



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, June 17, 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

I. Roll Call

The meeting was called to order at 5:35 p.m. Roll was taken. Quorum was determined to be present. S. Montavon joined by phone at 5:35 p.m. and was present in person at the meeting at 5:49 p.m.

II. Approval of Meeting Minutes

a) April 22nd, 2026, Public Hearing Minutes

Motion to approve April 22nd, 2026, Public Hearing Minutes

Moved by M. O'Donnell and seconded by K. Yacavone

Motion carried unanimously

b) April 22nd, 2026, Special Meeting Minutes

Motion to approve April 22nd, 2026, Special Meeting Minutes

Moved by M. O'Donnell and seconded by J. Schieffer

Motion carried unanimously

III. Public Comment(s) – none

IV. Communications

a) Michelle Madeux has been appointed to the CHD Board by the Cheshire Town Council.

V. Committee Reports

a) Personnel

Revisions of the CHD Handbook have concluded. Many thanks to the Board Members who helped with this process. The final document was sent to the Board Members to review in June. It should be noted that CHD had a thorough legal review of the handbook to ensure that CHD is complying with state and federal workplace laws and policies. Most revisions focused on condensing language and adding policies and structure to procedures.

K. Yacavone inquired about the policy and liability for important information on computers and if negligence in the use of CHD technology equipment occurred. K. Glendon reported that this liability was built into the new handbook and confidentiality and technology policies.



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Motion to approve the new CHD Employee Handbook as presented
Moved by M. O'Donnell and seconded by K. Yacavone

Motion carried unanimously

Discussion: Rollout of the new CHD Employee Handbook and an updated CHD Business Plan shall occur ideally by August 1st, 2026.

b) Executive

Updates to the CHD Bylaws include revised language surrounding the Director of Health's role, meeting structure and quorum requirements, removal of a Board Member from an officer position, standing committees, etc.

Open discussion focused on virtual meetings and recording of meeting minutes for meetings of committees.

A. Albert will amend a few typos and the language surrounding virtual attendance at meetings.

Motion to approve the revised CHD Bylaws with the agreed upon amendments to be made by A. Albert

Moved by M. O'Donnell and seconded by S. Montavon

Motion carried unanimously

c) Restructuring / reassignment of committees

A. Albert presented revised committee assignments. The Executive Committee will include the Chair of Personnel and the Chair of Finance. K. Yacavone agreed to serve on the Personnel Committee with M. O'Donnell agreeing to move to the Finance Committee as its Chair. Michelle Madeux will be offered an opportunity to join a committee at a future time. Committees will consist of a max of three Board Members.

d) Finance

The Finance Committee will regroup in July to begin addressing the FY 26/27 budget approved in April. K. Glendon reported that the current budget actuals indicate we will end FY 25/26 in a positive position.

VI. Division Report

a) Director of Health Report

Since the last Board update, CHD has focused on organizational improvements, workforce development, environmental health operations, public health preparedness, and community engagement. Key achievements include developing the FY 2026-2027 budget, submitting a Workforce Development Grant budget revision, onboarding a new auditor, planning insurance renewals, advancing online payment systems, and continuing the implementation of Inspect2Go. Staff recruitment efforts continue, including interviews for a new fulltime Public Health Nurse, while new employee evaluation and monthly meeting tools have been developed with CHD's HR consultant.



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Environmental Health staff are focused on completing food service inspections, supporting major community events, conducting pool inspections and bathing water testing and monitoring, reviewing food service license renewals, and responding to land use, septic, nuisance, lead, and environmental health investigations. Additional efforts include meetings with restaurant owners and vendors, coordination with town officials regarding Mixville Park bathing water quality, and ongoing collaboration with local, regional, and state public health partners.

CHD continued communicable disease surveillance and case management, including influenza, COVID-19, RSV, tuberculosis, lead, tick-borne illnesses, and other reportable diseases. Tick surveillance efforts resulted in the submission of 54 ticks for state testing, with follow-up provided to residents regarding positive findings and prevention recommendations.

Community outreach activities included blood pressure screenings throughout the district, participation in community health fairs, Narcan training, medication safety education, fall prevention programming, and Steps to Safety presentations. CHD also partnered with local organizations on food drives, National Drug Take Back Day, mental health awareness initiatives, and development of the Community Health Assessment.

Preparedness activities focused on strengthening regional response capabilities through Medical Reserve Corps engagement, emergency planning updates, participation in statewide preparedness initiatives, and planning for the June 30 Biological Incident Functional Exercise. Additional efforts included Stop the Bleed training, seasonal disease prevention education, and planning for upcoming influenza vaccination clinics. CHD was also awarded a cardiovascular health grant to support community health assessment efforts and continued its partnership with Cheshire Academy to provide required vaccinations for summer program participants.

VII. New Business

- a) Discussion and vote to fill vacant Vice Chair position
Members discussed the vacant position on the Board and its requirements, which focus on running the Board Meeting when the Board Chair is unable to do so.
S. Montavon nominated K. Yacavone for the Vice Chair position. K. Yacavone graciously accepted, as she is willing to assist CHD and the Board with what's best for the public and the organization.
Motion to approve K. Yacavone as Vice Chair of the CHD Board
Moved by M. O'Donnell and seconded by S. Montavon.
Motion carried unanimously
- b) Discussion and possible action on approval of revised CHD Cosmetology Ordinance
K. Glendon informed the Board that CHD's ordinances were out of date with the current state public health code for Cosmetology. CHD has federal, state, and local regulations, codes, ordinances, policies, and standards to enforce,



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and local health districts can write / develop local ordinances based on their community's needs. This process started in the winter of 2025. All Environmental Health staff helped with the updates and reviewed the state and surrounding towns' ordinances to ensure CHD's ordinances were up to date and met our needs. The goal is to fully roll these out to the community by January. Our salons and personal service inspections comply with the current public health code. Staff are working on the rollout, which includes in-person training, etc.

Key Changes for the 2026 Salon and Personal Services Ordinance include expanding coverage to esthetics, nail salons, eyelash technicians, waxing and threading services; strengthening infection prevention and bloodborne pathogen standards; clarifying licensure, inspections, renewals, and enforcement; and aligning local requirements with current Connecticut's Department of Public's Licensing and Ordinances policy (CSG [Chapter 387 - Hairdressers and Cosmeticians, Estheticians, Eyelash Technicians and Nail Technicians](#)). The physical facility standards remain largely unchanged, while operational and public health protections have been significantly strengthened

Motion to approve CHD's 2026 Salon and Personal Services Ordinance

Moved by M. O'Donnell and seconded by S. Montavon

Motion carried unanimously

VIII. Executive Session

Motion made by M. O'Donnell and seconded by S. Montavon to go into Executive Session at 7:00 p.m. with K. Glendon invited, to discuss update(s) on pending litigation

No discussion

Motion carried unanimously

Executive Session ended at 7:27 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 7:28 p.m.

No discussion

Unanimous – motion carried, meeting adjourned