CHESPROCOTT HEALTH DISTRICT
1187 HIGHLAND AVENUE • SUITE 210 • CHESHIRE, CONNECTICUT 06410PHONE (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, October 21st, 2026, 5:30 p.m.

Board Members Present: Kathy Yacavone-Vice Chair-C, Michael O'Donnell-C, Michelle Madeux-C, Andrew Albert-Chair-W and Sarah Montavon-W
Others Present: Kate Glendon-DOH

I. Roll Call

The Chair called the meeting to order at 5:37 p.m. The roll was taken. J. Schieffer was not present. A quorum was present.

II. Approval of Meeting Minutes

a) September 16, 2026, Regular Meeting Minutes

S. Montavon noted that the Finance Committee inadvertently omitted the approval of George Sinnamon, CPA, as CHD's new auditor, from the minutes of the September 16, 2026, meeting.

Motion to amend the September 16, 2026, meeting minutes to reflect approval of George Sinnamon, CPA, as CHD's auditor.
Moved by M. O'Donnell and seconded by S. Montavon
Motion carried, with K. Yacavone abstaining due to absence on 9/16/26.

III. Public Comment(s) – none

IV. Communications – none

V. Committee Reports

a) Executive

A. Albert reported that the Executive Committee met to review the DOH's annual evaluation.

b) Personnel

S. Montavon would like to hold a Personnel Committee Meeting before the end of the year; ideally, at the beginning of December.

c) Finance

A. Albert spoke about CHD's three short-term, high-yield savings accounts, which hold community donations and CHD revenue designed for a potential new building. Since the building project is no longer being pursued, the funds are now considered unrestricted. The three accounts can therefore be consolidated into one, which may also increase the interest earned.

Motion to consolidate the three accounts into one.
Moved by M. O'Donnell and seconded by S. Montavon
Motion carried unanimously

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VI. Division Report

a) Director of Health Report

CHD focused on access to fall immunizations. This included coordinating 22 flu clinics scheduled for September–November, including a new pilot program for the uninsured. In addition, the Community Health Assessment (CHA) was finalized, and the community survey was developed and will be implemented. Emergency Preparedness Grant efforts continued during the staffing transition, including ongoing interviews and work with Region 2 on the grant deliverables. Environmental Health continued inspections, fall festivals, plan reviews, complaint investigations, and enforcement, while improving documentation and follow-up procedures. Operational focus included timekeeping, online payments, website improvements, and creating standard operating procedures.

VII. New Business

a) Discussion and decision to set calendar year 2027 CHD Board meeting dates
Motion to approve the proposed 2027 CHD Board Meeting dates
Moved by M. O'Donnell and seconded by S. Montavon
Motion carried unanimously

b) Discussion regarding 2027 BOD strategic goals/focuses

i. K. Glendon distributed an updated CHD organizational chart. The chart included the names of new staff and Board members.
Motion to approve the proposed CHD organizational chart
Moved by K. Yacavone and seconded by M. O"Donnell
Motion carried unanimously

ii. A. Albert discussed revisiting the proposed business plan that K. Glendon wrote in the spring, as well as looking at what goals and focuses the Board would like to work on this fiscal year. Last year the BOD updated the CHD Handbook and Bylaws.

iii. K. Glendon shared the previous strategic plan, created in 2023, as a starting point for the updated version.

VIII. Executive Session

a. **Motion** was made not to enter executive session.
b. **Moved** by M. O'Donnell and seconded by S. Montavon
c. **Motion carried unanimously**

IX. Adjournment

a. **Motion** made by M. O'Donnell and seconded by S. Montavon to adjourn the meeting at 6:24 p.m. No discussion. **Unanimous** – motion carried; meeting adjourned.