

Chesprocott Board of Directors  
Regular Meeting-Unapproved Minutes  
**Cheshire Town Hall, Room # 207**  
**84 S Main Street, Cheshire, CT 06410**  
Wednesday, December 18, 2024, 5:30 pm.

Board Members Present: Lauren Backman-Chairperson, Barbara Ecke, Jim Jinks & Sarah Montavon (via video call at 5:45 p.m.)

Others Present: Hilary Norcia-Acting Director of Health, Lorraine Brandolini-Clinical Nurse, Mike Federico-Accountant

Board Members Absent: Liz Normand, Andy Giordino

**I. Roll Call**

The roll call was taken at 5:36 p.m. and a quorum was determined to not be present. Therefore, no votes or action can be taken.

**II. Approval of Minutes**

- a. November 20, 2024, Regular Board meeting  
The Board discussed some changes to be made at next meeting and voted on.
- b. November 20, 2024, Special Meeting-Executive Session  
Jim Jinks mentioned that after the Exec. Session concluded, the board voted to appoint Hilary Norcia as Acting Director of Health.

**III. Communications**

- a. Resignation of Director of Health, Charles Motes, MPH
- b. Notification letter to CT DPH Commissioner: DOH Resignation. Hilary stated she did not receive this.
- c. Notification letter to CT DPH Commissioner: H. Norcia, MPH, Appointment as Acting Director of Health

**IV. Committee Reports**

- a. Finance
  - i. Monthly Financial report  
Mike Federico noted that \$92,000 of the \$674,649.10 expenses is connected to the move. That should be deducted for actual operational costs. We are at 48.8% of our budget. If we remove the \$92,000, we are at 42.2% of our budgeted expenditures. We are ahead of schedule. Some of this is in payroll because we are down staff.

Sarah Montavon joined the meeting at 5:45 p.m. via facetime.  
There is still no quorum because we need a member from each town.

*Chesprocott Health District is an equal opportunity employer*

## Chesprocott Health District

- M. Federico mentioned items to note. In November we received another \$132,752 for the R2Grant. He also mentioned the immunization grant and we still haven't gotten any from the per capita grant yet. Hilary stated she included in the packet a letter of confirmation dated November 7<sup>th</sup> stating we will be receiving the per capita grant funds within 2-3 weeks; all in one lump sum
- Revenues: We received \$5,144 from investment income. Medical Reimbursements increased by \$21,499. He stated we must have had clinics and got reimbursed by insurance companies.
- Expenses: Operations increased by \$20,000. This was due to the Inspect to Go environmental software the Sanitarians are going to use.
- There was an excess of \$121,286 revenue over expenses as of November 30<sup>th</sup>.
- The Board discussed different grant monies that haven't come in yet. They also discussed expense allocations to date related to the Capitol Improvement Project.
- M. Federico thinks it would be in the best interest of the district to move \$300,000 out of checking and move it into the STIF account because we are receiving another \$140,000 from the per capita grant. This is too much to keep in a checking account. He would rather have it in the STIF account which is currently earning \$5000 per month interest. This will be on the agenda for the next meeting.
- M. Federico suggests leaving \$375,000 in the checking account and move the rest to the STIF account. The Board discussed whether or not it is difficult to move funds over to the STIF Account.
- M. Federico mentioned that some things aren't reflected here such as the architect's invoice for \$80,000. That is an expenditure sitting in accounts payable. J. Jinks asked if we knew these costs ahead of time. L. Backman mentioned fall 2022 minutes when the Board agreed to hire Humes. The total bill has not exceeded the original quoted \$80,000. We are/ will make progress payments accordingly.
- M. Federico stated he will have the general ledger audit for Chuck Castillo, the Auditor, tomorrow. We will most likely request 30-day extension. L. Backman asked if 2025 will be more on target.
- M. Federico asked Hilary to send him the Core Report for September and then the final June 30<sup>th</sup> as well.

### V. Division Report

#### a. Acting Director of Health Report

- Hilary Norcia: reviewed her report.
- She mentioned that we did not get the Smoking Cessation grant. We wanted to partner with other health districts and not just do it on our own.

## Chesprocott Health District

- They are going to post inspection updates on the website monthly.
- Syntrio is still on the website now.
- She mentioned that we will need to buy tablets for each sanitarian for the new program.
- L. Backman congratulated Lorraine for organizing all of the flu vaccinations etc.
- Lorraine stated there were 500 vaccinations given; that was her goal.
- L. Backman asked how many vaccines were given per town. Lorraine can get those numbers.
- Lorraine stated the Covid numbers for the month of December, just past the mid-point, there are 29 cases reported in the 3 towns.
- S. Montavon stated she has not seen an increase in Covid. She has seen an increase of RSV and Flu A.
- Lorraine stated RSV numbers are up, probably around 12 people. (50% children 50% adults).
- Many people that came to flu clinics asked about Covid vaccines. We might want to consider this for next year; typically, we refer to pharmacies.
- As of today, we have gotten reimbursed for about \$32,000. There are about another 100 claims being processed. The most processed is Medicare.
- Lorraine was unable to bill United Healthcare. The contract was finalized in the past.
- Hilary and Lorraine went over vaccines. They have a lot of vaccines leftover, and they can't start to return to the company until March. They are going to try and move some of those as we can. All vaccines are stored at Elim Park.
- Lauren mentioned reaching out to Cevida, a convalescent home in Cheshire.
- The Board discussed holding a clinic at Elim Park for people to come in for vaccines. They also discussed Marbridge as a potential location as well.
- Jim mentioned holding a series of open vaccination clinics. Lauren asked if we could use the clinic at Cheshire Academy.
- Lorraine stated that there are around 100 high dose, and 50 regular dose vaccines left. They need to be ordered by March.
- Lorraine also mentioned Atlantic Health Partners, who helps purchase vaccines at the lowest cost. Our 2-year contract is still in effect.
- She also mentioned the Medical Director. His contract with us was renewed October 10<sup>th</sup> and it goes until whenever he decides, or we decide otherwise. He has been absolutely wonderful in giving her everything she needs in a heartbeat. He answers everything immediately. He works for CHC Health Centers.

## Chesprocott Health District

- Lorraine mentioned homebound vaccinations, these were done in the past. She did find a homebound vaccinating service in New Britain-Beacon Pharmaceuticals. She received a lot of calls for homebound vaccinations. Todd DeGroff is the contact person; he is very great to work with.
- Lorraine opted out of renewing the Conn. Vaccine Program; being in a transition period and we don't have permanent housing. We don't have a clinic.
- Hilary mentioned that a generator in the new location is important in order to keep the refrigerators going (for vaccine storage). Lauren stated that a generator is in the plan for the new space.
- The Board discussed expenditures of vaccines vs. how much we are reimbursed from insurance.
- M. Federico asked about the Stop the Bleed Program. Hilary stated it teaches how to do a tourniquet and first aid. Mike stated he is part of the CT Hockey Conference (CHC) and they are looking to get Stop the Bleed kits in all the hockey rinks. The players are now required/mandated to wear laceration protectors (neck guards).

### VI. Old Business

- a. Update on 1220 Waterbury Road Renovation presented by Architect, Michael Rinaldi.  
Lauren stated Michael Rinaldi was going to come tonight. She thought the final plans were ready to be shown to the Board. There has been a delay with getting the engineers. He is planning to have final plans in January. He will then present it to the Town Council for approval. She mentioned pressure on all of us to get this done. Per the Attorney we have 12 weeks. She stressed the urgency.
- b. Status of PHEP – Emergency Preparedness Grant  
Hilary stated there has been a lot of ups and downs, losing certain staff and things not getting done. It is a 5-year grant. The previous PHEP Coordinator left and not everything was done.  
E-SHORE asked if there is a possibility of them taken over the grant. Hilary said she would have to talk to the Board. She mentioned waiting for the fiscal year end and see how Nora does and then make a decision. Lauren would want to see a timeline for deliverables. What has been met and what hasn't been met? The State is really strict. Hilary will make a list for next board meeting. She will have a status of what wasn't done etc.  
Jim Jinks asked if we are all caught up and if so, why would we consider ESHORE taking over?
- c. Lorraine wanted to interject A lot of this stuff wasn't discovered until 2<sup>nd</sup>-3<sup>rd</sup> weeks in August. You assume something was done, then you find out vaccines were sent to entirely wrong address etc. She found many holes that were left by previous employees, and they had to figure it all out. Hilary stated this is a

## Chesprocott Health District

pretty complex grant. You are on probation from the State for a year. You have to keep an eye on each subcontractor.

### **d. Status of open staff positions**

- Hilary stated they posted 3 openings, Public Health Nurse, Chief Sanitarian and Regular Sanitarian. Sanitarian positions posted on CEHA only. They have received 2 applicants so far. She included the job descriptions in the packet etc. As far as the Nurse position, they have spent \$825.95 on Indeed. They received a bunch of resumes; we had to invite a lot and said no thanks.
- Lauren asked for the salary range for the nurse; \$85,000-\$92,000.
- Jim asked referred to the Nurse Job Description. Wouldn't it be easier to find a part-time nurse? Hilary stated we do have enough work for full-time nurse.
- Lorraine feels she is able to keep up with most of the work needed. 10-15 hours per week might be sufficient for now. She asked the Board what they see in the future for the clinic. Do we want to offer point of care services. A1C testing, travel clinic etc. Lauren recommended advertising part time/flex for the nursing position.
- Lauren mentioned that the architect asked Lauren if they wanted an exam table with electric, blood pressure things attached to the wall etc. They also discussed hosting blood drives in the future.
- Hilary mentioned there have been a lot of applicants who don't have public health experience. The posting is open until it is filled.
- Lauren asked about the Public Health Nursing Website. Hilary will post on the job there as well. West Haven and Meriden are looking for Public Health Nurses.
- Sarah mentioned \$36-38 per hour for a nurse in the hospital where she works and, more experienced, \$40-\$45. Jim mentioned posting at Sr. Center etc.

### **e. Status of Signatures for STIF Account: Hilary stated it is taken care of.**

### **f. Status of chesprocott.org emails for board members. Hilary stated Sarah has one. Jim didn't want one. Heather will get one as recording secretary.**

- Jim asked about Wilscot. Lauren responded to the collection's agency and Chris. She also stated that Chris had told Darlene the trailer was in such poor condition because they need 30 days to clean and fix up. The issues that he found unacceptable were corrected. The vents were dirty, and someone went out and cleaning them. They thought they met Chesprocott's needs. The rent wasn't paid for 3 months but it is all taken care of now.
-

## Chesprocott Health District

### **VII. New Business**

Will address after holidays. Hilary referred to packet with spreadsheet, graph communicable disease, Opioid numbers, Emerg Preparedness report.

### **VIII. Adjournment:**

L. Backman adjourned the meeting at 7:00 p.m.



Lauren A. Backman  
Chairperson, Board of Directors  
Chesprocott Health District  
December 26, 2024