



## CHESPROCOTT HEALTH DISTRICT

1220 WATERBURY ROAD • CHESHIRE, CONNECTICUT 06410

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### BOARD OF DIRECTORS

Regular Meeting

Unapproved Minutes

**Cheshire Town Hall, Room # 207**

84 South Main Street

Wednesday, September 18, 2024, 5:30 pm.

Members Present: Lauren Backman: Chairperson, Barbara Ecke, Andy Giordino (arrived 5:35 pm), Liz Normand (arriver 5:40 pm), Sarah Montavon, Jim Jinks

Chesprocott Staff Members Present: Chuck Motes, Director of Health, Hilary Norcia, Acting Director of Health; Lorraine Brandolini, RN.

Others Present: Mike Federico-Accountant Consultant; Don Walsh-Cheshire Town Council member.

The Board meeting was called to order at 5:30 p.m.

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#### I. Roll Call

#### II. Approve Minutes

a. August 15, 2024: Special Meeting – Executive Session

**Motion** made by A. Giordino, seconded by B. Ecke to approve the August 15, 2024, Special Meeting minutes.

**Vote:** The board unanimously approved the minutes with no objections.

b. August 21, 2024, Regular Board meeting

**Motion** made by B. Ecke, seconded by A. Giordino to approve the August 21, 2024 Regular Board Meeting minutes.

**Vote:** The board unanimously approved the minutes with no objections.

c. August 21, 2024: Special Meeting – Executive Session

**Motion** made by B. Ecke, seconded by S. Montavon to approve the August 21, 2024, Special Meeting minutes.

**Vote:** The board unanimously approved the minutes with no objections.

d. September 10, 2024, Special Meeting-Executive Session

**Motion** made by B. Ecke, seconded by A. Giordino to approve the September 10, 2024, Special Meeting-Executive Session minutes.

**Vote:** The board unanimously approved the minutes with no objections.

III. Communications

- a. Letter to CT DPH Commissioner, M. Juthani, MD -Appointment of Charles Motes, MS, MPH, RS as Director of Health

L. Backman announced that the CT DPH Commissioner has been officially notified of the appointment of Charles (Chuck) Motes, MS, MPH, RS, as the new Director of Health. The Board of Directors warmly welcomed Chuck to everyone present at the meeting. The Board's enthusiasm set a positive tone as they expressed excitement about the fresh perspectives and expertise that Chuck would bring to the Health District.

- b. Reassignment of Acting Director of Health to her previous position as Health Educator

L. Backman announced that with the new appointment of the Director of Health, H. Norcia was notified that she has been reassigned to her former position as Health Educator. The Board expressed their appreciation for her stepping in as acting health director.

- c. Resignation of Lily Pawloski, Emergency Response Coordinator

L. Backman announced the resignation of L. Pawloski, the Emergency Response Coordinator effective August 30, 2024. The Health Director will begin recruiting to fill this important position.

- d. Resignation of Michael Milone, Board member, representing Town of Cheshire.

L. Backman announced the resignation of M Milone, Town of Cheshire Board representative, effective August 16, 2024.

- e. Appointment of Board member, Jim Jinks, Representing Town of Cheshire.

L. Backman announced the appointment of Jim Jinks, by the Cheshire Town Council, on September 10, 2024, to serve as the representative from Cheshire on the Board of Directors. The Board welcomed Jim Jinks as the newest board member and looks forward to his contributions and are excited to work with him for the benefit of the health district.

- f. CT DPH 2025 Per Capita funding

L. Backman informed the Board of an email that H. Norcia received from the CT DPH OLHA on September 9, 2024, notifying Chesprocott that they would not be eligible to receive the 2025 Per Capita funding until a permanent Director of Health was appointed. The funding budget and invoice would need to be signed by the new Health Director. With the

appointment of the new Health Director, Chesprocott will be eligible for this funding that amounts to approximately \$143,000.

IV. Officer Positions

a. Executive Board, Nominating, and Finance

The following Board members were appointed to fill the:

5-member Executive Committee:

Lauren Backman – President  
Barbara Ecke – Vice- President  
Andy Giordino  
Liz Normand  
Chuck Motes – No voting power

4-Member Nominating Committee

Barbara Ecke – Chairman  
Andy Giordino  
Jim Jinks  
Lauren Backman – President

4-Member Finance Committee

Jim Jinks – Chairman  
Barbara Ecke  
Andy Giordino  
Lauren Backman - President

b. Other Committees: Building, Bylaws and Personnel

4-Member Bylaws Committee

Andy Giordino – Chairman  
Liz Norman  
Sarah Montavon  
Lauren Backman – President

5-Member Personnel Committee

Barbara Ecke – Chairman  
Sarah Montavon  
Liz Normand  
Jim Jinks  
Lauren Backman – President

4 Member Building Committee

Andy Giordino – Chairman  
Barbara Ecke  
Jim Jinks  
Lauren Backman - President

**Motion** made by Andy Giordino, seconded by J. Jinks, to approve the slate of Board members as presented, to fill the Executive and Other Committee Board member positions.

**Vote:** The board unanimously approved the Board member appointments with no objections.

V. Committee Reports

a. Finance

i. Monthly Financial report:

Mike Federico, accounting consultant, outlined that the budget figures that are shown in the updated format first presented in July 2024. He reviewed the YTD July – August 2024 and the budget as of August 31, 2024. Based on the figures, he explained the actual revenues to budgeted figures, the changes in net income compared to the previous period, identified any variance between budgeted and actual figures, and discussed the reasons for these variances, including the \$11,848.33 deficit for this reporting period.

ii. Expense allocations to date related to Capitol Improvement Project:

Mike Federico detailed the expenses to date for the move to 1220 Waterbury Rd. Cheshire, and the expenses related to the move into the Willscot Mobile Office trailer. Concerns were expressed by the unexpected costs related to the electrical, plumbing, internet, and phone retrofitting of the trailer. It was suggested that Michael Milone, who was the board member who negotiated the contract with Willscot, be contacted as to his knowledge of the unexpected costs.

VI. Division Report

a. Acting Director of Health Report:

Hilary Norcia reviewed her report dated August 21, 2024 – September 18, 2024.

Grants and Other Programs: H. Norcia reviewed the grants and activities that Chesprocott staff are currently involved in.

Syntrio Complaint Hotline. H. Norcia reported that one anonymous complaint has been received against a Chesprocott staff person. Contrary to what was reported in the Acting Health Director report, L. Backman stated that within 24 hours of the complaint, the law firm representing the Chesprocott Health District, Robinson & Cole, was notified and a telephone phone call took place with R&C attorneys, E. Heath & A. Warren. Due to the very serious nature of the complaint, the attorneys advised that an immediate investigation must be

undertaken. They also advised that no BOD members were to be involved with the investigation.

Before the anonymous complaint was received, H. Norcia reported at the August 21, 2024, BOD meeting, that Chesprocott pays a monthly fee for this service and there have been no complaints. Based on this information, the BOD voted at the August 21, 2024, meeting, to discontinue this complaint hotline. Given the serious complaint that has now been received, the BOD discussed continuing the Syntrio Hotline. This issue will be addressed at the October 16, 2024, BOD meeting.

Flu Clinics: H. Norcia presented to the Board a list of Flu clinics scheduled in the Fall in various locations throughout the three town.

Open Staff Positions Status:

During the August 21, 2024, Chesprocott Board meeting, the board unanimously approved the hiring of a part-time Registered Nurse to assist L. Brandolini, the part-time nurse, who took over responsibilities for the Full-time RN who left Chesprocott. Chris D'Allesantro, began working in August. The Chief Sanitarian and R2 Emergency Preparedness Coordinator are open positions and will be discussed and reviewed with C. Motes, DOH.

Smoking Cessation Grant: H. Norcia announced that the Chesprocott Health District has received an application from CT DPH for a Smoking Cessation grant funded opportunity. The grant, which is due November 1, 2024, requires Board approval to proceed with the grant application.

***Resolution #09182024-1***

*CT DPH Smoking Cessation Grant Application*

*Be it resolved that the Chesprocott Board of Directors votes to approve proceeding with the application for the CT DPH Smoking Cessation Grant funding opportunity. As discussed during the July 2024 CHD Board of Directors meeting, the Board requests the details of the Grant application at the October/November CHD Board meeting.*

**Motion** made by B. Ecke, seconded by A. Giordino to approve Resolution #09182024-1.

**Vote:** The board unanimously approved the resolution with no objections.

- a. Review table of Staff Salary adjustments from 2022 to 2024.  
During the August 21, 2024, Board meeting, the issues of staff salaries and a request by H. Norcia to the board to approve several staff member salary increases. All staff received a 2.5% COLA increase, July 1, 2024. A salary chart was presented to H. Norcia during this meeting with a request that it be completed and returned to the board so the Board could make an informed decision regarding Chesprocott employee salaries from 2022 to 2024. To date, the completed salary chart has not been submitted to the Board. A second request was made at the meeting that this salary chart be completed and submitted before staff salary increase are approved..
- b. Discussion of CHD Food Service - Restaurant Inspections  
Due to complaints received by board members regarding restaurant inspections, during the August 21, 2024, Board meeting, the issue of restaurant inspections was discussed with the Chief Sanitarian. During the meeting, a chart, showing the restaurants in each town by class and frequency of inspection, was presented to the CHD staff for completion. To date, the chart has not been completed. A second request was made at the meeting that this food establishment inspection report be completed and submitted.
- c. Update on 1220 Waterbury Road Renovation: Design-Bid-Build Process.  
L. Backman informed the Board that the architect, B. Humes, submitted a draft proposal and that L. Backman forwarded it to the Town of Cheshire attorney for his review and comments. To date, the document is still being reviewed by the Town attorney.
- d. Willscot Mobile Office Trailer: Status of issues with trailer upon delivery and installation. The issues with the trailer were discussed during the Financial Report section. It was suggested that M. Milone, who took the lead on engaging the Willscott trailer company, be contacted regarding his knowledge of the fees associated with the trailer.

## VIII. New Business

- a. Status of Flu Vaccine Delivery and 2024 Flu Clinics. e  
Lorraine Brandolini, RN, provided the board with an update on the Flu vaccines. She informed the Board that when the Flu vaccines were ordered in the Spring of 2024, the address for the flu vaccine shipment was incorrect. As a result, this has led to a delay in CHD receiving the vaccine. Due to this delay, the Flu vaccine was not available to administer at the Sept. 12, 2024, Prospect Senior Center, nor the Cheshire Fall festival, Sept. 14, 2024. The Prospect Flu Clinic has been rescheduled. The Flu Vaccines are expected to be delivered September 16, 2024. L. Brandolini also shared that with the

resignation of the MRC coordinator, problems have been encountered with obtaining vaccinators through CT Responds. At the present time, vaccinators have been scheduled for all the upcoming flu clinics.

L. Brandolini expressed to the Board that her education and experience is as a nurse anesthetist (retired) and not a public health nurse. L. Brandolini suggested that after the flu clinic season, a public health nurse be hired.

IX. Adjournment

**Motion** made by A. Giordino, seconded by J. Jinks to adjourn the meeting at 7:25 p.m.

**Vote:** The board unanimously approved to adjourn the meeting.



Lauren A. Backman, RN, MHS, CIC®  
Chairperson, Board of Directors  
Chesprocott Health District  
September 24, 2024