



## **BOARD OF HEALTH**

### **JUNE 15, 2023 MEETING MINUTES**

**A. CALL TO ORDER.** Chairman Barbara Gilbert called the meeting to order at 6:30 P.M. via zoom and telephone.

**Present:** Barbara Gilbert, Chairman  
Charles K Brown Jr., Secretary-Treasurer/Director of Health  
Pat Checko  
Judy Sartucci  
Marti Stiglich (via conference call)  
Ann Marie Diloreto  
Dianne Doot  
Ray Jarema  
Jerilyn Nagle (via zoom)  
Lecia Paonessa  
Deborah Henault

**Excused:** no one

**Absent:** David Wemett, Kevin Borrup

**Quorum present.** Yes

**Meeting notice posted:** June 14, 2023

**Staff Present:** Heather Oatis

**B. PUBLIC FORUM** – No one present.

### **C. ADOPTION OF MEETING AGENDA –**

**MOTION** by Henault, seconded by Sartucci to approve the agenda after adding Approval of Public forum minutes from the April 20, 2023, to the agenda. **Motion carried unanimously.**

### **D. APPROVAL OF MINUTES –**

#### **1. Record of Votes and Minutes for April 20, 2023, Board meeting-**

**MOTION** by Jarema, seconded by Diloreto to approve the Record of Votes and the meeting minutes of the April 20, 2023 Board meeting **Motion carried unanimously.**

## **E. OFFICER AND STAFF REPORTS –**

### **1. Chairman’s Report –**

Expressed appreciation to Supervising Sanitarian Heather Oatis as well as her staff for the hard work done on the proposed Sanitary Code.

### **2. Director of Health and Staff –**

- Staffing Changes
  - Luis Pantoja handed in his resignation April 23, 2023, with his last day being May 26, 2023. He has accepted a new position as Director of Health at Quinnipiac Valley Health District.
  - Lisa Coakley interviewed for the position of Community Health Director/Clinical Operations Supervisor. She was subsequently offered the position and has accepted effective Monday June 19, 2023.
  - Public Health Nurse position has been posted and are hoping to fill the position soon.
  
- Administrative Staff
  - Jen Hughes was able to get out the Food Establishment Licensure Renewal out to approximately 650 food establishments in our district.
  - Michelle Girard does an excellent job with the financials and turnover in regard to that.
  - Also brings a set of new eyes to the table and has suggested several ways to streamline some of our processes and policies.
  
- Community Health
  - “Walk this May” Four-Town Walking Competition ended on May 30, 2023.
  - There was a total of nearly 450 participants that logged 117,233,702 total steps (+ activities) which translates to just over two trips around the earth and a quarter of the way to the moon.
  - High Stepper Award and the Impact Award were both awarded to Rocky Hill
  - Rocky Hill had 169 participants that logged a total of 43,580,530 steps.
  - Million-Step Club pins were awarded to people who logged at least 1,000,000 steps. This year’s pins went to Laurie Cabral from Team Newington and Miguel Robles from Team Wethersfield
  - This year was the biggest competition since the Covid pandemic.

- Environmental Health
  - Kudos on working hard on getting the Sanitary Code updated.
  - Worked very hard on getting public pools inspected and licensed in order for them to open, especially around Memorial Day.

## **F. COMMITTEE REPORTS -**

- **Governance Committee –**
  - Checko presented update on Legislative Session in regard to public health.
  - A bill requiring an audit of local health department inspections may have been included in omnibus regarding public health.
  - Bill passed that has protections for residents dealing with mold infestations in residential housing.
  - Bill regarding Medicaid reimbursement for community health workers passed.
  - Bill regarding having the Commissioner include local health departments in any utility reports of water quality passed.
- **Finance Committee –**
  - Henault reported they have finalized the salary ranges and are passing them onto the HR Committee for their input before presenting them to the Board.
  - CCHD has never had salary ranges in place for positions other than the union contracts.
  - Discovered that CCHD was on the lower end of the range and are hoping the increase range will lessen the turnover rate.
- **Human Resources Committee –**
  - Brown reported they worked on finalizing the personnel policy. Sent it to the attorney for final review before presenting it to the Board.
  - The remote work policy was picked up this month.

## **G. NEW BUSINESS-**

### **1. Reciprocal Licensing re: Food Trucks**

- Discussed in Finance Committee and was decided reciprocal licensing is not something that they recommend we participate in
- Supervising Sanitation Heather Oatis presented an overview of the Memorandum of Understanding Pilot Program for the Board
- Reciprocal licensing is reserved for food trucks that do true itinerant vending; parking in one location and vending from there.
- Reciprocal licensing does not apply to food trucks attending temporary events or farmers markets which are the majority of the events in our district.
- Oatis discussed the Permitting Health Department which will be the town where the food trucks base of operations is located.

- Responsibilities: They will do all inspections, collect fees and issue licenses.
- The Operating Health Department would be the town here the food truck will vend.
- The Operating Health Department has the option to do inspections, but they cannot collect any fees for the inspection.
- The Reciprocal Licensing program does not ensure that the Permitting Health Department follows through with the fire department, police department or zoning laws located within the Operating Health Department.
- Very difficult in case of foodborne disease outbreak since we may not see the truck again or even know that they are at our event.
- Recommendation at this time is to not participate in the pilot program but rather wait and see what information comes out of the program after a year or so.
- **MOTION** by Checko, seconded by Doot to abstain from reciprocal licensing pilot program at this time. **Motion carried unanimously.**

## 2. Sanitary Code-

**MOTION** by Checko, seconded by Doot to accept the Sanitary Code and send to an attorney for legal review. If the attorney recommends any changes, it will be brought back before the Board. **Motion carried unanimously.**

## 3. Remote Work Policy-

**MOTION** by the Human Resources Committee to adopt the remote work policy. **Motion carried unanimously.**

**H. Next Meeting** – July 20, 2023, 6:30 PM, CCHD Offices in Rocky Hill, CT. There will be no meeting in August.

4. Final note of thank you to Ray Jarema as this was his last meeting with the CCHD Board of Health

## F. ADJOURNMENT –

**MOTION** by Jarema, seconded by Paonessa to adjourn. **Motion carried unanimously.**

TIME MEETING ADJOURNED: 7:17 PM

Respectfully submitted,

Charles K. Brown, Jr., MPH  
Secretary-Treasurer

REVIEWED AND APPROVED BY BOARD: July 20, 2023