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

BOARD OF DIRECTORS (BOD) MEETING

Draft Minutes from Board meeting

Wednesday, February 21, 2018
6:00 p.m.

Present: Raymond Sima, Cheshire  Maria Benvenuto, Wolcott (arrived at 6:13p.m.)
Barbara Ecke, Cheshire  Elizabeth Normand, Prospect

Also present:
Maura Esposito, Director of Health (DOH), Chesprocott Health District (CHD)
Charles Costello, CPA - Auditor from Costello Company, LLC (departed at 6:22 p.m.)
Susan B. Lonczak, Chief Sanitarian, Chesprocott Health District (arrived at 6:21 p.m.
and departed at 6:58 p.m.)

The Board meeting was called to order at 6:03 p.m.

I. Roll Call
The roll call showed a quorum was not present until 6:13 pm.

II. Audit Review
Mr. Costello provided the Board with the Financial Statements as of June 30, 2017 together with the Independent Auditor’s Report and Supplemental Report.

In summary, Mr. Costello stated:
- He issued a clean, unmodified opinion in his audit report.
- The financial statements present fairly the respective financial position of CHD.
- The assets are higher than last year.
- The change in net position is positive.

Mr. Costello’s recommendations:
- CHD perform a formal Fraud Risk Assessment. A Fraud Risk Assessment is designed to proactively identify fraud risk, pinpoint opportunities to attack and reduce the cost of fraud, determine if adequate fraud prevention exists and to help create cost effective fraud prevention and detection policies and procedures.
- CHD develop a procurement policy.

MOTION: Barbara Ecke moved to accept the Audit Report submitted by Mr. Costello; seconded by Elizabeth Normand. APPROVED. Vote: Unanimous.

Mr. Costello departed at 6:22 p.m.
III. Approval of Minutes
Approval of the 1/17/2018 minutes from the CHD Board meeting.

MOTION: Elizabeth Normand moved that the Board accept the meeting minutes from the 1/17/2018 Board meeting as presented; seconded by Barbara Ecke.

APPROVED. Vote: Unanimous.

IV. Citizen/Staff Participation
Ms. Lonczak presented her Environmental Health Report (see VI. Division Reports – section c. Environmental Health Report)

V. Communications

- Ms. Esposito received a letter from the Inland Wetland Commission regarding recent meeting CHD attended.
- Received a letter from the Cheshire Community YMCA, notifying CHD that they have been awarded the 2017 Healthy Living Award and will be recognized at the YMCA Annual Meeting on March 14th. Ms. Esposito extended the invitation to the BOD.

VI. Division Reports

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


- CERT Train-the-trainer Course: On January 20th & 27th, CHD’s DOH and ERC attended/completed the Community Emergency Response Team (CERT) Train the Trainer course, hosted by CT DEMHS at the Brainard Airport Training Unit/facility in Hartford. Ms. Esposito received her certification; Mr. Bradley will be certified upon completion of remaining course requirements. The purpose of completing this course was to set the foundation for potentially turning CHD’s VMP into a CERT program and re-branding CHD Volunteers into CERT members. If CHD cannot establish its own MRC Unit within Region 2, adopting the CERT program/brand may be more favorable.
- Volunteer Administration: Beginning in late February 2018, CHD’s ERC will edit the Volunteer Roster to determine status of volunteers.
- Training Dates for CHD Staff: Every month, on the Monday (or Friday) preceding the monthly CHD BOD meeting, the staff has scheduled training time from 1pm-4pm. Topics will cover Public Health Emergency Preparedness (PHEP), Environmental, &/or Public Health Education. Online NIMS-ICS courses have been assigned to the staff to be completed by May 31, 2018, and a training completion/certification tracking document is maintained by the ERC.
- CHD’s Continuity of Operations Plan (COOP): CHD’s & MDHHS’s 2017-2018 MTEP identifies 6 priorities for the training year, to include producing and testing a COOP 9listed as “Priority 6”). CHD’s ERC has reached out to partners and key contacts to collect information and sample documents.
To date, several COOPs have been shared and can easily be utilized for CHD and MDHHS use. MDHHS’s DOH has already produced a draft COOP, which was reviewed/edited by CHD’s ERC on 2/13/2017. Once a solid draft COOP is completed for MDHHS/MDA-22, it will be replicated for CHD/MDA-16.

- **Partnership with Quinnipiac University’s School of Nursing**: On Friday, 1/26/18, CHD’s ERC met with Professor Nicholson, QU’s Director of Online Nursing Programs (CHD volunteer) to discuss a current, graduate-level, nursing program course that connects with Public Health Emergency Preparedness [i.e. “NUR514, Epidemiology and Evidence Based Practice”]. The intent of this meeting was to build upon CHD’s partnership with QU’s School of Nursing, which includes speaking/presentation opportunities, co-ordination of PHEP-related drills/exercises, etc. The graduate QU Nursing students will be present at the Open POD Facility Set-up Drill on March 9th.

- **Open POD Facility Set-up Drill**: On Friday, March 9, 2018, from 9:00 a.m. – 12:00 p.m., CHD will conduct an Open POD Facility Set-up Drill at Cheshire High School (CHS). This drill is open to CHD staff, CHD volunteers, and MDA-16 & MDA-22 partners to participate. To date, 14 people are signed up to attend/participate. If needed, the back-up drill is scheduled for Friday, June 22, 2018.

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

- Cheshire YMCA has awarded the Chesprocott’s Healthy Communities Coalition their Healthy Living Award. Ms. Glendon will be presented their award at the YMCA Annual Meeting in March.

- This month Ms. Glendon continued to focus on flu prevention, radon testing/awareness, healthy tips and heart disease awareness. The healthy health tips have been a success with the local newspapers adding a weekly column for our tips as well as promotion through Hartford Healthcare’s Social Media.

- The Radon Program consisted of the testing of 20 homes in Cheshire; of the 20 homes tested, 2 had elevated Radon levels above 4 pCi/L; 6 homes had levels between 2 and 4 pCi/L that raise some concern and a need for the homeowner to continue testing in the future. Families were educated and outreach to the public was successful. Seven homes will be retested during the month of February.

- **Narcan Data for January**:
  - 2 Cheshire
  - 0 prospect
  - 2 Wolcott

- **Healthy Tips Campaign 2018**: So far, 7 weekly health tips have been distributed to the community. The weekly healthy tips are distributed through email, Facebook and location papers. Organizations have requested to be added to the list as well as promoting our health message
through their contacts. Local organizations are also promoting our messages through their social media.

- Campaigns:
  - Chesprocott Adult Buzzed Driving Prevention
  - CDC’s Rx Awareness Campaign
  - Prescription opioids
  - Narcan Training in Cheshire and Wolcott

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

- A new year – a new Chesprocott! The environmental team is undergoing some transformations and is looking forward to the warmer weather. We welcomed Brooke Franco on as an Environmental Inspector this month. She is getting trained to inspect daycares, salons and complaints. She will ultimately get Food Certified as well and work towards mastering all of her certifications to become a Registered Sanitarian.
- We have posted for a full-time sanitary. The posting will close March 15th and we anticipate filling the position as soon as possible.
- Salon relicensing was this month.
- Radon Month was very successful (see details under Public Health Specialist’s report).
- During the fall, our department suffered with a shortness in staffing. Because of this, our inspection rates went down. We have made every concerted effort to keep up on routine inspections. Some restructuring of assignments took place to ensure efficiency. While only 5 food service inspections were conducted in December, we were able to complete 35 inspections during the month of January.
- All the sanitarians continue to work hard to complete the FDA Online learning modules necessary for the adoption of the FDA Food Code. Susan and Julia both attended the mandatory state “Recertification” course for food inspectors. This year provided some clarity on the new code changes.

Cheshire
  - Continue to investigate a hoarding complaint. CHD is working with a social services organization on this issue.
  - J’s Sushi on West Main Street, Sweet Pea and Food Work’s Natural Foods Store on South Main closed their doors this month.
  - Matthew Schott Barber Shop plans to move into a larger space in Cheshire. Plans have been reviewed and our department will work with the owner to transfer licensing and inspect the new facility before opening.

Prospect
  - Regal Care of Prospect is still closed for business.
  - 14 Union City Road Dollar Store opened their doors.
CHD inspected St. Anthony's Game Dinner, an event which served multiple courses to over 200 people. The potential for foodborne illness is always high, but we are always impressed with their food safety practices during inspections.

CHD assisted a local day care center whose lead management plan had overlooked testing one room. The results were favorable, and no lead was found.

Wolcott

- The Lake House (Formerly 'The Lilly Lake') will be opening in February. They will be undergoing pre-operations inspections within the next month.
- 10 Cedar Lake and 1414 Spindle Hill well permits have been approved by CHD. Both have exceptions.

d) **Communicable Disease Report** prepared by Kate Glendon, MPH, Public Health Specialist

- **January 2018 Influenza Cases**
  - Total Cases 32 – Influenza A: 23 cases; Influenza B: 9 cases
  - Cheshire: 19 cases – Influenza A: 16 cases; Influenza B: 3 cases
  - Prospect: 8 cases – Influenza A: 5 cases; Influenza B: 3 cases
  - Wolcott: 5 cases – Influenza A: 2 cases; Influenza B: 3 cases
- Total Influenza Cases in 2017 (45)
  - Cheshire: 28 cases
  - Wolcott: 14 cases
  - Prospect: 3 cases
- Schools
  - School data reports an increase in students reporting strep throat and stomach bug/norovirus in the schools.
  - One inquiry from Chapman School regarding bed bug mediation.
- Complaints: none
- Asthma Program: Ms. Glendon attended a Regional AIRS meeting. She received all of Cheshire School District's student asthma information for grades Pre-K, K, 7 and 9. Asthma Plans from Wolcott and Prospect will be requested.
- Ms. Esposito reviewed the Communicable Diseases Report.

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

- Grant Status:
  - Per Capita: expect another 14% reduction in state funding.
  - Community Needs Assessment (Preventative Block grant): Last of 3 year grant.
  - Emergency Preparedness: State funding going down 5%. Partnering with Meriden for FY18-19.
- Meetings:
- Community Updates:
  - Cheshire:
Healthy Communities Coalition progressing.

- Prospect:
  - Regal Care meetings.
- Wolcott: Sen. Markley is proposing legislation for well variance mechanism.
- Greater Waterbury: CT Wellness Meeting – Needs Assessment Funding

- Training:
  - David and Maura attended 2 Saturdays to become Trainers of CERT.

- Staff:
  - Personnel Policy (progressing)
  - Environmental Inspector Brooke Franco started part-time
  - Sanitarian position posted

- Executive Session: The Board of Directors adjourned to Executive Session at 7:20 p.m. to discuss Legal matters. Returned from Executive Session at 7:29 p.m.

- Complaints:

- Continued updates:
  - Scanning street files – only a few more drawers. Looking for storage space for filing cabinets after scanning is completed.
  - Data Base update: update food data, start phase II salons.

- Budget proposal FY 2018-2019
  - Ms. Esposito reviewed her proposed FY 2018-2019 budget.
  - Does not intend to increase the per capita fees for the towns.
  - Mr. Sima would like the towns to help cover legal fees. Ms. Esposito suggested writing a MOA concerning legal fees incurred over a specific amount.
  - Discussion of current lease
  - BOD will vote on the FY 2018-2019 Budget at the March 21st BOD meeting.

- Other:
  - By-Laws need to be updated.

**Committee Reports**

- **Finance Committee** – Chairperson Maria Benvenuto.
  - BOD will vote on the FY 2018-2019 Budget at the March 21st BOD meeting.
  - Ms. Esposito will work on Procurement Policy and Fraud Risk Assessment.

- **Personnel Committee** – Chairperson Elizabeth Normand
  - Personnel Policy – in progress.

**IX. Old Business**

- None.
X. New Business –
  • None

The next CHD Board of Director’s meeting will be held on Wednesday, March 21, 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:** Maria Benvenuto moved for adjournment. Seconded by Barbara Ecke. **APPROVED.** Vote: Unanimous. The meeting was adjourned at 8:08 p.m.

Respectfully submitted,

[Signature]

Kathy Kirby
Recording Clerk