



CHESPROCOTT HEALTH DISTRICT

1187 HIGHLAND AVENUE • SUITE 210 • CHESHIRE, CONNECTICUT 06410
PHONE (203) 272-2761 • FAX (203) 250-9412 • www.chesprocott.org

Chesprocott Board of Directors Unapproved Regular Meeting Minutes

Chesprocott Health District Office, Conference Room
1187 Highland Avenue, Suite 210, Cheshire, CT 06410
Wednesday, February 18, 2026, 5:30 p.m.

Board Members Present: Michael O'Donnell-C, Kathy Yacavone-C, John Schieffer-P, Andrew Albert-Chair-W and Sarah Montavon-W
Others Present: Kate Glendon-DOH, Geno Gagnon-Chief Sanitarian, Emily Gomes-Public Health Nurse, Lorriane Brandolini-Public Health Nurse
Absent: Barbare Ecke-Vice Chair-C

I. Roll Call

The meeting was called to order at 5:28 P.M. Roll was taken. Quorum was determined to be present.

II. Approve Minutes

a) January 21, 2026, Regular Board Meeting Minutes

Motion to approve January 21, 2026, Regular Meeting Minutes

Moved by O'Donnell; seconded by S. Montavon

Motion carried

III. Public Comment(s) – none

IV. Communications

a) none

V. Committee Reports

a) Personnel

Robinson & Cole is reviewing the handbook guidelines, and then the handbook will be submitted to the Board for review. S. Montavon is hopeful this will happen soon.

b) Finance

The committee met before the Board Meeting to start the 2026-2027 budget and review the past six months of the budget. We must report our per capita figures to the towns by March 15th and have an approved budget by April 30th. A. Albert and M. O'Donnell explained the budget process; the public hearing must be advertised in the newspaper two weeks before the public hearing, which will occur the same evening as



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the April Board Meeting. The Board will then review and ideally approve the budget.

- c) Executive
 - A. Albert reported that he and M. O'Donnell met with K. Glendon to update and review CHD bylaws. He believes this will be a quick turnaround. Once the edits are completed, the Board will review and approve.

VI. Division Report

- a) Director of Health Report
 - K. Glendon reported on recent activities: presenting to the Cheshire Town Council, updating standard operating procedures, working on the budget, switching insurance and payroll providers, overseeing the processing of cosmetology renewals, and meeting with staff.

G. Gagnon reported that his environmental team is performing above average in completing its inspections and explained to the Board that each month, the inspectors focus on a different class. The environmental team has also been updating the CHD cosmetology ordinance and is consistently checking in with him, attending environmental health-specific weekly meetings.

E. Gomes and L. Brandolini reported on the clinic. E. Gomes spoke about the most recent lead case and the uptick in flu, COVID, and RSV, which is typical this time of year. The recent partnership with Cheshire Academy for childhood immunization was also discussed.

VII. New Business

- a) Emergency Preparedness update(s)
 - N. Harnett, CHD's Emergency Preparedness Coordinator, was invited to speak to the Board about her role. Nora explained how she splits her responsibilities into three parts: MRC Coordinator, CHD Emergency Preparedness Coordinator, and Region 2 PHEP Coordinator. She summarized how she oversees volunteers, assists CHD with social media during emergencies, coordinates information, and trains staff on information command systems. Nora also ensures that our health departments and districts in Region 2 meet the PHERP grant deliverables, plus N. Harnett updates all of CHD's emergency preparedness plans.



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VIII. Executive Session

- a) **Motion** made by M. O'Donnell and seconded by K. Yacavone to go into Executive Session at 6:22 P.M. with K. Glendon invited, to discuss (a) update(s) on pending litigation and (b) discussion of the performance of a Chesprocott Health District employee.

No discussion

Unanimous – motion carried

Executive Session ended at 7:17 P.M. No motions or votes were taken.

IX. Adjournment

Motion made by S. Montavon and seconded by J. Schieffer to adjourn the meeting at 7:18 P.M.

No discussion

Unanimous – motion carried, meeting adjourned.