

**CHESPROCOTT HEALTH DISTRICT (CHD)
1220 Waterbury Rd
Cheshire, CT 06410-1657**

**BOARD OF DIRECTORS MEETING
Regular Meeting
Unapproved Minutes
Prospect Park and Recreation Department Room 204
12 Center Street, Prospect, CT 06712
Wednesday October 16, 2024**

Present: Lauren Backman, Barbara Ecke, Jim Jinks, Elizabeth Normand (left at 7:00 pm), Sarah Montavon

Absent: Andy Giordano

Also in attendance:

Charles Motes, Director of Health, CHD.
Hilary Norcia, Public Health Educator CHD
Darlene Miakos, Office Manager, CHD.
Michael Federico, Accountant (left at 7:00 pm).
Becky Mines: Intern
Kaitlyn Mines – Intern’s Daughter
John Milone – Cheshire Council Member (left at 7:00 pm)

The Board meeting was called to order at 5:36 p.m.

Roll Call

The roll call showed a quorum was present at 5:36 p.m.

I. Approval of Minutes

Approval of Minutes from the Sept 10, 2024 Executive Board Special Meeting

MOTION: Sarah Montavon moved that the Board of Directors accept and approve the Sept 10, 2024, minutes as presented. Seconded by Barbara Ecke. Vote: Unanimous

Approval of Minutes from the Sept 18, 2024 Special Meeting

MOTION: Barbabra Ecke moved that the Board of Directors accept and approve the Sept 18, 2024, draft minutes as presented. Jim asked that he be marked as abstained from approval Seconded by Elizabeth Normand. Vote: Unanimous.

Approval of Minutes from the September 18,2024 Executive Board Special Meeting:

MOTION: Barbara Ecke moved that the Board of Directors accept and approve the Sept 18, 2024, draft minutes as presented. Seconded by Jim Jinks Vote: Unanimous.

II. Communications

a) Board Member: Letter of Resignation

Andy Giordano submitted his letter of resignation from the CHD Board of Directors to Mayor Dunn of Wolcott but will remain on the board until a replacement is found.

b) Newspaper Articles regarding the appointment of Charle Motes as the new Director of Health

- Ms. Backman, Chairperson of the CHD BOD, mentioned and shared with the other board members the two articles published in the local newspapers about Chuck and all Board members seemed pleased as well as Charles. The articles appeared in the Cheshire Citizen and the Republican American.

c) Newspaper article (10/3/24) about the 17 Restaurant violations in the Record Journal put out by Hearst Media.

- Charles shared his extensive knowledge regarding Restaurant violations that this is common, and the sanitarians often find violations that can be and are immediately fixed on site. Charles also explained that this practice is for the health of the community and to support and educate restaurants to reduce violations.

d) Serv Safe Training for Church in Prospect

- Liz Normand requested information regarding food certification classed to provide to the church members to become Serv Safe certified at the Prospect Congregational Church for their kitchen – Darlene said she would e-mail her the forms.

III. Committee Reports

a. Financial Committee

- i. Michael Federico reported the financials for the months of August and September were quiet and he is ready to close the FY 23-24 financials next week with Charles and Darlene and then send the appropriate documents to the auditor.
- ii. He mentioned that the revenue increased by \$25,000 but there were additional costs associated with the move.
- iii. Michael also indicated that the amount of money spent on the move thus far was approx. \$79, 830.
- iv. Michael also indicated that there would be a surplus for FY 23-24 of approx. \$120,000 to \$130,000.
- v. The first payment from the PHEP Emergency Preparedness Grant from the CT DPH did come in for the first quarter of FY 24-25 -approx. \$130,000

b. Director of Health Report

- i. **Meetings:** Charles discussed the meetings he attended for the months of September and October
 - Mayor of Wolcott
 - Mayor of Prospect
 - Assistant Town Manager of Cheshire
 - Town Manager of Cheshire
 - Cheshire Police Chief
- ii. **CHIP** - Charles mentioned that CHD now has a CHIP (Community Health Improvement Plan) and will give a presentation at the next BOD Meeting
- iii. **Environmental Software** - Cost will be \$22,000 including software and hardware. There was \$25,000 already approved in the budget by the Board at a previous meeting. It should be in use by January 1, 2025. Charles is currently collaborating with 5 other health departments on this project to reduce the cost of the environmental software under a multi health department contract.

IV. Old Business

a. Status of Chesprocott Open Positions

- i. Final Interviews have been scheduled with Chuck to meet with the top three candidates for the PHEP 2 Coordinator position this week, and we are hopeful a final decision and offer will be made by the end of next week.
- ii. Will need to hire a full time Public Health Nurse – We have job descriptions and will advertise in the coming months.

b. Review of Staff Salary adjustments from 2022-2024 – Darlene distributed an Excel spreadsheet of staff salaries and Chairperson Backman said she asked for this to review past staff raises and increases asked for certain employees.

- i. Darlene suggested changing the structure/process of employee increases. She suggests that annual increases be awarded on the employee's anniversary date annually (not July 1st) and the employee increase be based on merit and performance.
- ii. Chairperson Backman said that the Board will look at this for the future.

c. Update of 1220 Waterbury Rd – Building Renovations

- i. The Architect submitted drawings and visited the building on Tuesday October 15, 2024, as well as an interior designer,
- ii. Still need work for 1220 Waterbury Rd to go out for bid
- iii. Charles wants more staff input on design and placement of offices, etc.

d. Willscot Trailer Update

- i. Darlene indicated that we are going to receive \$6,400 back from Willscot (2 month's rent)
 - a. Chairperson Backman was not pleased with this amount and plans on contacting Robinson-Cole lawyers for a 15-minute inquiry.
 - b. Chairperson Backman indicated that the Board did approve \$50,000 for the installation and pickup of the trailer. The Willscot

contract was signed with on July 16, 2024, by Chairperson Lauren Backman.

- c. Darlene reported that Willscot replaced the lights and cleaned the HVAC and duct system.
- e. **Cheshire MOU Update**
 - i. Charles said that this was too formal of a mou and had too much “legalese” in it and it was punitive and that he wanted to discuss this with Jim Jinks offline.
 - ii. Jim Jinks indicated that the other towns agreed and approved of this MOU.
- f. **Per Capita Grant Update from CT DPH**
 - i. We have yet to receive monies from the CT DPH related to the Per Capita Grant. All the required paperwork has been submitted to DPH. Charles indicated that we would get quarterly payments and continue to follow the required reporting process for the grant.
- g. **Grant Submissions Process**
 - i. Chairperson Backman reviewed the newly created process to remind the Board and staff that any new grant applications or monies coming in for grants must be approved by the BOD.
- h. **Elim Park MOU**
 - i. Darlene indicated a new MOU was created and signed by Elim Park CEO. Darlene will send a copy to Chairperson Backman.
- i. **Status of Signatures on STIF Account**
 - i. Darlene set up new Chesprocott e-mails for Chairperson Backman and Vice Chairperson Ecke.

New Business.

- a. **CHD Social Media Policy**
 - a. Chairperson Backman said she would like a social media policy put in place and presented a sample by NACCHO.
 - b. Sarah said she will take this task on and will submit a draft policy at the next BOD meeting in November.
- b. **Update on 2024 Flu Clinics**
 - a. Hilary reported that so far CHD has administered 330 flu shots. Majority of the vaccines given were the high dose shot.
 - b. There will be leftover shots that we will offer to administer at other local events and locations including the Cheshire Housing Authority, Town employees, Elim Park Health Fair, etc.
- c. **Conflict of Interest Policy**
 - a. Chairperson Backman mentioned creating a conflict-of-interest policy for Board members- because a town council, member is now on the BOD.
- d. **2025 BOD 24/25 Calendar of Meetings**
 - a. Will be rotating towns going forward.
 - b. Next meeting in November will be in Wolcott.

e) Adjournment

MOTION TO ADJOURN: Chairperson Backman asked for a motion to adjourn the meeting. Seconded by Ms. Ecke. VOTE: Unanimous. The CHD BOD meeting was adjourned at 7:35 p.m.

The Board then entered Executive Session. No further business was conducted.

Respectfully submitted,

Hilary Norcia, MPH
Substitute Recording Clerk
Chesprocott Health District