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
Approved Regular Meeting Minutes
Chesprocott Health District Office, Conference Room
1187 Highland Avenue, Suite 210, Cheshire CT 06410
Wednesday, September 16, 2026, 5:30 p.m.

Board Members Present: Michael O'Donnell-C, Michelle Madeux-C, John Schieffer-P, Andrew Albert-Chair-W and Sarah Montavon-W
Others Present: Kate Glendon-DOH, Lorraine Brandolini, Christina Del Vecchio and Kerry Doty

I. **Roll Call**
The meeting was called to order at 5:31 p.m. Roll was taken. K. Yacavone was not present. Quorum was determined to be present.

II. **Approval of Meeting Minutes**
a) June 17, 2026, Regular Meeting Minutes
Motion to approve June 17, 2026, Regular Meeting Minutes
Moved by M. O'Donnell and seconded by S. Montavon
Motion carried unanimously

III. **Public Comment(s)** – none

IV. **Communications**
a) A. Albert welcomed M. Madeux to the Board and to her first Board Meeting.
b) A. Albert welcomed Christina Del Velechio, CHD's new fulltime Public Health Nurse.
c) A. Albert welcomed Kerry Dotty, CHD's new Administrative Operations Coordinator.

V. **Committee Reports**
a) Personnel
Sarah reported that the Personnel Committee will begin scheduling meeting again to review any necessary action items for the new year. Andrew reported that he and Kate had met with the staff to review the Employee Handbook since its approval in June. The amendments being presented for a vote under New Business incorporate staff feedback.
b) Executive
Andrew reported that the Executive Committee is working to complete an evaluation of the DOH. All Board Members will be asked for participation / feedback.

c) Finance
M. O'Donnell reported that the group continues to meet monthly to review the operating budget, begin reducing the budget deficit, and plan a 5-year capital budget.
M. O'Donnell highlighted George Sinnamon of Sinnamon and Associates, LCC, an auditor specializing in and experienced with local health departments/districts. This firm also represents at least five other local health districts. He met with the auditor and is confident he will represent CHD well this audit year.
Motion to approve the new auditor
Moved by M. O'Donnell and seconded by S. Montavon
Motion carried unanimously

VI. Division Report

a) Director of Health Report

- The Connecticut Department of Public Health (DPH) approved the 2025–2026 Per Capita Report. CHD also submitted the accepted DPH Workforce Development and Steps to Safety grants, along with the 2026–2027 Per Capita Grant application and supporting documents, on September 15, 2026.
- Kate and Linda met with the new auditor in August. The audit is underway, and feedback is expected by October.
- The Environmental Health team remains busy with food inspections, license renewals, new construction projects, and other environmental health activities. All food-service renewal payments were received, representing a significant improvement over last year. Staff continue to use tablets and Inspect2Go in the field when internet access is available.
- The 2025–2026 Annual Report is in progress as well as the Community Health Assessment with assistance from a master's-level student intern
- Christina and Kate assisted another local health department with measles contact tracing. CHD submitted six ticks for testing in July and three in August. None tested positive for Lyme disease.
- The State continues to monitor West Nile virus activity. A mosquito sample collected from Trap Location 12 in Cheshire tested positive. CHD prepared a press release and shared prevention information on social media.
- CHD has also seen an increase in bat-related incidents involving contact with people and animals. A joint press release was published with the Cheshire Police Department and shared with the public via social media
- CHD participated in Cheshire's National Night Out and Wolcott's School Convention.

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VII. New Business

a) Clinic / Nursing update(s)
The Board received updates from Christina on her prior nursing experience. She discussed her recent CHD work, including assisting another district with measles contact tracing and our own communicable disease monitoring and tracking, community outreach and education, and senior center blood pressure screenings. Christina also provided an update on the upcoming flu vaccination clinics, including the high-dose flu vaccine for individuals age 65 and older and the regular-dose flu vaccine for other eligible individuals. Updates were also provided on plans for expanded clinical services and upcoming community health activities such as school physicals, STI screenings and more.

b) Discussion and possible action on approval of CHD Handbook Amendment concerning Sections 9.7, 9.8, 9.8(a) [**addition**], and 9.9
Motion to approve the amendments to the CHD Employee Handbook as presented.
Moved by M. O'Donnell and seconded by S. Montavon
Motion carried unanimously

VIII. Adjournment

Motion made by M. O'Donnell and seconded by S. Montavon to adjourn the meeting at 6:11 p.m.
No discussion
Unanimous – motion carried, meeting adjourned.

Andrew A. Albert
Board Chair
Chesprocott Health District

Approved: Oct. 21st, 2020