



CHESPROCOTT HEALTH DISTRICT

1220 WATERBURY RD. CHESHIRE, CONNECTICUT 06410

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Chesprocott Board of Directors Meeting Agenda
Wolcott Town Hall, 2nd Floor Meeting Room
10 Kenea Ave, Wolcott, CT 06716
Wednesday, November 20, 2024, 5:30 pm.

Draft Minutes

I. Roll Call

Meeting called to order at 5:47 p.m. Jim Jinks

Liz Normand absent

Hilary read into record Charles Motes resignation letter. Also referred to notes.

Lauren stated will discuss at Exec. Session at end of this meeting. Sorry it has come to this. Also in attendance: Jeff Andrews, Alyssa Pannone, and Nora Hartnett from Chesprocott Staff and Don Walsh from Cheshire Town Council

II. Approve Minutes

Lauren stated she did not receive minutes via email. The recorder did not work so Hilary took them by memory.

- a. October 16, 2024, Regular Board meeting
B. Ecke, A. Giordino. Unanimous.
- b. October 16, 2024, Special Meeting-Executive Session
B. Ecke, A. Giordino. Unanimous

III. Communications

- a. Charles Motes Resignation effective immediately.
- b. Resignation of Board member, Andy Giordino, Town of Wolcott representative. Lauren thanked him for all years of service. Sarah has been in touch with Mayor Dunne about finding a replacement. Names have been suggested.

IV. Committee Reports

- a. Finance
 - i. Monthly Financial report
Mike F. sent out this report via email as well. Noted: 2nd portion of Town per capita came in in month of Oct. Revenues from 3 towns are at 50% of their budgeted amounts. There are a couple of deposits that came in. Immunization grant revenue came in and legal expenses higher. Personnel side, going up. We are a point where we should be getting the first quarter report. Pulling out of personnel and allocating it to grants and where they belong. Should be at about 33% of budget for expenditures. We

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are at 40%. But that includes cost of move. If we take that out we are at about 33%.

Darlene sent Michael F. an email today. Going to need to make an accrual to the 6/30/24 year end for \$31,000 check 3/31/24 quarter on one of the grants. He and Darlene will work on this.

YTD ending reviewed. \$83,000 are really part of the move. Keep this in mind.

Michael referred to another page where we are as far as budgeting. We are getting an extra \$71,000. We didn't know we were getting this.

Immunization Grant. State matching per capita grant is coming soon as well. \$143,000. That is not reflected in the spreadsheet. Earn about \$5,000 per month in interest/STIF account.

Jim asked where we are at our total fund balance now. Michael stated next month he will try and add a balance sheet in.

Sarah asked about previous minutes. Asked to update Old Business October 16th under D. Also discussed was the fact that were never told upwards of \$27,000 total to do all installations, plumbing electrical etc. They were under \$50,000 was inclusive.

Open up minutes discussion again:

Motion to amend minutes per Sarah, reflect that although we voted on the \$50,000 for the installation and pickup of trailer, we were under the assumption that this would include hooking up to utilities and that we had gone forward with this because or other option was not disability ready at the time of our move. Jim Jinks abstained. Barbara seconded.

Michael F. stated he probably knew an additional contractor was needed but didn't think it was ever communicated. Who?? 6:07 p.m.

V. Division Report

a. Director of Health Report

Hilary reviewed Charles report in packet. Also, a copy of resignation letter for Alyssa Thomas resigning as Sanitarian.

Hired Nora PHEP Coordinator. In attendance tonight. Jim explained Robinson Cole created a new MOA for 3 towns. Still some steps to go through. The big thing was the reporting.

Hilary referenced 2024 flu vaccine clinic stats. 500 people total. Lorraine Public Health Nurse did this all on her own and figured out how to do billing. Kudos to her.

2025 Flu vaccine allocations so we can get an idea of how many we need to order. We overordered. Lauren asked if it is too late. Hilary stated we are trying to offer at different events we attend. Can't return until the Spring.

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Sarah stated they are flu later April and May. A lot of pharmacies run out, asked if we notify pharmacies, when pharmacy is out, they will tell Chesprocott has them.

Hilary referred to the October Sanitarian report. Community Health Division Report. Opioid numbers report. Public Health Nursing Report. Communicable Disease Graph/Chart. COVID numbers went down a little bit. Hilary also Media Report. Drug take back program. Channel 8. Hilary also referred to a copy of plans for building in packet. Also, a letter that per capita grant has been accepted. It's a one-time payment; not quarterly like it used to be. Client Sat. Survey-now have 40 surveys. Mostly got great reviews.

VI. Old Business

a. Status of Chesprocott Staff Positions-

Hilary stated we have posted the Public Health Nurse position. Lauren asked if she send board job descriptions for those 3 postings. Lauren asked what the closing date is for the positions. Hilary is unsure she will ask Darlene.

b. Review table of Staff Salary adjustments from 2022 to 2024-table

c. Update on 1220 Waterbury Road Renovation

Lauren referred to the meeting requested by the designer. Lauren read update re: designer into the record. E-mail?

Nov 26, Dec 2 or Dec 3 meetings dates. Goal construction bid finished and ready to go out by end of Dec. Deanna is Designer.

Discussed budget for renovations. etc.

d. Willscot Mobile Office Trailer: Status of issues with trailer upon delivery and installation. Lauren stated they haven't been paid. She received an email Nov. 4th that we owe \$35,483.20. \$3234.37 first month credit. Willscot sent past due. Stating it needs to be paid by Nov 10th. Michael confirmed we paid the initial \$31,737.76.

e. Status of CHD MOU with Town of Cheshire

Jim explained Chuck met with Robinson Cole. Atty. created new documents basically more or less what was there before. Key points-reporting. Having towns appoint non-voting member of the board. And accreditation part. Jim stated the original idea to get more understanding in what is happening at Health District. What is being provided and financial reporting. Hilary stated once the software is all up and running it will all be digital, and reports can be run more easily. Lauren thinks we need to stabilize staffing in Chesprocott before finalizing MOU. She doesn't want to put that pressure on the few staff that are left who really have tremendous responsibilities.

Jim stated it is about informing the public. It's about Chesprocott's reputation to the public. Lauren mentioned reviewing MOU at the next board meeting to see what requests/how demanding it is. Board members agreed.

Jeff asked what is the most important. thing that we would like to provide to the public. Jim stated other websites list how many inspections are expected to be done

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and how many were done. Jeff explained the process depending on what type of inspection, project etc.

- f. Status of Food Service Software-discussed tablets being used out in field. Based on how many sanitarians etc. All set, paid \$20,000. In it with other health depts. so we got a better price. Need to find out if price includes tablets.

- g. Status of Signatures for STIF Account: Creation of chesprocott.org emails for board members.

Darlene informed Hilary that STIF Account signatures needs to be redone now that Chuck resigned. Michael F. you can get Microsoft Business basics, free. They will provide you with an email address for the organization. All the apps. Would be based online. Office 365. Computer company should be able to do this. Board Members want Chesprocott emails as well.

- h. Status of Syntrio Complaint Hotline-Hilary stated October no complaints. Still up and running. Supposed to be on the front page of website.

VII. New Business

- a. Development of Conflict-of-Interest Policy
- b. Status of CHD Employee Handbook (Last updated June 2018)
- c. Status of CHD Bylaws (Last updated May 2018)
- d. Status of State of CT, Conveyance of 2 acres of land on Sandbank Rd. Cheshire, CT (May 2022)

Lauren has no idea. Darlene has the deed. We have to give it back to the State because we aren't going to do anything about it.

M. Federico left at 7:11 p.m.

VIII. Adjournment

Motion to adjourn at 7:12 p.m. A. Giordino, J. Jinks. Unanimous.

Respectfully submitted,



Lauren A. Backman, RN, MHS, CIC®
Chairperson, Board of Directors

Executive Session Board Meeting following November 20, 2024, Regular BOD Meeting:
Pursuant to CGA: Sec 1-200 (6): (B) Pending Litigation.

7:13 motion to go into exec. Session. Barbara, Andy.