

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

BOARD OF DIRECTORS (BOD) MEETING
Draft Minutes from CHD BOD Regular Meeting
September 20, 2023

Present: Elizabeth Normand (arrived at 5:35 p.m.; left at 6:45 p.m.), Lauren Backman; Maria Benvenuto (arrived 5:40 p.m.), Barbara Ecke, Andrew Giordano, and Sean Kimball.

Also in attendance: Maura Esposito, Director of Health, CHD; Michael Frederico, CPA (left at 6:12 p.m.); Ernest Montavon, Wolcott CT resident; and Scott Ricci, Wolcott CT resident

The Board meeting was called to order at 5:34 p.m.

I. Roll Call

The roll call showed a quorum was present at 5:34 p.m.

II. Approve of Minutes

MOTION: Elizabeth Normand moved that the Board accept the draft minutes from the June 21, 2023 CHD BOD Regular Meeting as presented; seconded by Barbara Ecke. Ms. Backman stated that she asked for more time to review the New Fee Schedule. It would also be helpful to include a column with the prior fee schedule.

MOTION: Elizabeth Normand moved that the Board accept the draft minutes from the June 21, 2023 CHD BOD Regular Meeting with Ms. Blackman's change; seconded by Barbara Ecke. Vote: Ms. Normand, Ms. Backman, Ms. Ecke, and Mr. Giordano voted to accept the minutes with the change; Ms. Benvenuto and Mr. Kimball abstained as they were absent from the meeting.

III. Communications

- a. Letter from the Town of Prospect:** CHD was invited to participate in their Annual Pumpkin Festival on October 14, 2023. Chesprocott received a thank you letter from the Town of Prospect for participating in the first "Spring Fling" event on the town green. Ms. Esposito also shared that the Town of Prospect Business Association will be holding Prospect Restaurant Week October 15-21, 2023.

- b. Appointment of Acting Director Hilary Norcia (MPH, Public Health Director) when the Director of Health is unavailable.
- c. Ms. Benvenuto has submitted a resignation letter to Mayor Dunn. She will remain on the BOD until Wolcott Mayor Dunn names a replacement.

IV. Officer Positions

a. Standing Committees:

Executive Board: 2 years term

President: Lauren Backman (Mr. Kimball moved, Ms. Normand seconded;

Unanimous vote

Vice-President: Andrew Giordano

Sean Kimball

Elizabeth Normand

Maura Esposito – no voting power

Nominating Committee: 1 year term

Chair: Barbara Ecke (Ms. Normand moved, Mr. Kimball seconded;

Unanimous vote

Andrew Giordano

Maria Benvenuto (or TBD by Wolcott)

Lauren Backman - President

Finance Committee: 1 year term

Chair: Sean Kimball (Ms. Normand moved, Ms. Benvenuto seconded;

Unanimous vote

Andrew Giordano

Barbara Ecke

Lauren Backman - President

Other Committees:

By-Laws Committee: 1 year term

Chair: Andrew Giordano

Elizabeth Normand

To be determined

Lauren Backman - President

Personnel Committee: 1 year term

Chair: Barbara Ecke

Maria Benvenuto (or TBD by Wolcott)

Sean Kimball

Lauren Backman - President

Building Committee: 1 year term

Chair: Sean Kimball

Andrew Giordano

Barbara Ecke

Lauren Backman (President)

V. Committee Reports

a. Finance Committee:

- i. Mr. Frederico reviewed the Profit and Loss statements, budget vs. actual numbers on the balance sheets.

b. Personnel Committee:

- i. Ms. Esposito reported that a former employee had not been paid for overtime from October – December 2021. A certified mail letter was sent to that employee, with a check for those overtime hours as well as unused compensatory time not paid out upon leaving CHD.
- ii. The Director of Health's (DoH's) Contract is a three-year contract. The BOD gave Attorney Ryan the proposed contract for review, but they have not heard back from him. Ms. Backman will follow up with Attorney Ryan. As the DoH's contract has not been finalized yet, the BoD voted to extend the DoH's contract through October 18, 2023. The Motion made by Ms. Norman; second by Mr. Kimball, Vote: Unanimous.
- iii. Ms. Backman asked about a Performance Review of the DoH. Ms. Ecke, the new chair of the Personnel Committee is now responsible for drafting Ms. Esposito's Performance Review.

c. Building Committee:

- i. Ms. Esposito reported that CHD's current lease expires June 2024. CHD is not interested in continuing this lease because the office space is not adequate for the District's needs.
- ii. The BOD did a tour Cheshire Art's Place. Concerns included the amount of square footage, parking and handicap accessibility.
- iii. Ms. Esposito will continue looking for other leases and asked for BOD to provide guidance. One of our MRC volunteers is a realtor; Ms. Esposito will ask him to continue looking for buildings or properties in the area that would meet CHD's needs.

d. By-Laws Committee:

- i. Mr. Giordano and Ms. Esposito met to review the By-Laws and identified some minor changes needed to the By-Laws.
- ii. Ms. Esposito will resend the current By-Laws to the new By-Laws committee members for their review.

VI. Division Reports – Ms. Esposito asked the Board members to please read the Division Reports that were provided in your September 2023 BOD packet prior to the meeting and bring any questions up at the meeting. She discussed a few key items at the meeting:

- i. Flu Clinics in all three towns are going well.
- ii. The new Public Health Nurse has received approval to bill Anthem Insurance Company for vaccinations.
- iii. The CHD Newsletter, Facebook page and social media presence are excellent!

- iv. CHD lost access to their Social Media; and their tech support contractor, ANS has notified the department that the current server support will be expiring in October 2023. They need a new server, with Tech support through 2031; the cost will be \$15,470 (they are saving \$4870).

MOTION: Ms. Normand moved that the CHD purchase a new server for the cost of \$15,470; Seconded by Mr. Giordano. VOTE: Unanimous.

a. Community Health

b. Environmental Health

- Wolcott experienced blue/green algae in Hitchcock Lake and Scoville Reservoir.

c. Emergency Preparedness

VII. Director of Health Report

1. Grant Updates

- a) ELC-2 – was extended but the district expended the fund and submitting the final report which is due 9/15/2023.
- b) Immunization Grant \$175,906 application received, contract pending
- c) Workforce Development Grant \$120,987 application received by DPH and pending contract.
- d) Local Prevention Council – Prospect Promise: \$3,020.20
- e) Matter of Balance (MOB) \$3,000 [Cheshire: partnering with Cheshire YMCA].
- f) Per capita \$140,743
- g) Regional CRI PHEP Grant \$523,012

2. Department Initiatives

- a) Strategic Plan – Caitlin Collins, MPH Candidate at SCSU prepared the 2023 Strategic Plan.
- b) Annual FY23 Report – pending.
- c) Review and updating local ordinance; Cosmetology (at attorney).
- d) CHD Bylaws - being reviewed by ByLaws Committee.
- e) The draft Employee Handbook was sent to our Attorney for review and waiting for comments.
- f) Fee Schedule was delayed due to Quickbook upgrade and won't go effect until October 1, 2023.
- g) Credit Cards will be accepted as a form of payment – should be operational October 1, 2023.
- h) Medical Provider Insurances updates– received Anthem Insurance approval to bill private insurance. Still working on getting United HealthCare acceptance.

3. Office Location Updates

- a) Current lease ends 6/2024. Next Steps?
- b) The office space is very limited. Been receiving boxes of PPE and test kits to distribute. DOH looking for guidance.

4. Miscellaneous

- a) Cheshire Senior Center Flu Clinic went extremely well.
- b) CHD will participate in the Cheshire Scarecrow contest.
- c) Meet with the Accountant to review QuickBooks and budgeting process.

VIII. Old Business

None.

IX. New Business

None.

MOVE TO ADJOURN: Mr. Giordano moved to adjourn the meeting. Seconded by Ms. Backman. Vote to adjourn was unanimous. The meeting was adjourned at 7:01 p.m.

Respectfully submitted,

Kathy Kirby
Recording Clerk
Chesprocott Health District