The Board meeting was called to order at 6:05 p.m.

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

II. Approval of Minutes

Approval of the April 11, 2018 minutes from the CHD Public Hearing.
MOTION: Lisa Davis moved that the Board accept the minutes from the May 16, 2018 Public Hearing as presented; seconded by Barbara Ecke. APPROVED. Vote: Unanimous.

Approval of the April 11, 2018 minutes from the CHD Board of Director’s Meeting. MOTION: Lisa Davis moved that the Board accept the minutes from the May 16, 2018 Board Meeting as presented; seconded by Maria Benvenuto. APPROVED. Vote: Unanimous.

III. Citizen Participation

None.

IV. Communications

None.

V. Division Reports
Reports were submitted by each division. The DOH emailed those reports to the Board prior to this meeting.
   - **Medical Reserve Corps (MRC) Status:** The MRC State Liaison rejected CHD’s request to become a MRC. Ms. Esposito has emailed CT DPH.
   - **CHD’s Continuity of Operations Plan (COOP):** CHD’s & MDHHS’s 2017-2018 MTEPs identify 6 priorities for the training year, to include producing and testing a COOP (listed as “Priority 6”). Once a draft COOP is completed for MDHHS/MDA-22, it will be replicated for CHD/MDA-16.
   - **“See Something, Say Something” (S4) & “Until Help Arrives” (UHA) Training:** This event is scheduled for Tuesday, May 22, 2018, from 6:00pm–8:30pm at Cheshire Town Hall Council Chambers. This is CHD’s first-time/attempt to host this class for the community, and to make the class a richer experience for attendees/participants, CHD will receive assistance from the DHS PSA (CT District) and from various MDA-16 partner-agency rep(s).

b) **Health Educator Report** prepared by Kate Glendon, MPH, Public Health Specialist
   - This month the Public Health Specialist continued to focus on Opioid and RX Misuse & Prevention, Drug Take Day, Mental Health Awareness, Hoarding, Tick Prevention and the Wolcott Senior Center Health Fair.
     - **Drug Take Back Event –** 93 lbs of prescription pills were collected. This is a federal event that occurs twice a year.
     - Cheshire Youth & Social Services have partnered with CHD on their Medication Misuse and Prevention Campaign - “Change the Script”. CHD’s logo will be on their materials and in the Cheshire Herald.
     - Narcan Trainings were held in Prospect and Wolcott and will be held at the Cheshire Chamber of Commerce on May 29, 2018.
     - Tick Talk Prevention Presentation planned for Cheshire Chamber of Commerce and the Cheshire Senior Center.
     - Participation at the Wolcott Senior Fair.
     - Healthy Restaurant Initiative Businesses in Prospect publicized.
     - The Cheshire Herald continues to publish our weekly health tips; the Cheshire Senior Center is using our tips now.
   - **Radon Program**
     - **June 1st at 9 a.m.** Substance Abuse and Mental Health Committee (location TBD) is hosting Heather Spada, from the CT Suicide Advisory Board, to talk about statewide statistics and current initiatives to support mental health services and reduce suicide.
   - **Upcoming Events:**
     - May 24: Cheshire Senior Health Fair at Elim Park from 9am-12noon.
     - May 29: Narcan Training at Cheshire Chamber of Commerce
     - June 18: Senior Tick Talk at Cheshire Senior Center at 11:30am.
c) **Environmental Health Report** These reports were prepared by Susan B. Lonczak, R.S., Chief Sanitarian

Spring has arrived and we are extremely busy in all aspects of environmental health. Along with the normal septic repairs and new construction soil testing and installation, we are starting out pool inspections. Melissa Sorricelli joined our team at the end of April, as a full-time Sanitarian I who comes from a neighboring health district. We are extremely happy to have her on board.

All certified lead inspectors on staff went to a mandatory 1-day annual refresher training to keep up their certification. This year's training was more relevant to our work today and had a focus on the water contamination issues in Flint MI.

Jayden Dummit, our intern from St. Joseph's College, has been a nice addition for this semester. She has gone out on many environmental inspections as well as assisting with developing learning materials and press releases.

**Cheshire**
- A hoarding complaint continues to be investigated. Huge improvements have been made and the residents in the home are understanding the importance of sanitation and upkeep in the home.

**Prospect**
- Regal Care of Prospect is still closed for business.

**Wolcott**
- The Lake House (formerly "The Lilly Lake") opened officially.
- CHD responded to a request for investigation by the Wolcott Fire Marshall for a possible hoarding condition. CHD responded and has been following up with the homeowner.
- CHD has reason to believe an illegal bakery is being run out of a residential home. All town and state departments have been notified.

Ms. Esposito reviewed the Environmental Reports.

d) **Communicable Disease Report** – Prepared by Kate Glendon, MPH, Public Health Specialist. Ms. Esposito discussed the report.
- April Illness Surveillance
  - 1 Measles Contact Case – We worked with DPH Vaccination Department. The family has been cleared and is healthy.
  - 2 Campylobacter Cases (GI)
  - Increase in Lyme Disease & Tick-Borne Infections.
  - Flu Reports Decreasing.
- School Illnesses
  - Schools have seen a rise in parents reporting their child is out sick with the stomach bug. This illness was common among all three towns during the month of April.
- Lice Outbreak – Ms. Glendon has been working with a School Nurse on prevention, treatment and control.

- Narcan – We continue working with local PD, Fire and Ambulance to gather this information. The information was presented to the BOD

- Complaints
  - A parent complained to CHD stating the Public Schools Lice Policy was insufficient. Ms. Glendon followed up with the Head School Nurse, sent over education materials, and worked with the School Nurse on Lice Procedures/Prevention/Containment.

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

- Grant Status: (review status)
- Meetings:
  - Barbara Levine (Filemaker)
    - Update Food Service & Phase II (Cosmo & Pool Inspections)
  - Public Access to street files 4/30
    - Need to work with Square 9 (software), Quinn & Harry (website) & Dave Wilson (IT)
- Community Updates:
  - Cheshire:
    - Ball & Socket
  - Prospect:
    - Regal Care
  - Wolcott:
    - None.
- Greater Waterbury:
  - Partnered with Data Haven for 2018 Wellness Study – Data Haven surveys residents in our district.
- Training:
  - Lead refresher
- Staff:
  - April 11, 2018 – Staff Leadership Building
  - April 23, 2018 – Melissa Soricelli Sanitarian I start date
  - Brooke Franco – passed probation
  - Interns [Gina (MPH SCSU), Jayden (Undergrad PH St. Joseph’s) & Mariena (Doctoral Nursing, QU)]
  - Summer 2018 Interns (Adam, Undergrad PH American, SCSU Undergrad PH)
- Executive Session: The Board of Directors adjourned to Executive Session at 6:49 pm to discuss Legal matters. Returned from Executive Session at 7:20 pm.
- Complaints: None
- Continued updates: None
VI. Committee Reports –
   a) Finance Committee – Chairperson Maria Benvenuto.
      • Procurement update – pending updates
      • Mr. Sima asked for clarification of what certain line items on financial
        reports included, which Ms. Esposito provided.

   b) Personnel Committee – Chairperson Elizabeth Normand was absent.
      • Personnel Policy Update – Ms. Esposito met with the staff to update and
        provided this information to Ms. Normand.
      • By-law update – Ms. Esposito provided copies of the proposed By-law
      • Distributed both new and existing copies of by-laws for the Board’s review.
        o Board to bring comments to next month’s meeting.
      • Shared the Quality Assurance Plan with BOD. The purpose of this plan is
        to check the quality of work by checking files for efficiency and
        consistency among staff along with reviewing goals and objectives.

VII. Old Business –
   • None.

VIII. New Business –
   Quality Assurance and Quality Improvement Plan – Ms. Esposito
   distributed copies of the plan (written in 2015 with a revision/update date
   of May 2018) for the Board’s review.

   Acceptance of the 2015 Quality Assurance and Quality Improvement Plan
   MOTION: Lisa Davis moved that the Board accept the 2015 Quality
   Assurance and Quality Improvement Plan as presented; seconded by
   Barbara Ecke. APPROVED. Vote: Unanimous.

The next CHD Board of Director’s meeting will be held on Wednesday, June 20, 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: Ms. Davis moved for adjournment. Seconded by Ms. Ecke.
APPROVED. Vote: Unanimous. The meeting was adjourned at 7:38 p.m.

Respectfully submitted,

Kathy Kirby
Recording Clerk