunizations. This is more for awareness for children to get their routine vaccines.

J. Jinks asked if we could advertise specific dates and time for vaccinations. H. Norcia and L. Brandolini reminded the Board that we don't vaccinate children. People will call Chesprocott, and they refer to pediatricians.

H. Norcia mentioned the Rapid Community Assessment. She will get a copy to the Board.

She included PHEP deliverables in the packet today; Quite extensive. We are all up to date so there is no need to give this grant to another health dept. Nora is doing a great job and all caught up to date.

The Per Capita Grant was received. H. Norcia stated it all goes to salary for sanitarians basically. J. Jinks asked if it needs to be expended by the end of the fiscal year. Hilary stated yes; although we might be able to carry some over, she will check with the State.

J. Jinks mentioned there has been a new MOU drafted with Chuck, but it has not been moved forward with the Council in Cheshire. He mentioned still starting the reporting. The Board can come up with some sort of format. H. Norcia stated that she looked at Health Depts. that put information on their websites (Darien & Chatham), It is not as easy as it looks. They use a special cloud software that automatically downloads results to the website. We might be able to do it with the new software. The Board discussed that Quinnipiac and Housatonic Health Districts do not have the reports/ information on their websites. J. Jinks mentioned just posting a list of restaurants and dates.

H. Norcia mentioned Radon Kits they received from the State for free. People pick up the kits and pay a \$20 deposit. If there is high radon, we send a letter with a list of mitigation companies to call. They have given out 53 out of 100 kits so far and have received 25 kits back. L. Brandolini mentioned that some Health Districts charge people, not just a deposit.

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Hilary referred to the Community Health Division Report for December 2024.

Also, there is an intern from Southern starting who will be doing some more environmental stuff. His name is Brennan. We still also have 2 interns from UCONN who are doing opioid work.

Hilary and the Board reviewed the Communicable and Respiratory Disease Report. Lorraine mentioned reaching out to the assisted living facilities in Cheshire to ask if they need anything. They also call schools as well. The Assisted Living numbers are up for communicable and resp. diseases.

A new Sanitarian is starting on Monday, Mike. Jeff is still coming in at night. Mike worked at Torrington Health Dist. for a long time. He has a degree from Southern in Environmental Health. He lives in Meriden and didn't want to commute and saw our position open. He asked a lot of questions and seems pretty knowledgeable. J. Jinks asked if we have more applicants. Hilary said we have a few more they are going to look at. She also switched the nurse job position/posting to part time.

Lorraine mentioned vaccines needing to be ordered in March.

J. Jinks clarified that we still need another Sanitarian and a Part time nurse and Director of Health. We need to post Director Of Health. Jim asked about the process, what was discussed on hiring. Hilary explained that they are going to have a few Directors of Health do a panel interview. Then they will narrow it down, then have some staff interview them. S. Montavon mentioned that the Board would have final decision. Hilary asked where the Board wants it posted. Hilary mentioned Indeed and CEHA. Sarah mentioned it being posted on LinkedIn then everyone shares it. Chesprocott will create a LinkedIn page. Jim mentioned asking Towns to put on their websites as well.

Sarah mentioned she emailed Lauren asking what Board members are in charge of what.

Hilary also mentioned that the budget needs to be presented at a Special Meeting with Public attendance in April.

Sarah mentioned redoing the Bylaws as well.

## VI. Old Business

- a. Update on 1220 Waterbury Road Renovation presented by Architect, Michael Rinaldi. Was supposed to attend but was not here.
- b. Status of PHEP – Emergency Preparedness Grant Deliverables
- c. Status of Open staff positions
- d. Status of CHD Employee Handbook (Last updated June 2018)
- e. Status of CHD Bylaws (Last updated May 2018)
- f. Status of State of CT, Conveyance of 2 acres of land on Sandbank

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Jim mentioned reaching out to OPM, we have this deed what do we do with it.

g. Update on CHD Organizational Chart

Hilary stated she wasn't sure what this meant. She put an organizational chart together the other day. She can send it to the Board.

h. Status of FOIA-Hilary stated she is not sure of the status.

VII. New Business

a. Transfer of Checking Account Money into STIF Account

Hilary mentioned that at last meeting, M. Federico said we shouldn't have as much money in checking as we do and we should transfer some. J. Jinks mentioned that we need to find out how easy it is to transfer from checking to STIF account.

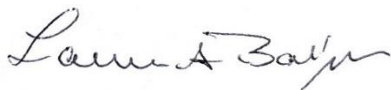
b. CT DPH OLHA BOD Training

Hilary stated that the DPH is creating a Board training. Lauren was going to discuss this. Hilary mentioned the Board Member binder. Hilary will update and make sure everyone gets one. Also, the Emerg. Preparedness Plan for each Board member as well. (FERP plan)

Jim mentioned having meetings at the trailer or ARTS Place when we are in Cheshire. Sarah stated she also asked Mayor Dunn about second board member.

VIII. Adjournment

B. Ecker adjourned meeting at 6:42 p.m. Seconded by J. Jinks. **Unanimous.**



Lauren A. Backman, RN, MHS, CIC®  
Chairperson, Board of Directors  
Chesprocott Health District  
February 19, 2025