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

BOARD OF DIRECTORS (BOD) MEETING
Draft Minutes from Board meeting
Wednesday, April 11, 2018
6:15 p.m.

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

Also present:
Maura Esposito, Director of Health (DOH), Chesprocott Health District (CHD)
Kate Glendon, Public Health Specialist, CHD – left at 6:33 p.m.

The Board meeting was called to order at 6:15 p.m.

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

II. Approval of Minutes
Approval of the February 21, 2018 minutes from the CHD Board meeting.
MOTION: Maria Benvenuto moved that the Board accept the meeting minutes
from the February 21, 2018 Board meeting as presented; seconded by Elizabeth
Normand. APPROVED. Vote: Unanimous.

III. Citizen/Staff Participation
Kate Glendon, Public Health Specialist for Chesprocott Health District (CHD),
discussed her education and work experience in Public Health. When Ms.
Glendon started her position at CHD, she performed a needs assessment of
CHD to help identify the public health needs of the district community and
prioritize her focus areas. Initial actions and focus included:
- Establish relationships and make connections with the three towns’ key
government personnel.
- Promote Chesprocott’s Healthy Communities Coalition.
- Community Health Improvement Plan
- Mental Health and Substance Abuse

Additionally, Ms. Glendon reported:
- Every school is reporting illnesses, to identify outbreaks.
- Attempting to get asthma numbers.
- Radon awareness program was very successful.
- Is participating in hoarder inspections and training.
- Focusing on tick prevention.
- Has an MPH intern from SCSU assisting her.
As reported in her Division Report for February – April 2018, Ms. Glendon continued to focus on flu prevention, radon testing/warning, healthy tips, a step challenge, nutrition, opioid prevention, national public health week and health disease awareness.

- Three restaurants in Prospect have agreed to participate in the Healthy Restaurant Initiative: Senor Pancho’s, Mirabelle’s, and Spill the Beans. They will select items from their menu that are under 700 calories and contain a healthy amount of proteins, fats, and carbs.
- Informational flyers on multiple current health topics have been created and distributed throughout the district.
- Practitioners and Prescribers of Opioids received a letter to make them aware of the CT Prescription Monitoring & Reporting System and the importance of using it.
- The Cheshire YMCA presented the Chesprocott’s Healthy Communities Coalition with their Healthy Living Award.
- 7 people are participating in CHD’s Step Challenge which includes staff, the Cheshire Library and the Cheshire YMCA.
- The Cheshire Herald continues to publish our weekly health tips.
- A tick information table and a nutrition informational table were held at 2 community events: CHS Health Fair and the Cheshire Chamber of Commerce Fair.
- Trainings on lead, mental health, and opioids were attended.

**Radon Training**
The Radon Program continued into March due to re-testing of elevated radon levels, and a radon test inquiry. 6 homes were retested to confirm initial elevated results.

**Community Needs Assessment - Preventative Block Grant**
The committee continues to grow as new member join the coalition. Upcoming meetings will incorporate educational presentations that build skills and awareness on health topics.

- April 27: Substance Abuse and Mental Health Committee at 9am at Cheshire Town Hall. Will learn about new alcohol underage drinking campaign called “Talk. They Hear You” designed to help parents talk to their kids about drinking and the risks associated with it to lower the chances of early onset alcohol consumption, which can lead to mental and behavioral troubles later in life.
- May 14: Physical Activity and Nutrition Committee at 10am at Cheshire Park and Rec. Building.
- May 18: Substance Abuse and Mental Health Committee at 9am.

**Upcoming Events**

- Narcan Trainings – April 25 from 6-8pm at Wolcott Senior Center; May 9 from 6-8pm at the Prospect Fire Dept.
- Wolcott Senior Health Fair – May 4 from 9am-2pm at Wolcott Senior Center.
- Mental Health First Aid Training – May 8, 10, 15, and 17 from 6-8:30pm at the Wolcott Senior Center (all sessions must be attended for certificate).
- Cheshire Senior Health Fair – May 24 from 9am-12pm at Elim Park, Cheshire.
- Senior Tick Talk and Sun Prevention in June; date TBD.
Ms. Glendon also reviewed the Communicable Disease Report. Ms. Glendon left the meeting at 6:33pm.

IV. **Communications**
None

V. **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, ERC.

March 2018

**Presentation at Quinnipiac University (QU):** On Thursday, March 1, 2018, CHD’s ERC provided a PHEP presentation and designated/facilitated a tabletop exercise (TTX) for 43 graduate nursing students at QU’s School of Nursing.

**Open POD Facility Set-up Drill:** On Friday, March 9, 2018, CHD conducted an “Open POD Facility Set-up Drill” at Cheshire High School (CHS). 19 people attended and actively participated. The drill day included a 50-minute presentation, a 75-minute period for POD set-up time, a brief hot-wash, and Evaluation Forms (Level 1 feedback) were collected. The drill was well-received by the participants.

April 2018

**MDA-16 Local Distribution Site (LDS) Plan:** This draft plan currently has 12 identified sections; seven are complete and five must be developed. The tasking has been included in CHD’s PHEP worklist, to be completed by/before June 30, 2018. This includes replicating a LDS Plan for MDHHS/MDA-22 also.

**PHEP Discussion for Emergency Management Advisory Council (EMAC):** On March 22, 2018, CHD’s ERC participated in a PHEP-based information/discussion session for EMAC members at the Prospect Volunteer Fire Dept.

**CHD/MDA-16 Q3 Technical Assistance (TA) Phone Call:** On March 28, 2018, CHD completed its second TA phone call with CT DPH and OPHPR for the 2017-2018 PHEP program. CHD/MDA-16’s PHEP workload progress, MCM-ORR Self-Assessment, DCIPHER upload status, and “Supplemental BP1” worklist items were discussed. Additional work items for CHD’s 2017-2018 PHEP program were also discussed, to include:

1. Submit AAR/IP (QU/School of Nursing – PHEP TTX for DNPs) – due to CT DPH on April 16, 2018.
2. After submitting the PHEP TTX AAR/IP, set-up a meeting with C. Rueb to discuss.
3. Provide an Action plan to conduct an Open POD FSE before/by April 30, 2022 – due to CT DPH on April 16, 2018.
4. Provide an updated 24/7 Coverage Plan per “Supplemental BP1” guidance – due to YNHH-CEPDR by July 31, 2018.

"Until Help Arrives" Training for CHD Jurisdiction/Community: Will be hosted at Cheshire Town Hall – Council Chambers from 6:30-9pm on May 22, 2018. Attendance is limited to 60 seats.

b) **Health Education Report** prepared by Kate Glendon, Public Health Specialist
Was presented during Citizen/Staff Participation.

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

February and March have flown by. Our Sanitarian III left us in the beginning of March. Job was posted and interviews conducted. Our new sanitarian is an experienced Sanitarian with an impressive background and will begin on April 23, 2018.

Our part-time environmental inspector Brooke is conducting quality salon inspections and complaint investigations. We are finishing up Daycare inspection training. We will start the process of training her to become a licensed food inspector. She is assisting us with getting healthy restaurant initiative information out local establishments. Brooke will be attending the Lead Inspector/Risk Assessor training course in the summer, as well as the Certified Pool Operator course. These courses are necessary for creating a strong foundation of knowledge to conduct good inspections.

CHD hosted DPH Subsurface Sewage Tech Standards Review in Prospect in March. Updates to the code made effective January 1, 2018. This was a well-attending training that gave clarity to some of the new changes.

We attended the Lead and Healthy Homes Semi-Annual meeting around the same time as our department was handling a lead poisoned child who just moved to Cheshire.

The Town of Cheshire went “live” with “View Permit,” the online permitting system that allows applicants to apply for all building permits electronically. It requires CHD to review every single permit that comes through the Building Department, which has consuming a lot of our time, so we meet with the Town to provide suggestions/ideas to streamline these permits to our department. We will continue to work with the Town and hope to have the system more effective before the very busy season starts.

We are currently hosting an Environmental intern from St. Joseph’s College named Jayden Dummit. She is shadowing sanitarians and offering Kate assistance with tick prevention projects. She will be with us until mid-May.
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.

Maura and Susan attended a radon resistant new construction meeting with Building Officials throughout the state. The meeting offered clarity about new construction Building Code changes.

CHESHIRE
- Continue handling hoarding complaints.
- An elevated blood lead level was received for a new resident in Cheshire.
- Matthew Scott Barber Shop officially moved into a larger space in the same building.
- Extreme Air Trampoline Park opened its doors to the public. A food court is licensed by our department.
- Doolittle School submitted remodeling plans for their kitchen. The plans have been approved and the remodel will take place over the summer.
- Salt Hair in the Watch Factory recently expanded their salon. They took over vacant space and made a training facility for stylists. They plan to expand the actual salon in the summer and will work with our department to ensure they meet all the requirements.
- A new restaurant will be going in at 532 W. Main Street, “Cheshire Place Restaurant” will be offering diner style food.

Prospect
- Regal Care of Prospect is still closed.
- CHD accompanied Steve Nattrass of FDA on a randomly selected, federal inspection of “Spill the Beans.”
- CHD held a meeting with the owner of several commercial plaza properties in Prospect. We reviewed the B-100a process when changing use of buildings. A formal letter was sent after meeting to outline what was discussed and what is expected from him with each new tenant in his properties.

Wolcott
- The Lake House (formerly “The Lilly Lake”) will be opening in April. They will be undergoing pre-operations inspections within the next month.
- Received a call from Wolcott Fire Marshal regarding a hoarding situation, which was found to be a significant case. Three departments (CHD, WFD and Wolcott Animal Control) will be working with the homeowner to ensure that the health and safety hazards are abated in a timely manner.

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

e) Director of Health Report – Maura Esposito, Director of Health.
  - Grant Status:
    - Per Capita: expect another 14% reduction.
Community Needs Assessment: No update at this time.

Meetings: DOH nominated as Steering Committee for ESF-8 Region 2

Community Updates:
- Cheshire
- Prospect
- Wolcott
- Greater Waterbury

Training:
- David and Maura attended Web EOC 8-3 Training by DEMHS
- DOH has attended the necessary FDA Food Update Classes
- Certified to teach “Until Help Arrives”
- Hosted Technical Training in Prospect on 3/28
- “Talk, They Hear You” – DOH will be the lead

Staff:
- Staff Team Building in Wallingford 4/11/18.
- Personnel Policy – draft written; staff has reviewed and commented. DOH will incorporate comments then review with Personnel committee. The policy will then go to the Board.
- On 4/23/18, a new Sanitarian I will begin employment.

- We will have a Quinnipiac University Dr of Nursing Intern 4/23-27. Working closely with DPH-Water Division & partnering this internship.
- The Board of Directors adjourned to Executive Session at 7:09 p.m. to discuss Legal matters. Returned from Executive Session at 7:33 p.m.
- Complaints: None

Continued updates:
- Scanning street files is complete. IT is working on website access to information.
- DOH is leasing a room in a nearby building to move filing cabinets of street files for storage.

Budget proposal FY 2018-2019

VI. Committee Reports –

a) Finance Committee – Chairperson Maria Benvenuto.

- 2018-2019 Budget Vote:
  MOTION: Maria Benvenuto moved that the Board accept the 2018/2019 Budget proposed by the Director of Health as presented; seconded by Elizabeth Normand. APPROVED. Vote: Unanimous.

- Procurement update: Procurement Policy is in process.
- Mr. Sima reported that the automotive fleet is now complete.

b) Personnel Committee – Chairperson Elizabeth Normand

- Personnel Policy update - draft written; staff has reviewed and commented. DOH will incorporate comments then review with Personnel committee. The policy will then go to the full Board.

- By-law update: Draft revised By-laws were sent to the Board. Board members were asked to review the draft By-laws and bring any input or questions to the next Board meeting for discussion and a vote.
• Sexual Harassment Policy was sent to Board members. Mr. Sima signed the policy.
• Affirmative Action Plan was sent to Board members. Mr. Sima signed the plan. Ms. Esposito explained these policies needs to be in place as we receive state and federal grant monies and it sets clear concise expectations of all.

VII. Old Business –
• None.

VIII. New Business –
• None

The next CHD Board of Director's meeting will be held on Wednesday, May 16, 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 David moved for adjournment. Seconded by Elizabeth Normand. APPROVED. Vote: Unanimous. The meeting was adjourned at 7:50 p.m.

Respectfully submitted,

[Signature]
Kathy Kirby
Recording Clerk