

Chesprocott Board of Directors
Regular Meeting
Unapproved Meeting Minutes
Cheshire Town Hall Room #207/209
84 South Main Street, Cheshire, CT 06410
Wednesday, October 15, 2025, 5:30pm

Board Members Present: Andrew Albert-Chair-W, Barbara Ecke-Vice Chair-C, Jim Jinks-C, Michael O'Donnell-C, John Schieffer-P

Absent: Sarah Montavon-W

Others Present: Kate Glendon – DOH, and Linda Blackburn, CPA

Call to Order: 5:31 PM by Andrew Albert

I. Roll Call

The meeting was called to order at 5:33 PM by A. Albert. Roll was taken. Quorum was determined to be present.

II. Approval of Minutes

a. August 20, 2025, Regular Meeting Minutes

Motion: To approve August 20, 2025, Regular Meeting Minutes.

Moved by J. Schieffer, seconded by B. Ecke

Vote: Motion carried. (Abstention: M. O'Donnell and J. Jinks, absent: S. Montavon)

Time: 5:38 PM

b. September 17, 2025, Regular Meeting Minutes

Motion: To approve September 10, 2025, Special Meeting Minutes.

Moved by M. O'Donnell, seconded by B. Ecke

Vote: Motion carried. (absent: S. Montavon)

Time: 6:03 PM

III. Public Comment(s) – none

IV. Communications

a. Appointment letter for Mr. Mike O'Donnell, the new BOD member representing the Town of Cheshire

Andrew to send out to the Board.

b. Letter of resignation from Heather R. Tiganella as CHD Board Clerk

Letter included in Board packet.

V. Committee Reports

a. Building Committee

Andrew expressed his gratitude to S. Montavon, J. Jinks, M. O'Donnell, and K. Glendon for their assistance during the move, as well as to the entire CHD staff. On October 16th, the moving

process will officially begin, with furniture being relocated in coordination with our IT partner, ABS. The elevator has been approved for use, and the new CHD decal has been placed on the door. We currently have enough furniture for the office and will phase furniture in, as needed, reported K. Glendon; however, a table and desk were purchased from DATTCO for the conference room and front desk. DATTCO will manage the installation of the new street sign within the next month. Lastly, the internet has been successfully installed.

M. O'Donnell inquired about parking spaces for the CHD fleet; A. Albert confirmed that there will be enough space for all vehicles, including the ambulance and trailer. CHD will need assistance with transferring the trailer from 1220 Waterbury Road to the new location. K. Glendon is working with the Town of Cheshire for the finalization of the move as well as F. F. Hitchcock on the disconnecting of trailer.

During the move staff will be working remotely from Elim Park to complete mandatory training sessions through Vector Solutions on Sexual Harassment, Bloodborne Pathogens, and Non-Bias Training. The next day the staff members will report to ARTS Place to help transport moving crates of street files to the new offsite location, which is Wolcott Volunteer Ambulance Association.

Due to state regulations, we must retain all street files, which consist of over 25 filing cabinets. While preparing for the move, we realized that these filing cabinets will not fit into the new office space. By storing the files at the Wolcott Volunteer Ambulance Association's location, CHD staff will have 24/7 access to them, and the site provides a secure environment for their storage. J. Jinks and M. O'Donnell raised questions about the age of the files and how long they need to be retained. K. Glendon stated that these street files are permanent records and must be kept until an approved digital system is established by DPH (Department of Public Health) and the Connecticut State Library. There is an opportunity in the future to begin scanning and storing these files in the approved digital system. Ultimately the goal is to reduce paper.

b. Finance Update

K. Glendon reported that the FY 24/25 audit is in progress. A. Albert noted that M. Federico was unable to attend the meeting due to a scheduling conflict. K. Glendon also shared that the Region 2 Emergency Preparedness Grant has been funded for the current fiscal year.

K. Glendon and A. Albert introduced Linda Blackburn, CPA, who started supporting CHD with accounting and payable functions in late September. L. Blackburn is a former auditor and controller, who specializes in Board of Director reporting. She explained that her role is to build a solid financial reporting platform for this fiscal year and beyond. The Board discussed its preferences for financial reporting, including the frequency and level of detail required. Specifically, J. Jinks expressed interest in understanding the organization's "burn rate"—how much CHD is spending and generating monthly. M. O'Donnell also suggested monthly reports, especially as the committee is in the process of reforming. L. Blackburn assured the Board that she would tailor the financial reports to meet their needs, stating that she designs reports based on what the Board wants to track and review.

VI. Committees

A. Albert presented a draft of the committee assignments to the Board members. He explained that the assignments were made in accordance with the organization's bylaws, considering the current number of members, the towns they represent, and their individual skill sets to create the most effective committee structures. The committees will also provide recommendations for the full Board to vote on, and the Executive Committee can meet to vote independently, without the need for the full board to be present. There will be three standing committees: *Executive, Personnel, and Finance*. Additional ad hoc committees may be formed as needed. M. O'Donnell asked when the committees typically meet. A. Albert explained that the Personnel Committee must meet at least once a year, while the Finance Committee meets quarterly. Other committees can set the date and time that fits their schedule. He also requested a copy of the bylaws, which K. Glendon will send.

Committee Positions

Officers:

- Chair – Andrew A. Albert
- Vice Chair – Barbara Ecke
- Secretary – TBD (Office Manager)
- Treasurer – Kate Glendon, DOH

Committee Assignments

Executive Committee

- (W) Andrew A. Albert – Chair
- (C) Barbara Ecke
- (C) Mike O'Donnell
- Kate Glendon, DOH (non-voting member)

Personnel Committee

- (W) Sarah Montavon – Chair
- (C) Mike O'Donnell
- (P) John Schieffer
- (W) Andrew A. Albert (voting ex officio member)

Finance Committee

- (C) Jim Jinks – Chair
- (W) Sarah Montavon
- (W) Andrew A. Albert (voting ex officio member)
- Kate Glendon, DOH (non-voting ex officio member)

The present CHD Board members unanimously agreed with the committee assignments. At 6:13 PM, a **motion** was made by J. Jinks to approve the committees as presented, and it was seconded by J. Schieffer. **Motion carried.** (Absent: S. Montavon)

VI. Division Report

a. Director of Health Report

K. Glendon expressed appreciation for the staff's exceptional flexibility and dedication during the move, especially given that most team members are continuing to manage their full workload-especially our environmental team. K. Glendon also mentioned that all staff members have reviewed the current CHD handbook, signed the confidentiality policy, and reviewed other internal CHD policies. Positions for the Office Manager and a full-time Sanitarian have been posted. The Environmental Team has been particularly busy, handling temporary events, conducting food inspections, and reviewing plans. Additionally, a new seasonal newsletter was sent out to local schools by the Public Health Nurses. The flu clinics in full operation, with support of the MRC (Medical Reserve Corps) volunteers, are doing an excellent job. There has been a slight increase in COVID-19 cases this month compared to last month. The Emergency Preparedness Coordinator has been actively involved in organizing and managing the flu clinics, with significant help. Meanwhile, the Health Education Team has been engaged in attending community fairs and promoting public health awareness and overseeing two UCONN interns.

VII. Executive Session

Motion made by M. O'Donnell, seconded by J. Jinks, to go into the Executive Session at 6:15 PM to discuss (a.) update(s) on pending litigation. Kate Glendon, DOH invited to attend.

Unanimous.

Executive session ended at 6:26 PM. No votes or motions were taken or during/following the Executive session.

VIII. Adjournment

Motion made by J. Jinks and seconded by J. Schieffer to adjourn the meeting at 6:26 PM

Unanimous.