The Board meeting was called to order at 6:01 p.m.

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

II. Approval of Minutes
Approval of the May 16, 2018 minutes from the CHD Board meeting.
MOTION: Barbara Ecke moved that the Board accept the meeting minutes from the May 16, 2018 Board meeting as presented; seconded by Andrew Giordano. APPROVED. Vote: Unanimous.

III. Citizen Participation
David Bradley, ERC presented key items from his Emergency Preparedness Report (see Section VI-a below)

V. Communications
None.

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


Mr. Bradley submitted an extensive written report. He summarized key items for the BOD.
- “See Something, Say Something (S4) & “Until Help Arrives” (UHA) Training on May 22, 2018 – CHD staff and several MDA-16 partners hosted and delivered the S4/UHA Community Training Event. In total, 23 community members attended, with a total of 9 co-instructors/partner-
agency representatives helped with commentary during the training. A reporter from the Republican American newspaper attended and 2 days later published an article entitled “Seeing, saying for safety, Cheshire program fosters involvement”. Mr. Bradley’s goal is to schedule 2 additional UHA programs in Wolcott and Prospect.

- Mr. Sima asked why Cheshire PD and FD did not attend this event held at the Cheshire Town Hall. Mr. Bradley replied that all partners were invited to attend/participate but attendance was not mandatory. CPD reported scheduling issues with that date.

- June 30th is the end of the Fiscal Year for grants. Mr. Bradley has submitted all necessary documentation.

- The CT Governor’s 2018 Emergency Planning & Preparedness Initiative (EPPI) State-wide Exercises (Patriot Response) was on June 16th - Town of Prospect and DOH participated; and on June 20th – Towns of Wolcott and Cheshire with CHD participating at both. The exercises had several catastrophes including: Cyber Event, Mass Casualty, Flood and Power Outage.

- Mr. Bradley completed his CERT training.

- Ms. Esposito added a Medical Reserve Corp (MRC) update. Ms. Esposito and Mr. Bradley will be meeting with the DPH to discuss alternative options.

b) Health Educator Report - prepared by Kate Glendon, MPH, Public Health Specialist

This month the Public Health Specialist focused on tick prevention and community presentations. In addition to these educational topics, a focus on building community relationships was a priority, meetings with key stakeholders in town as well as other local health departments were held. All social media posts highlight current health topics and national health awareness days and weeks.

- Mental Health First Aid Training in Wolcott.
- Cheshire Chamber of Commerce hosted a Tick Talk Prevention Presentation and a Narcan Training program.
- Participation in the Cheshire Senior Center Health Fair at Elim Park.
- Implementation of the UHA Training Event.
- Participation on the Cheshire Chamber of Commerce Wellness Committee.
- Suicide Prevention and Integrative Wellness presentations for the coalition meetings.
- Medication Misuse and Abuse trainings and information was sent to all the Dentists in the district.
- New forms developed to be used in safe housing complaints was developed.
- Promotion and Partnership of the Cheshire Bike Share Initiative.
- Fresh produce recipes for farm stands were created.
- An informational sheet with each town’s walking trails and farm stands was created.
- A coalition member survey was developed and distributed.
- CHD received recognition as a breastfeeding friendly workplace.
- Hurricane plan prevention information was distributed.
- Case management with Environmental Section continues for homes that have been deemed unsafe

**Prevention Grant (Healthy Community Coalition)**

The committee continues to grow as new members are being invited to join the coalition. The upcoming coalition meetings will incorporate educational presentations into them that build skills and awareness on health topics among members.

**Upcoming Events:**
- June 18: Senior Tick Talk at Cheshire Senior Center at 11:30am.

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

May has been a warm weather month filled with lots of environmental inspections. We welcomed our newest Sanitarian, Melissa Soricelli and she has jumped right into inspections. She has quickly become an active member of the Chesprocott Team. We are thrilled to have her help and knowledge.

We are hosting a summer intern, Miranda Arnold, from Southern Connecticut State University (SCSU). She will be with our department for 9 weeks working 30 hours a week. She is looking to become a sanitarian, so this time of the year is the best to intern and get her feet wet.

All public pools were inspected prior to opening to ensure that operators and facilities were safe and ready to open. This is the second year we have initiated this protocol. It is appearing that operators are understanding the importance of pre-inspections and working with CHD to maintain high standards.

Water testing started at the end of this month. We will be testing two public bathing locations in Wolcott and one in Cheshire. Testing will be now through Labor Day. Any elevated levels of bacteria will be re-tested and the beaches will be closed for swimming until a clean reading comes. Mixville Park in Cheshire was closed for several days due to elevated bacteria counts. Re-sampling confirmed safe bacteria levels and they were allowed to reopen. We work very closely with the Cheshire Parks & Rec during this time of year.

All of our paper street files have been removed from the office space. Removing so many filing cabinets has freed up space to envision a new work-flow.
Annual Food Licensed relicensing applications have gone out. We are utilizing a new pre-filled out form generated from our food service database. We will be evaluating how well the form works and if we generated the appropriate information to track on our Food Service Operators.

We continue to work on the second phase of the Environmental Database. We expect within the next few months to have a fully functioning salon and pool inspection database.

Official office hours have rolled out to create a more manageable and structured work environment. We offer open hours between 8:30 and 10:30am, Monday through Friday and in the afternoons by appointment only. A staff member is assigned to each day.

Melissa will become our Food Inspector Training Officer (FITO) by end of summer. We will be actively working with the State Health Department to participate in their FITO pilot program. We are in the process of having Brooke Franko trained and certified to inspect food service. This process is comprised of 50 inspections done with the CHD staff and a final day of site training from the DPH staff. Brooke will be certified and available to assist in all of our food inspections.

The environmental team is embarking on a revamp of the current Cosmetology Code. All staff members have been tasked with obtaining many other health district and department Cosmo information. We are researching their procedures, forms and codes and will come back together to make an effective code that will not only license nail and hair salons but also tattoo and massage locations. Once the draft is complete, it will go for public comment and board review.

CHESHIRE

- A hoarding complaint in Cheshire continues to be investigated. They are slowly getting improvements made and the residents are understanding the importance of sanitation and upkeep in the home. CHD will inspect on a quarterly basis to ensure they are not reverting back to old behaviors and to ensure the conditions remain clean and safe.
- CHD continues to work with the Town to work towards an amicable resolutions to the orders served.
- Laiden's Barbershop opened at 125 Highland Avenue.
- Cheshire Place Restaurant opened at 532 West Main Street. They serve diner food.
- Food service plans for major renovation and building addition to Marbridge Retirement facility have been reviewed and sent back for revisions. The plan includes two working kitchens.
- A housing complaint was assessed and corrective cleaning and repairs have been completed by a cooperative landlord.
A semi-vacant building appeared to start un-reviewed work. No plans were submitted to CHD. A visit to assess and get in contact with the owner was performed. All work has been halted and the owner is working with a designer to get appropriate plans to CHD for review.

CHD is working with the Parks and Recreation department to assist with coordinating an official Farmers Market in Cheshire. The market will begin mid-late summer. CHD reviewed licensing procedures and reviewed P&Z vendor applications to help.

PROSPECT

- Review update on Regal Care.
- CHD has been working with many owners of commercial properties in Prospect to ensure new tenants are being reviewed by our office prior to entry. When buildings are served by septic and private wells, CHD has to do a thorough review to ensure tenants going in will not overtax the system. We are working with the new Land Use inspector, Mary Barton, to ensure commercial buildings are all following the proper procedures.
- CHD looked at a Prospect property with a blight concern but did not observe a public health issue. Ms. Esposito reported her findings to the Prospect Blight Commission.

WOLCOTT

- A hair salon started renovations without proper plan reviews. All work was halted, the town was notified, and a plan was submitted to CHD and ultimately approved for work to be continued.
- We have been monitoring a hoarding condition in Wolcott. Minimal progress has been made by the homeowner. An attempt to visit the home was made with Wolcott Animal Control and Fire, and the homeowner asked us to leave the property. An order is being drafted for the homeowner to clean up the property. Ms. Esposito will meet with the Town of Wolcott prior to issuing the order.
- An illegal bakery refused to accept CHD’s certified letter. We will be having the letter served. CHS is working with Bristol Burlington Health District, as the owners say their operation is located in Bristol.

Ms. Esposito shared the new streamlined Environmental Report. During the month of May, they completed 177 types of inspections and reviews, including septic, salons, septic plans, b-100 reviews, pools and temporary events.

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

- Ms. Esposito reviewed the May Illness Surveillance section
- Tick Borne Disease/Infections
  - Two Tick Prevention Presentations provided in Cheshire and Promotion of Tick Testing in May and June.
18 out of 35 ticks that were submitted came back positive for either Lyme Disease, Anaplasmosis and/or Babesiosis.
In 2017 during the month of May zero cases of Lyme Diseases report. In May 2018, nine cases have been reported.

- School Illnesses:
  - Provided the most reported parent call outs from January 2018 – May 2018 for Cheshire and Wolcott.
  - Discussion of schools managing increased lice reporting.
- Narcan data was discussed.
- Lead:
  - Lead Case Management reviews for six individuals occurred and follow-up has been initiated to ensure the children are getting proper follow-up.
  - Lead informational letters on the importance of testing was mailed to all pediatricians in the district (5).

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

- Grant Status:
  - Per Capita: Will be receiving $91,000 for FY 2019
  - Community Needs Assessment (Preventative Block grant) ends in October 2018.
  - Emergency Preparedness
- Meetings:
  - Public Access to street files
    - Square 9 (software), Quinn & Hary (website) and Dave Wilson (IT) – is in progress. Ms. Esposito stressed she wants access to be consumer friendly.
- Community Updates:
  - Prospect:
    - Regal Care
  - Cheshire:
    - Ball & Socket
  - Wolcott:
    - Hoarding concerns
  - Greater Waterbury:
    - May and July meetings
- Training:
- Staff:
  - Changed Medical Insurance Coverage
  - Public Health Interns [Miranda (SCSU), Adam (American Univ.)]
  - Discuss office arrangements

- Executive Session: The Board of Directors adjourned to Executive Session at 7:15 pm to discuss Legal matters. Returned from Executive Session at 7:26 pm.
- Complaints:
Continued updates:

**Committee Reports**

1. **Finance Committee** – Chairperson Maria Benvenuto.
   - Procurement draft – The Auditor recommended having a Procurement Policy. The BOD will review this draft document.
   - Mr. Sima reported that CHD was in good financial state.

2. **Personnel Committee** – Chairperson Elizabeth Normand
   - Personnel Policy (dba Employee Handbook) – the BOD reviewed the draft policy and provided input.
     - **MOTION**: Barbara Ecke moved that the Board accept the Personnel Policy as presented effective July 1, 2018; seconded by Andrew Giordano.
     - **APPROVED**. Vote: Unanimous.
   - By-laws update – the BOD reviewed and discussed the draft By-laws. Ms. Esposito will revised the document with their input and submit another draft review.

**IX. Old Business**

- None.

**X. New Business**

- Vote on BOD 2018-2019 Meeting Calendar.
  - Ms. Esposito presented the proposed BOD 2018-2019 meeting dates:
    - Sept. 19, 2018; Oct. 17, 2018; Nov. 14, 2018; Dec. 19, 2018; Jan. 16, 2019; Feb. 20, 2019; Mar. 20, 2019; Apr. 17, 2019; May 15, 2019; and June 19, 2019.
  - All meetings are held at 6:00 pm at the Chesprocott Health District office, 1247 Highland Avenue in Cheshire.
  - **MOTION**: Andrew Giordano moved that the Board accept the 2018-2019 Meeting Calendar as presented; seconded by Lisa Davis.
  - **APPROVED**. Vote: Unanimous.

- Vote on Nominations Committee
  - **MOTION**: Barbara Ecke moved to accept the slate presented: Chair Barbara Ecke, Elizabeth Normand, Andrew Giordano and Raymond Sima. Seconded by Lisa Davis.
  - **APPROVED**. Vote: Unanimous.

The next CHD Board of Director’s meeting will be held on Wednesday, September 19, 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 Davis moved for adjournment. Seconded by Andrew Giordano. **APPROVED**. Vote: Unanimous. The meeting was adjourned at 7:55 p.m.
Respectfully submitted,

Kathy Kirby
Recording Clerk