



BOARD OF HEALTH

**JULY 20, 2023 MEETING
MINUTES**

A. CALL TO ORDER. Chairman Barbara Gilbert called the meeting to order at 6:31 P.M. via zoom.

Present: Barbara Gilbert, Chairman
Charles K Brown Jr., Secretary-Treasurer/Director of Health
Judith Sartucci
Marti Stiglich
Ann Marie Diloreto
Dianne Doot
Jerilyn Nagle (via zoom)
Lecia Paonessa
Deborah Henault
Kevin Borrup (via zoom)
David Wemett

Excused: Patricia Checko

Absent: None

Quorum present. Yes

Meeting notice posted: July 20, 2023

Staff Present: None

Guest: Katelyn Kostakis

B. PUBLIC FORUM – No one present.

C. ADOPTION OF MEETING AGENDA –

MOTION by Sartucci, seconded by Henault to approve the agenda. **Motion carried unanimously.**

D. APPROVAL OF MINUTES –

1. **Record of Votes and Minutes for June 15, 2023, Board meeting-**

MOTION by Sartucci, seconded by Stiglich to approve the Record of Votes and the meeting minutes of the June 15, 2023, Board meeting **Motion carried unanimously.**

E. PRESENTATION RE WALKING COMPETITION-

- Brown introduced student intern Katelyn Kostakis, who was with CCHD for 8 weeks, to the Board.
- Kostakis was the first CCHD intern to receive a stipend.
- During her internship she completed a program evaluation of the Walk This May competition.
- She shared a power point presentation she created with the data collected from the participant feedback survey.
 - The participant feedback survey as well as her report will be given to the steering committee as well.

F. OFFICER AND STAFF REPORTS –

1. Chairman’s Report –

- Conflict of Interest forms need to be completed and handed in to Jen Hughes
- It is time for nominations and election of Board officers. The Nomination Committee will be taking names for the September meeting. All names should be brought to the committee by September 1st.
- The Epidemiologist report from last week regarding flooding was very helpful. Commendations to Christine Gacek for putting it together.

2. Director of Health and Staff –

● Administrative Staff

- New fiscal year...Upgrade to accounting system
 - Michelle is working with the new accountant to revise accounts for clearer reporting.
- Food Licenses slowing down but Temp Events increasing.
 - Thanks to Jen for keeping things straight.

● Community Health

- Epidemiologist producing weekly Epi reports.
 - Using data to drive our messaging.
 - Most recently, Video on FB about flooding and how to abate mosquitoes.
- EP coordinator has been selected as a Project Public Health Ready national reviewer.
 - Experience will be important in providing insight into how others are addressing preparedness planning.
- Walking competition evaluation being used by steering committee to improve for next year.

- **Clinical Health Services**

- Open House on August 8th at 3pm
 - COVID-19 testing equipment is operational at clinical site.
 - Plans to use site for opioid counseling and group support and Senior Dental Cleaning
- Working on integrating Mica EHR system
 - MICA is working with DPH and Lisa on issues related to connection to the CT WIZ system.

- **Environmental Health**

- The EH Team is working hard to catch up on food inspections.
 - Jasmine Campbell, Environmental Health Inspector is now FOOD CERTIFIED
- Temporary events are at a fever pitch as the summer continues.

- **Director of Health Stuff**

- Took over as CADH president in June.
- Working with DPH to address workforce development issues, contract issues and other topics like opioids.

MOTION by Sartucci, seconded by Wemett to accept the monthly report of the Director of Health dated July 2023, as presented. **Motion carried unanimously.**

F. COMMITTEE REPORTS -

- **Finance Committee –**

- Brown presented the fiscal year-end report.
- CCHD did end the fiscal year in the black.
- CCHD brought in more in fees than anticipated due to many new food establishments opening as well as the number of temporary events going back up.
- Covid vaccines petered out well before CCHD planned for as well as flu vaccine numbers were decreased this past year.
 - Brown brought up at some time in the future our flu income will begin to match our expenditures and action may be needed by the Board at that time.
- CCHD is getting a workforce development grant come November so this line item will change as the year progresses.

- Grant will be used as a tool for recruitment and retainment.
 - CCHD wants to make sure employees are trained appropriately and receive the appropriate development to continue to be successful in their positions.
- Strategic planning was paid at the beginning of the fiscal year for work that had been previously completed.

MOTION by Henault, seconded by Wemett to accept the financial report as presented by the Director of Health dated June 30, 2023, as presented. **Motion carried unanimously.**

H. Old Business

1. Salary Survey

- Salary survey has been completed over approximately eight meetings.
- With the salary ranges in place CCHD is now more competitive with other health departments and districts
- Will give Brown latitude if there is a vacancy to be able to bring someone in with some leeway.
- Has gone through the Executive Committee, the Finance Committee, and the Human Resources Committee

MOTION by Wemett, seconded by Stiglich accept the Salary Range report presented by the Executive Committee, the Finance Committee, and the Human Resources Committee. **Motion carried unanimously.**

G. NEW BUSINESS-

1. Personnel Policy

- Stiglich stated the creation of the Personnel Policy and Procedures Manual has been ongoing for several years.
- This is the first time CCHD has had a manual with everything in one spot.

MOTION by Stiglich, on behalf of the Human Resources Committee, to accept the Personnel Policy as presented. **Motion carried unanimously.**

H. Next Meeting – There will be no meeting in August. The next meeting will be September 21, 2023, 6:30 PM, CCHD Offices in Rocky Hill, CT. There will be no meeting in August.

G. ADJOURNMENT –

MOTION by Stiglich, seconded by Doot to adjourn. **Motion carried unanimously.**

TIME MEETING ADJOURNED: 7:31 PM

Respectfully submitted,

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

REVIEWED AND APPROVED BY BOARD: September 21, 2023