

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

BOARD OF DIRECTORS (BOD) MEETING

**Draft Minutes from Board meeting**

Wednesday, December 20, 2017

6:00 p.m.

Present: Raymond Sima, Cheshire                      Barbara Ecke, Cheshire  
              Lisa Davis, Cheshire                             Elizabeth Normand, Prospect

Also present:

Maura Esposito, Director of Health (DOH), Chesprocott Health District (CHD)

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The Board meeting was called to order at 6:10 p.m.

**I. Roll Call –**

The roll call showed a quorum present.

**II. Approval of Minutes**

Approval of the November 15, 2017 minutes from the CHD Board meeting.

**MOTION:** Barbara Ecke moved that the Board accept the meeting minutes from the November 15, 2017 Board meeting as presented; seconded by Lisa Davis.

**APPROVED.** Vote: Unanimous.

**III. Citizen Participation**

None.

**V. Communications**

Ms. Esposito shared two letters of thank you.

**VI. Division Reports**

Reports were submitted by each division. The DOH emailed those reports to the Board prior to this meeting.

**a) Emergency Preparedness (EP) Report** prepared by David Bradley.

Ms. Esposito shared key points from the report. She also shared that Mr. Bradley has completed his probationary period.

- PHEP Training Dates for CHD Staff: Following the success of the last staff training day, CHD's DOH implemented a monthly Public Health Emergency Preparedness (PHEP) training regimen for the CHD staff.

Every month, on the Monday preceding the CHD BOD meeting, the staff will meet from 1-4pm to cover important topics related to the PHEP, Environmental and Public Health Education Divisions.

- Region 2 Hurricane Evacuation Support Conference Calls: Since mid-October, air-travelers from Puerto Rico (PR) have taken direct flights from PR to CT and will continue to do so into 2018. There has been an increase in the number of recently-matriculated students and families who are visiting CT for a protracted period of time or who may decide to stay longer. Despite the improving conditions in PR and the U. S. Virgin Islands (USVI), *sensitization to potential Public Health concerns remain*. CHD has been collecting and reporting basic information relevant to these concerns. CHD will continue to participate in weekly phone conferences into 2018.
- MDA-16 Primary Partner Meeting Schedule (CY2018) was provided to staff and BOD.
- Sophomore Career Day at CHS: Participated in CHD Career Day on Nov. 14<sup>th</sup> as one of the four members on the “Public Safety” panel.
- PHEP Technical Assistance (TA) Phone Call for CHD: On Nov. 17<sup>th</sup>, CHD completed its first TA phone call with CT DPH, OPHPR (Corrine Rueb) for the 2017-2018 PHEP program. During this call, the top goals for the 2017-2018 PHEP program were discussed and established.
- PHEP Program Presentation at Cheshire Public Library (CPL): On Nov. 23<sup>rd</sup>, CHD’s ERC provided a presentation (open to the public) regarding CHD’s PHEP program.
- CT DPH Local Distribution Site (LDS) Training: On Nov. 30<sup>th</sup>, CHD hosted CT PPH’s LDS Training at Cheshire Police Department (CPD). CHD Staff, Prospect CERT/CHD volunteers, MDA-16 partners, Meriden’s Dept. of Health and Human Services (MDHHS)/MDA-22, and the DHS Protective Security Advisor attended (24 participants). Those in attendance experienced what an actual-sized Medical Countermeasure (MCM) delivery would look like for MDA-16. In addition to receiving the delivery by truck, participants off-loaded the pallets and practiced breaking-down, sorting and preparing mock MCM materials for delivery detail distribution to MDA-16’s 3 Open POD locations and for 5 Closed POD representatives “pick-ups”. The training helped identify what items will be needed in the future.
- Suggested Edits Provided to CT PDH Guidance: Received new guidance procedures for suspicious/unknown substances.
- Meet with Cheshire School Superintendent to set up drill in March 2018.
- Results from the “CHD’s Volunteer Training Packet & Program Survey” Summary were provided and discussed.

**b) Health Educator Report** prepared by Kate Glendon, MPH, Public Health Specialist

- Healthy Communities Coalition: This month the Public Health Specialist focused on building relationships with Healthy Communities Coalition members. All three sub-committees: nutrition/physical activity, mental health and substance abuse have met. The groups have brainstormed members to invite to the coalition. Community capacity building among town leaders has begun.
- Handwashing Materials: Ms. Glendon provided informational sheets to all schools and libraries to promote the handwashing as prevention measure. Region 16 put out information to staff and parents via “schoology”.
- News Releases: Topics of news releases for social media and local newspapers included: holiday food prevention, healthy food choices, flu, radon, mental health, responsible hosting, and handwashing.
- Hoarder: Ms. Glendon assisted sanitarians on a complaint in Cheshire. They have visited the home twice to meet with homeowners to discuss conditions of keeping a healthy and safe home and to monitor compliance.
- Radon Testing: Ms. Glendon worked with sanitarians to develop and implement the Free Radon Testing Program. Starting January 9<sup>th</sup>, every Tuesday in January they will visit homes to place testing kits and provide Radon Awareness education. They will also pick up the kits and bring them to the lab to be tested.
- Healthy 2018: Every week in 2018, Ms. Glendon will send a healthy living tip out to the public via social media, email and newspapers.
- Prev. grant: All previous, current and potential members were invited to a Healthy Communities Coalition Breakfast held on Nov. 17<sup>th</sup>. It focused on a review of the CHA and CHIP; top health priorities, workgroups and activities.
- Opioid Grant: Assisted the 3 towns in applying for Opioid grants.
- Interns: Ms. Glendon confirmed the AmeriCore Member who will work on opioid prevention from Dec 2017 – July 2017. A SCSU Public Health Graduate Intern will begin at the end of January.

**c) Environmental Health Report** These reports were prepared by Susan B. Lonczak, R.S., Chief Sanitarian.

- As the weather gets colder, some environmental work has slowed up. Still steady with septic and well related inspections.
- All sanitarians have been working hard to complete the FDA Online learning modules necessary for the adoption of the FDA Food Code. 70 hours of training is required.
- Servsafe Food Manager Course was held on Nov. 14<sup>th</sup>. 10 of 12 students passed the exam. Plan to offer another course in February 2018. The new code requires QFOs to renew every five years.
- To increase inspection rates and productivity, a memo was prepared that outlines expectations and assignments for all environmental staff, which will go into effect on January 1, 2018. SOP have also been updated.

## Cheshire

- Pho and Spice located at 15 South Main Street opened for business.
- Plans for a new Domino's Pizza Restaurant came in and are being reviewed. They plan to open the last week in December.
- Blue Nails on South Main Street has changed ownership.

## Prospect

- Regal Care of Prospect is currently closed for business.
- 14 Union City Road will be new home of Dollar General; the septic system has been installed and the plan review for the food service establishment was approved.
- 40 Union City Road, which is the future home of retail space, has installed their septic system and the building is being constructed.

## Wolcott

- A Slice of Bronx changed ownership.
- Well permits for 1414/1412 Spindle Hill Road and 10 Cedar Lake were proposed to the Well Drillers Board in Hartford for approval. A resolution was found and the land owners continue to work with the Health District to find the best possible location with the least impact on neighboring properties.

- Ms. Esposito reviewed the 2017-2018 Environmental report.

### **d) Communicable Disease Report** – Maura Esposito, Director of Health:

- Ms. Esposito reviewed the 2017-2018 Communicable Disease report.

### **e) Director of Health Report** – Maura Esposito, Director of Health.

- Grant Status:
  - Per Capita: Fully paid.
  - Community Needs Assessment: Contract was signed in November. Reports are due in May 2018.
  - Emergency Preparedness: Contracts have been executed. First payment – January.
- Meetings: Many Opioid meetings, USVI visitors, Conference calls, Staff training, Well meetings.
- Community Updates:
  - Cheshire:
    - ❖ Local Distribution Site (LDS) training.
    - ❖ Dalton incident 12/4/2017.
  - Prospect:
    - ❖ Regal Care.
  - Wolcott:
    - ❖ 19-13-B51 well locations regarding 2 wells bear Cedar Lake.

- Training:
  - Staff Training the Third Monday of each month (1-4pm).
- Staff:
  - Open position - per diem food inspector.
- Complaints:
- Continued updates:
  - Scanning street files:
    - ❖ Getting legal opinion of how to implement services.
    - ❖ Meet with IT to start implementing access from our website.
- Other:
  - **MOTION:** Barbara Ecke moved that the Director of Health be allowed to spend up to \$1200 on staff holiday presents; seconded by Lisa Davis.  
**APPROVED.** Vote: Unanimous.
  - Audit was performed last week. The Audit results will be presented at the February 2018 CHD BOD meeting.

### VIII. Committee Reports –

#### **a) Finance Committee** – Chairperson Maria Benvenuto was absent.

- Proposed New Fee Schedule: Ms. Esposito presented the proposed new fee schedule; developing the proposed fee schedule, she compared CHD fees to six other health districts. Ms. Esposito also met with Mr. Sima to discuss the fees. Discussion occurred. Mr. Sima questioned if CHD can establish a fine to charge when a permit was not taken out and the work is completed, then they seek a permit (after the fact). Ms. Esposito stated that if non-licensed individuals complete the work, there is nothing CHD can do; but if a licensed person does the work, then there are provisions that CHD can notify licensing division of the State of CT.  
**MOTION:** Lisa Davis moved that the Board approve the proposed fee schedule as presented and adopt that schedule as of January 1, 2018; seconded by Elizabeth Normand..  
**APPROVED.** Vote: Unanimous
- Status of Budget: Mr. Sima reported that the budget is healthy.
- CHD has purchased a new car as budgeted.

#### **b) Personnel Committee** – Chairperson Elizabeth Normand.

- No report.

### IX. Old Business

- None

### X. New Business

- None

The next CHD Board of Director's meeting will be held on Wednesday, January 17, 2018 at 6pm at the Chesprocott Health District.

There being no other items to come before this meeting, Mr. Sima called for a motion to adjourn. **MOTION:** Lisa Davis moved for adjournment. Seconded by Elizabeth Normand.

**APPROVED.** Vote: Unanimous. The meeting was adjourned at 7:46 p.m.

Respectfully submitted,

*Kathy Kirby*

Kathy Kirby  
Recording Clerk