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 June 21, 2017 minutes from the CHD Board meeting.
MOTION: Lisa Davis moved that the Board accept the meeting minutes from the June 21, 2017 Board meeting as presented; seconded by Barbara Ecke.
APPROVED. Vote: Unanimous.

III. Citizen Participation
None.

V. Communications
None.

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

- Open POD Site Security Exercise Day: This exercise day was hosted at Tyrell Middle School (TMS) on Friday, June 16, 2017 from 9:00am – 12:00pm and included 3 functional exercise components.
- CHD/PHEP/EP Presentation: CHD’s ERC provided a presentation during the “Senior Luncheon Cookout” at the Cheshire Rehab. Center on June 21, 2017. A total of 20 people attended.
• **Emergency Preparedness (EP) Talk:** On July 11, 2017, CHD’s ERC provided an “EP Talk” to elderly and disabled residents at the Beachport Community Center. A total of 8 people attended.

• **Call-Down (Notification) Drills:**
  - 8/9/17: Total # of Confirmed Responses within Drill Window from 12:17pm-4:00pm. 35/64, 55%
  - 8/10/17: Total # of Confirmed Responses within Drill Window from 2:29am-6:29am. 8/64

• **Volunteer Management Program (VMP):** Efforts to work with Naugatuck Valley Health District to turn CHS’s VMP into a MRC sub-unit have been paused for other priorities.

• **CHD ‘Service Agreement’ with Meriden Health Department (MHD):** CHD has paired/partnered with Meriden Health District (MHD) to combine Public Health Emergency Preparedness (PHEP) grant funding which allows the ERC to be a full-time position. This PHEP Service Agreement began 9/5/17 and will run 10 months, concluding on 6/29/18.

• **Public Health Annex Updates for Town Emergency Operations Plans (EOPs):** On 8/17/17, the DOH & ERC signed the edited Public Health Annexes for all 3 town EOPs. Mr. Sima asked who is responsible in case of a disaster. Ms. Esposito responded the Emergency Management Director (EMD) in each towns are responsible. Jack Casner in Cheshire, Al Vogal in Wolcott and Bob Chatfield in Prospect.

• **Security Plans for all 3 facilities.** Mr. Sima asked about CHD’s role during disasters. Ms. Esposito stated that CHD is not responsible for shelter management during a disaster. Our ESF-8 function is management of medical countermeasures which requires a POD set up, recovery of food service if loss of power or other disaster, contact tracing and quarantine and isolation. Yesterday CHD met at the Cheshire Town Hall with department heads to discuss CHD’s role during a hurricane. CHD role will be inspecting food service inspections, which must be inspected before opening if power has been lost for more than 4 hours. Mr. Sima asked about obtaining CHD IDs for BOD members in case of an emergency. Ms. Esposito will ask Mr. Bradley to arrange for those IDs on Salamander.

• **Open POD Site Security Exercise Day:** This table top exercise was hosted at the Volunteer Fire Department of Prospect (PFD) on 9/21/17 from 6:30pm-9:00pm.

• **Planning Dates:**
  - 7/17/17: Q1 Quarterly Call-down drill with MDA-16 primary partners.
  - 8/1/17: 9:30-11:00am, Formal Site Security Walk-Through, PFD
  - 8/11/17: 10:00-11:00am, MDA-16 Quarterly Meeting
  - 11/9/17: Participating in Local Distribution Site (LDS) Training, from CT DPH. Stockpile mock counter measures delivered.
  - 9/21/17: 6:30-9:00pm, Open POD Site Security FE/ITX (PFD)
  - 11/9/17: 10:00-11:00am, MDA-16 Quarterly Meeting exercise drill.
b) Health Educator Report

- Health Education Report:
  - Live Well Chronic Disease Self-Management (CDSM) program:
    Prospect Senior Center workshop completed 7/11/2017. 12 people
    finished the program and feedback evaluations were positive.
  - Matter of Balance program: Wolcott Senior Center session
    completed 7/11/17. 13 people finished the program and feedback
    evaluations were positive.
  - Community Health:
    - Completed Press Release re: Prevention of Mosquito Borne
      Illness
    - 2 Tick Talks presented at Prospect and Wolcott Senior
      Centers in July.
  - Healthy Homes Report (lead grant):
    - Finished CHIP. Ms. Esposito distributed to BOD.
    - Completing PREV Grant reporting for this period.
  - Facebook: Issuing Facebook posts, including information on a variety of
    issues and concerns.
  - As of 9/26/17, the new Health Educator Kate Glendon started in late
    September. Ms. Glendon will take the CHIP data, work with groups to
    strategically plan programs in these areas for the next year.

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

- August bustled with routine inspections, complaints and septic work.
- Temporary events were going on every weekend in the three towns and
  CHD was out inspecting many weekends enforcing the public health code.
- Real estate transactions were in full swing demanding our knowledge and
  assistance with interpreting files and site information. Mr. Sima asked the
  status of accessibility of the towns’ files electronically. Ms. Esposito
  replied that Cheshire files have all been scanned; Prospect is almost
  completed; Wolcott files need to be scanned.
- Food service relicensing occurred and only 6 establishments in the district
  had to pay late fees.

Cheshire

- Japanese Hibachi restaurant located at 195 Highland Avenue
  continued to work on renovations, pushing their open date to late
  September.
- Bann Thai Restaurant changed ownership and will be reopening as a
  Thai/Vietnamese restaurant in September.
- The Bean Coffee Roasters changed ownership.
- The ongoing hoarding complaint will be closed out in the near future as
  a professional company came in a cleaned the entire property, inside
  and out.
Prospect

- Regal Care of Prospect is a licensed 120 bed nursing home, currently with 91 residents. Ownership changed in March 2016. They continue to not comply with CHD and CT DPH on kitchen requirements. They also suffered a sewage back up and a septic overflow. Patients are currently being relocated during this time. A temporary and permanent plan for the septic system is required to be submitted to DEEP for review and approval. Asbestos testing has delayed the remediation plan since the overflow in July. The owners of the facility must satisfying the requirements of all State and Local Departments. All resident should be out of the building by the end of the month and work will begin once plans have been submitted and approved.

Wolcott

- The Wolcott Fair was inspected, and all vendors complied. CHD shared a booth at the fair this year.
- Complaints came in of a strong “sewage odor” coming from 2 North Street. Café 2 North Street is a new restaurant in this strip mall that has become much busier than anticipated. A sewage overflow was found and testing has been conducted. A plan will be submitted for review to repair the septic system.
- Tap and Barrel opened taking over the Pour House. The establishment has been fully renovated inside and out.
- Happy Hands Daycare opened.
- 1327 Meriden Road, a strip mall that was unable to bring in food service and other high water usage tenants due to poor site conditions has successfully connected to public sewers and may now entertain tenants of his choosing without septic restrictions.

- Environmental Reports - Ms. Esposito reviewed the report, noting the number of food service inspections, temporary events, food service re-inspections, tanks/D-boxes/piping only, septic repairs, well, new lots, B-100 reviews, housing complaints and bathing area sampling. CHD plans to review the current fee schedule and bring proposed changes to the BOD. Ms. Esposito also stated that as of October 1, 2017, CT DPH is changing the categories for Food Service Inspections to be consistent with the FDA Food Codes. CHD will do training for food establishments. Ms. Lonczak is planning a second set of Serv Safe Training for food establishments.

d) Nursing Report

Communicable Disease Report – Maura Esposito, Director of Health:

- Ms. Esposito reviewed the report.
- Flu Clinics have been scheduled in all 3 towns. The Flublok vaccines will be provided by Protein Science and administered by Hartford Health Care nurses.
- Ms. Glendon will now serve as our Infectious Disease Coordinator.
e) **Director of Health Report** – Maura Esposito, Director of Health.

- **Grant Status:**
  - Per Capita: Funding received
  - Lead: No grant money available from DPH;
  - Community Needs Assessment (Preventative Block grant): Last of 3 year grant cycle. Strategic Plan will be developed.
  - Emergency Preparedness: New 5 year grant cycle
    - Chesprocott received 5% reduction in funding
    - Subcontracting with City of Meriden.
      - Sept. 5, 2017 – June 30, 2018
      - ERC working full-time

- **Meetings:**
  - Opioid trainings/meetings/strategic planning. Ms. Esposito presented data about the opioid crisis to the Cheshire Town Council on 9/12/17.

- **Community Updates:**
  - Cheshire:
    - View Permit: Town has not implemented this software but DOH met with new town appointee to discuss.
    - Opioid concerns
  - Prospect:
    - Mayor’s Fun Week. Table on germ prevention, PBA movie night
    - CHD is hosting the PBA on 10/10/17
  - Wolcott:
    - Wolcott Fair: Shared booth with CASA on Vaccinations/Flu Clinic

- **Training:**
  - Flu Clinics Planned (see attached handout)
  - Family Assistance Center Plan/Go Kits prepared

- **Staff:**
  - Summer Intern (Undergrad from SCSU shared with Meriden Health) – Desiree
  - Full time position for ERC
  - Full time position for Health Education/Infectious Disease Coordinator

- **Executive Session:** The Board of Directors adjourned to Executive Session at 7:12 pm to discuss Legal matters. Returned from Executive Session at 7:21 pm.

- **Complaints:**

- **Continued updates:**
  - Scanning street files – active.

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**VIII. Committee Reports**

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

- Ms. Esposito reviewed the financial report with the Board.
  - Liability Insurance rate increased significantly for 2017/2018.
  - Included in last year’s financials.
IX. Old Business –
• None.

X. New Business –

The next CHD Board of Director’s meeting will be held on Wednesday, October 18, 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:** Barbara Ecke moved for adjournment. Seconded by Lisa Davis. **APPROVED.** Vote: Unanimous. The meeting was adjourned at 7:30 p.m.

Respectfully submitted,

Kathy Kirby
Recording Clerk