



CHESPROCOTT HEALTH DISTRICT

1247 HIGHLAND AVENUE • CHESHIRE, CONNECTICUT 06410

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BOARD OF DIRECTORS

Regular Meeting

Unapproved Minutes

1247 Highland Ave. Cheshire

Wednesday, May 15, 2024, 5:30 pm.

Present: Andy Giordino, Michael Milone, Lauren Backman, Sarah Montavon (arrived at 5:41 p.m.), Barbara Ecke (arrived at 5:47 p.m.)

Absent: Liz Normand

The Board meeting was called to order at 5:32 p.m.

I. Roll Call

A roll was called, and a quorum was determined to not be present.

Discussion ensued but no votes or action was taken until the quorum was present.

Chair L. Backman changed the order of the meeting to have Chuck Costello give his presentation.

II. Committee Reports

a. Finance

i. FY 23 Final Audit Report given by Chuck Costello, Costello & Co. LLC.

Chuck summarized each page of the audit. He explained Exhibits A-D. Exhibit E starts the footnotes to the financial statements. Schedule 1 explains a significant deficiency in the expense allocations. He recommends that the district allocates expenses when entering invoices. The accountant should also review the monthly allocations.

Sarah Montavon arrived at 5:40 p.m. There is now a quorum present.

Barbara Ecke arrived at 5:47 p.m.

Questions:

Lauren Backman asked how often the deficiencies occurred to determine it was significant. How often did this happen? Chuck stated it happened more than once. He explained that these deficiencies occurred on the final reports that were given to the State; QuickBooks doesn't show the allocations.

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Michael Milone asked for clarification. Chuck explained that the expenses did not agree with the allocations. This is the first time he has seen this.

Michael Milone mentioned developing a budget that segregates the budget by separate grant funds. There will be one General Fund Operating Budget which is discreet and separate. This will satisfy the concern Chuck is raising. The staff must make sure they are charging any expenditures and recognize any revenues in the appropriate grant funds that are established. Chuck agreed/confirmed.

Michael referred to page 8. Chuck clarified that is an aggregation of all the funds. Michael explained that in the future we are going to show each of the 5 grants separately.

Starting July 1st they will establish the new system per Michael Milone.

Michael mentioned the extreme increase in the interest income, primarily in the staff account. Is the interest rate that high? Chuck explained he did see this in most health districts he audits. All their interest income is dramatically higher than the last several years. Michael thinks the increase we had was rather unusual. Chuck will look back at this.

Michael mentioned the audit being late last year and this year which in turn delayed coming up with an accurate fund balance. What do we have to do to get the document to Chuck in time? Chuck explained it has been an issue the last few years. He sent a list of information he needed to begin the audit in late August early September. It was slow coming. He received an email in Sept. or Oct. from Maura and at that point it was determined to actually stop the audit. Nothing happened November and Dec. He then contacted her in January and said we need to file an extension. The audit technically didn't even start until well into January. Michael Milone asked him to stay in touch and inform the board in the future. Chuck will CC the board when he sends a request for information. Michael is the Chair of the Finance Committee so that would help.

Jim Jinks asked Chuck about the amount of money that was comingled. Was he able to determine that or did he just notice discrepancies here and there. Chuck explained it just wasn't allocated properly. Chuck referred to page 6A Exhibit D-Wage under Special Revenue Grant funds column. Wages weren't allocated and Employee Benefits were not allocated and a small amount of equip. and supplies. Most were just wages.

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III. Approve Minutes

a. April 17, 2024, Regular BOD Meeting

Motion made by A. Giordino, seconded by M. Milone to approve the April 17, 2024, Regular BOD Meeting minutes. **Unanimous.**

b. April 23, 2024, Special Meeting-Executive Session

Motion made by M. Milone, seconded by L. Backman to approve the April 23, 2024, Special Meeting-Exec. Session minutes. **Unanimous.**

c. May 2, 2024, Special Meeting

L. Backman mentioned additions and corrections she would like made to the minutes.

Page 2 of 4 under number 7: she wanted to include in that paragraph that a letter to the Town Council explaining the delay re: the MOU, that a letter would be sent. It was sent.

Page 3 of 4-Item #11 include Contact Info. for Chesprocott Staff and Board of Director's. Also, it talked about the 1 on 1 meetings with staff. Mrs. Backman shared that the last 9 months have been challenging. She would like to meet with staff 1 on 1 for that purpose. She mentioned the importance of retaining staff. The staff communicated mistrust of the Board. We lost 14 staff in a year and a half.

Also, it says Mrs. Ecke expressed concern and knowledge of staff's potential mistrust of the board. She would like that paragraph re-worked.

(L. Backman will send the meeting clerk her exact corrections and additions.)

Michael Milone mentioned one correction: Item 8-Extension of Lease with WACO-date that extended lease is supposed to end July 30th. Lauren explained our lease ended June 30th and it was extended 30 days to July 31st. Michael stated the letter noted July 30th date. The Motion is incorrect.

Motion made by S, Montavan, seconded by A. Giordino to approve the May 2, 2024, Special Meeting minutes with corrections/additions as discussed. **Unanimous.**

IV. Communications

Chair Backman reviewed each line item below:

a. CT DPH Office of Local Health Administration (OLHA): Notification of DOH Resignation

L. Backman did send a letter immediately to the Commissioner.

b. CT DPH Commissioner and OLHA: Notification was sent re: H. Norcia BOD Appointment as Acting Director of Health

Local health was also notified of the above.

c. Lease Extension Request letter to M. Guarnieri, Marshall Enterprises

A letter was sent to Marcia for an extension to July 30th. She sent an e-mail back stating that her email acts as an extension to the lease.

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- d. MOU Extension Request letter to Town Council Members
This was sent to the Town Council on May 6th.
- e. Ryan & Ryan, LLC. L. Backman mentioned a letter for Termination of Services. The Board voted to terminate their services and to retain the services of Robinson and Cole. She has not signed the contract with them, he is away.

Hilary Norcia, Acting Director asked about another Atty. firm they have used for the septic and sewer Atty. L. Backman stated she doesn't think there is a retainer, just a case-by-case basis. She explained that legally we need a retainer agreement. Robinson & Cole is now our legal team.

Jim Jinks asked about the hiring of the new attorney. Did they look at other options? L. Backman stated she had a good experience with this firm. He came and gave a presentation to the board. They felt at this time, moving forward we need a multi-practice law firm. They also do all of Cheshire's bond financing.

Michael M. referred to Michael Federico who put together the April report. Revenue exceeded expenditures with 3 months left of the fiscal year. This report tells you what has happened to date. It does not try to estimate where we are going in the next two months. He also mentioned segregating out the various grants. Next year we will be changing the format.

Hilary explained that Maura had indicated to the Board the Region 2 FEP Grant-the large pass-through grant was in jeopardy. The Board was concerned. Maura informed her that Region 2 had their meeting. Hilary explained they all voted to accept the budget to keep us as the fiduciary for at least 1 year (it is a 5-year grant). The State will review it after 1 year. The State will send something in writing.

V. Division Report

- a. Acting Director of Health Report
 - Hilary was nominated as Acting Director as of May 2nd.
 - She mentioned a summary of the grants on her report. Also, regarding immunization grants, we received another \$71,000 from the State to continue through 2025. She received an e-mail notification today.
 - Hilary mentioned current activities. The Medical Campaign is doing really well. They are taking a pause from April through August to save money in that fund to do the Media Grant for back-to-school time and wintertime.
 - The Workforce Development Grant is still ongoing. She mentioned activities with staff to increase morale and also training for staff.

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- Chesprocott is involved with all 3 prevention councils in the 3 towns. Prospect Promise just started in August, and it has received 2 grants already.
- Customer Satisfaction Survey-the surveys have all been great with good comments about our staff.
- Hilary mentioned the food service software. They need to get moving on this and allocate funds. This includes tablets for sanitarians and new software. She thinks it is in the budget. The Board will discuss it at future meetings.
- Hilary mentioned a tour/site visit of Artsplace Tuesday, May 21st at 9 a.m. and Thursday May 23rd at 1 p.m.
- Hilary made a form for staff asking them what they want to see in a health district and also a wish list for the new space.

Jeff Andrews, the Chief Sanitarian mentioned reporting on restaurants. Every month they hit their number as far as restaurants that are due for inspections, 100%.

VI. Old Business

- a. Human Resource Consulting group: Update on hire of new Health Director. Michael Milone mentioned a draft job description he submitted at the last meeting. S. Montavon and B. Ecke and Barbara helped with the description and made it flow better with more consistency and easier to read. The Board hired a consultant at the last meeting for \$7500. The contract needs to be signed; payment sent as well as job description. We will then receive a rough timeline.
L. Backman mentioned that the majority of health districts use their Board of Directors as part of the interview panel. She strongly suggested 1-3 existing health directors as part of the interview panel as well. She thinks it's really critical that members of the staff are part of the panel/interview process. Jim Jinks mentioned one change in the job description. Under the Community Engagement Collaboration Section, he would like to add the legislative bodies of the 3 towns. Sarah will add that.
- b. Approval of Job Description of Health Director.
- c. Lease expiration: L. Backman mentioned a moving date of Friday, July 26, 2024. The extension was already discussed from June 30th to July 30th. Hilary's concern is that the staff is to continue working all the time. They need to make sure they have access to all the files they need etc. She mentioned closing a few days. L. Backman stated they will take that into consideration during the move. It is a work in progress; still working on the details.
- d. CMS/Fallon Moving Company contract.
L. Backman referred to the CMS estimate dated Jan 31st. They need a vote to increase the payment to Fallon Moving from \$5000 to \$7000. This cost is still comparable to the other moving companies.

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Motion made by M. Milone, seconded by S. Montavon to approve the increase for payment to CMS/Fallon Moving from \$5,000 to \$7,000.

Unanimous.

L. Backman explained this is for 9 men, 3 trucks for 12 hours.

- e. Jacunski Humes Architects: Update on new schematic plans of Artsplace.

L. Backman stated that Brian Humes started working on a set of plans.

John Milone, a Cheshire Council member asked about the budget. L.

Backman mentioned the need for an RFP. John asked where they plan to move while Artsplace is being renovated. L. Backman explained they need a mechanical and structural engineer. There are a lot of moving parts. They will probably need to look for an interim place.

Caroline Redlitz, Chesprocott's Office Asst. asked about the asbestos in Artsplace. How would they be able to work out of the building while that is being addressed.

Lorraine Brandolini, Part Time Nurse at Chesprocott mentioned that any place they move to has to be ready, inspected and a license from the State will need to be granted to them or they are going lose that. She mentioned a temporary space where they would still provide clinic services. They will need refrigerators for the vaccines etc.

M. Milone mentioned Cheshire Academy or a school with air conditioning.

It was also mentioned that the new building will also have a generator.

- f. Stipend salary for additional responsibility for Acting Health Director & Chief Sanitarian.

M. Milone mentioned the discussion at last meeting about Hilary and Jeff taking on additional roles/ duties. The Board suggested an increase in their salaries by 10% each, retroactive from when they started the assignment. Jeff would receive an increase of \$413 every 2 weeks and Hilary an increase of \$290 every 2 weeks. L. Backman is in total agreement and so are the other board members.

Motion made by L. Backman, seconded by S. Montavon to increase Hilary and Jeff's salaries by 10% retroactively from when they started the assignment. **Unanimous.**

M. Milone mentioned the salary range for the job description. The starting point is currently \$105,000-\$130,000 in the budget.

The Board agreed to change the salary range to \$110,000-\$140,000 for the salary range for the job posting.

- g. One-On-One Meetings with Chesprocott Staff

L. Backman stated that all the staff did outstanding. The common topics that came up were transparency, communication & RESPECT.

Lorraine thanked the Board for the one-on-one meetings. She appreciated everything and the Board for respecting the staff because it was a terrible year.

Jeff likes the fact that Jim is here from Cheshire Council. & John. He mentioned inviting someone from Prospect & Wolcott's Town Council. Can

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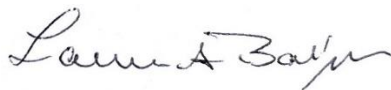
we invite someone from Prospect's & Wolcott's Council. L. Backman stated that it was suggested to rotate the meeting locations between each town for more inclusion.

VII. New Business

- a. State funding to Cheshire Health District: \$350,000.
Jim Jinks stated it has been referred to the State Dept. and then it will be disbursed to the Town. This funding is specifically for updating the Artsplace building. He doesn't think there are stringent requirements for the money. He will find out more info.
- b. Site Visit to Artsplace: already discussed.
- c. BOD Meeting Schedule for June, July, August 2024.
 - i. Next Regular BOD meeting is June 19, 2024, a Federal Holiday. Need to choose an alternate date.
Motion made by M. Milone, seconded by A. Giordino to move the June 19th Regular BOD meeting to Wednesday, June 12th at 5:30 p.m. Also, the July meeting will be July 17th and August's will be August 21st.
Unanimous.

VIII. Adjournment

Motion made by S. Montavon, seconded by A. Giordino to adjourn the meeting at 7:37 p.m. **Unanimous.**



Lauren A. Backman
Chairperson, Board of Directors
Chesprocott Health District
May 20, 2024