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

I. Roll Call
The roll call showed a quorum present.

II. Approval of Minutes
Approval of the September 25, 2017 minutes from the CHD Board meeting.
MOTION: Barbara Ecke moved that the Board accept the meeting minutes from the September 25, 2017 Board meeting as presented; seconded by Andrew Giordano.
APPROVED. Vote: Unanimous.

III. Citizen Participation
None.

V. Communications
None.

VI. Division Reports
Reports were submitted by each division and emailed to the Board prior to this meeting.

   - Medical Reserve Corps (MRC) unit option: Given changes within CT DPH’s OPHPR, CHD was advised to make no changes to its Volunteer program nor make movement toward becoming an independent MRC unit. In response, CHD reached out to state-level coordinators to gather information about the Community Emergency Response Team (CERT) program. For now, CHS will continue to maintain its own, stand-alone volunteer management program.
• **Volunteer Training Program (VTP):** October 2017 marked the 1 year anniversary of CHD’s “Public Health Emergency Preparedness (PHEP) Volunteer Training Packet, Level 1: Basic/Awareness (training packet). A survey was created and conducted to collect feedback on the program. 22 people participated in the survey. The Board discussed possible ways to make training for volunteers easier to participate in, including offering hands-on training sessions each quarter.

• **Region 2 Hurricane Evacuation Support Conference Calls:** Mr. Bradley has been participating in weekly phone conference calls led by CT DEMHS’s Region 2 Coordinator, getting briefs on potential PH concerns which still remain in PR and the US Virgin Islands, which may be helpful if/when conditions change.

• **St. Mary Hospital’s Exercise:** On November 3rd, CHD’s ERC participated in SMH’s “Active Shooter Exercise” as a “walking-wounded” role player.

• **CT DPH Local Distribution Site (LDS) Training:** Originally scheduled for Nov. 9; re-scheduled for Nov. 30. CHD staff and partners from MDA-16 & Meriden’s Dept. of Health and Human Services (MDHHS)/MDA-22 will participate in CT DPH’s LDS Training at Cheshire Police Dept.

• **PHEP Program Presentation at the Cheshire Public Library:** Tuesday, Nov. 23 from 6:30-8:30pm – CHD ERC will provide a presentation about CHD’s PHEP Program.

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

- This month’s health education focus was on prevention/awareness of opioids; lead; diabetes; breast cancer; and flu/flu clinics through Facebook, press releases, CHD website, flyers posted in 3 towns, etc.

- The Healthy Communities Coalition Breakfast is scheduled for Friday to reconvene the group and to move forward with the sub-committee plans from the previous year. Work plans for each committee were created.

- A partnership with the Cheshire, Prospect and Wolcott Police Chiefs was formed and Narcan data has been received from 2 of the 3 towns. Capacity building around town leaders has begun.

- A work plan for health education topics and goals has been created for each month and will be adjusted as needed.

- **Flu Clinics:** 148 people received vaccinations at CHD Flu Clinics. Most successful sites were: Cheshire Senior Center – 33; Wolcott Senior Center – 28; Cheshire Fire House – 25.

- **Flu Materials** have been distributed to all schools and libraries to promote the flu shot and prevention measures.

- **New Releases:** Diabetes Awareness month included general information about diabetes and ways to prevent Type 2 Diabetes. A press release on Public Water Systems regarding public input was also submitted.

- **Lead Education:** Ms. Glendon assisted Ms. Lonczak in a home lead risk assessment due to a child with elevated blood lead levels. Ms. Glendon left education information on lead and spoke with the mother about ways
to reduce exposure while Ms. Lonczak conduced the interviews and collected samples.

- Prevention Grant: All previous, current and potential members were invited to a Healthy Coalition Breakfast on Nov. 17th at the Southington Manor Inn at 9:00 am, focusing on a review of the CHD and CHIP; top health priorities, workgroups and activities.
- Narcan Date: Ms. Glendon met with PD chiefs to discuss the Opioid Epidemic and requested Narcan Data: Cheshire-no info received yet; Prospect: 11 Narcan uses since 2014, 10 saves and 1 death; Wolcott: 6 Narcan uses since July 2017, 4 saves and 2 deaths.
- A list of training and meetings attended was provided in the report.
- Partnerships: Ms. Glendon the AmeriCore member who will work on opioid prevention from Dec. 2017- July 2018.

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

- The State is adopting the FDA Model Food Code effective July 1, 2018, which will bring new changes to the way we regulate Code requirements. Certified Food Inspectors are required to complete over 70 hours of online FDA training. Each staff member has been working on completing the courses in the allocated time frame from DPH. Ms. Lonczak will be a certified trainer under the new program.
- Ms. Lonczak offered a Servsafe course on November 14th at the Prospect Fire house. Effective 7/1/2018, food manager licenses will need to be recertified and will expire every 5 years. CHD anticipates a greater need from operators in the near future to renew their certifications; CHD will offer other courses based on need.
- Will be working with Ms. Glendon to offer a Radon testing program to residents as well as a 1 hour course on Septic and Wells to realtor in the winter months.

**Cheshire**
- Yougu Hibachi located at 195 Highland Avenue opened mid-month and appears to be extremely busy.
- Pho and Spice located at 15 S. Main Street had many delays in opening. They were given clearance by all town departments to open at the end of October, but has not officially opened their doors.
- Wayback Burgers changed ownership.
- Plans for a new Domino’s Pizza Restaurant came in and are being reviewed.

**Prospect**
- Regal Care of Prospect is currently closed for business.
Wolcott

➢ 2 North Street submitted an approved septic repair plan. Timeframes have been established for compliance. CHD continues to update neighbors of the progress.
➢ Cleveland’s Country Store opened on Wolcott Road and will serve ice cream and deli foods.

d) Communicable Disease Report – were provided by Maura Esposito, Director of Health.

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

• Grant Status:
  ➢ Per Capita: Fully paid.
  ➢ Emergency Preparedness:

• Meetings:
  ➢ Many Opioid meetings, US Virgin Islands visitors, bi-weekly conference calls regarding Regal Care, staff awareness meetings, drills.

• Community Concerns:
  ➢ Cheshire:
    ➢ Had planned a Mass Fatality Drill but was cancelled.
    ➢ Fire Department Open House/flu clinic.
  ➢ Prospect:
    ➢ CHD hosted Oct. 11th PBA meeting.
    ➢ Regal Care – DEEP reviewing septic plans for a temporary solution; waiting for plans on kitchen renovations.
  ➢ Wolcott: None.

• Training:
  ➢ Flu Clinics were a success.
  ➢ Family Assistance Center Plans will be presented to each Regions’ executive committee.

• Staff:
  ➢ Hired a per diem food inspector, but person accepted another job. Are relooking.
  ➢ September 26 – new “Public Health Specialist” Kate Glendon was hired.

• Executive Session: The Board of Directors adjourned to Executive Session at 6:40 pm to discuss Legal matters. Returned from Executive Session at 6:50pm.

• Complaints:

• Continued updates:
  ➢ Scanning street files – active. Started Wolcott (last town).
  ➢ Met with IT to start implementing access from our websites.
VIII. Committee Reports –
  a) Finance Committee – Chairperson Maria Benvenuto.
     • Mr. Sima reported the finances are in good condition.
     • He ordered a new car – 4 door Chevy.
     • He is looking for another AWD vehicle.
     • Ms. Esposito met with Mr. Sima to discuss the proposed fee schedule changes. Mr. Sima thought the increases were reasonable as compared to surrounding towns. Ms. Esposito will present the proposed changes to the BOD.

  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, December 20, 2017 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:** Andrew Giordano moved for adjournment. Seconded by Barbara Ecke.

**APPROVED.** Vote: Unanimous. The meeting was adjourned at 6:58 p.m.

Respectfully submitted,

Kathy Kirby
Recording Clerk