



## **BOARD OF HEALTH**

### **SEPTEMBER 21, 2023 MEETING MINUTES**

**A. CALL TO ORDER.** Chairman Barbara Gilbert called the meeting to order at 6:35 P.M.

**Present:** Barbara Gilbert, Chairman  
Charles K Brown Jr., Secretary-Treasurer/Director of Health  
Judith Sartucci  
Marti Stiglich  
Ann Marie Diloreto  
Lecia Paonessa  
David Wemett  
Patricia Checko

**Excused:** Kevin Borrup, Dianne Doot, Deborah Henault, Cynthia Mitchell.

**Absent:** Jerilyn Nagel

**Quorum present.** Yes

**Meeting notice posted:** September 20, 2023

**Staff Present:** None

**B. PUBLIC FORUM** – No one present.

**C. ADOPTION OF MEETING AGENDA –**

**MOTION** by Diloreto, seconded by Wemett to approve the agenda. **Motion carried unanimously.**

**D. APPROVAL OF MINUTES –**

**1. Record of Votes and Minutes for the July 20, 2023, Board meeting-**

**MOTION** by Sartucci, seconded by Stiglich to approve the Record of Votes of the July 20, 2023, Board meeting with the following corrections:

- On the 6<sup>th</sup> Motion add “updated Agency”
- On the 6<sup>th</sup> Motion change Policy to “policies”.

**Motion carried unanimously.**

## **E. OFFICER AND STAFF REPORTS –**

### **1. Chairman’s Report –**

- Clinical Services had their open house on August 8, 2023, from 3:30-6:30. It was a wonderful turnout and a beautiful facility. Thank you to the staff that made it happen.
- Staff have also been working diligently and have secured two grants. One to help with manpower and development and the other to assist the Opioid Program.

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

#### **• Administrative Staff**

- Audit-
  - Michelle is working with Costello to finish audit sooner this year.
  - Chuck has said we will get the draft by first week of October.
  - Finance Committee will review prior to Board session.
- Grant preparation and reporting has been challenging.
  - Michelle has been aligning the grants to ensure we can stitch together funding for appropriate staff.
- Jen has been gearing up for Flu Billing

#### **• Community Health**

- Flu clinics are two weeks away!
  - Community Health, Admin and Clinical Services have done well to prepare along with medical volunteers and CERT.
  - Over 600 appointments have been made so far.
- Epidemiologist continues producing weekly Epi reports.
  - Is engaging with other Epi and Health Educators to help to produce messages for Triplememic (Flu, Covid & RSV) with DPH
  - Working with school nurses on ILI reporting and Outbreak protocols
- 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.

#### **• Clinical Health Services**

- Open House on August 8th was very successful!
  - Plans to use site for Narcan training and group support and diabetes education.
- OD2A Grant with Hartford was successful!
  - Working to develop workplan.
- Working on integrating Mica EHR system

- MICA is working with Lisa on issues related to billing.

- **Environmental Health**

- The EH Team is working hard to catch up on work following the Berlin Fair.
  - Ida Amador, Environmental Health Inspector, is ready to lead inspections.
  - This is a key milestone to becoming FOOD CERTIFIED
- Complaints are at fever pitch as the Fall approaches.
  - Many inspections and lots of hand holding to resolve.

- **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 Checko, seconded by Wemett to accept the monthly report of the Director of Health dated September 2023, as presented. **Motion carried unanimously.**

## **F. COMMITTEE REPORTS -**

### **1.Nominations Committee-**

- Diloreto to present slate on I. 1.

## **H. Old Business-**

### **1. Strategic Plan Update**

- Strategic Plan is almost done. Governance Committee is working with Cross Sector consulting, and they have a draft now that is being reviewed.
- They will provide comments on the draft before the next meeting. Once complete they will then be bringing it to the Board for consideration.

## **I. NEW BUSINESS-**

### **1. Election of Officers-**

- Diloreto presented the slate of candidates.
  - Chairman – Barbara Gilbert
  - Vice-Chairman – Pat Checko and Marti Stiglich
  - Member at Large - Deborah Henault

**MOTION** by Wemett, seconded by Stiglich to have Brown as the Board's Secretary-Treasurer preside over the annual election of the officers and member-at-large position. **Motion carried unanimously.**

**MOTION** by Wemett, seconded by Diloreto to close nominations for the Chairman position.

- Gilbert unanimously elected as chairman.

**MOTION** by Sartucci, seconded by Stiglich to close nominations for the Vice Chairman position.

Votes for Vice Chairman position:

Checko - 4- Paonessa, Checko, Sartucci, Gilbert  
Stiglich – 3- Wemett, Stiglich, Diloreto

- Checko elected as Vice Chairman.

**MOTION** by Diloreto, seconded by Checko to close nominations for member-at-large position.

- Henault unanimously elected as member-at-large.

#### **H. Next Meeting –**

The next meeting will be October 19, 2023, 6:30 PM, CCHD Offices in Rocky Hill, CT.

#### **F. ADJOURNMENT –**

**MOTION** by Diloreto, seconded by Wemett to adjourn. **Motion carried unanimously.**

TIME MEETING ADJOURNED: 7:26 PM

Respectfully submitted,

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

REVIEWED AND APPROVED BY BOARD: October 19, 2023