



## **BOARD OF HEALTH**

### **JANUARY 19, 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  
Patricia Checko  
Dianne Doot  
Ray Jarema (via telephone)  
Lecia Paonessa  
Judy Sartucci  
Marty Stiglich  
David Wemett  
Roy Zartarian (via zoom)

**Excused:** Kevin Borrup, Ann Marie Diloreto, Deborah Henault, Jerilyn Nagel

**Absent:** No one

**Quorum present.** Yes

**Meeting notice posted:** January 17, 2023

**Staff Present:** No one

**B. PUBLIC FORUM – Yes**

**C. ADOPTION OF MEETING AGENDA –**

**MOTION** by Sartucci, seconded by Doot to amend the agenda to move Item G.1. “Draft Audit Report for FY21-22 Review with Auditor” to be conducted prior to Item D “Approval of Minutes”. **Motion carried unanimously.**

**Draft Audit Report for FY21-22 Review with Auditor**

- Charles Costello from Costello and Company reviewed the DRAFT Audit report for Fiscal Year 2021-2022. He stated the agency financials were in good shape and returned an unqualified or “clean” audit report. He answered Board questions pertaining to the audit components.

**D. APPROVAL OF MINUTES –**

1. **Record of Votes and Minutes for November 17, 2022, Board meeting-**

**MOTION** by Sartucci, seconded by Wemett to approve the Record of Votes of the November 17, 2022, Board meeting. **Motion carried unanimously.**

**MOTION** by Checko, seconded by Doot to approve the Minutes of the November 17, 2022, Board meeting. **Motion carried unanimously.**

## **E. OFFICER AND STAFF REPORTS –**

### **1. Chairman’s Report –**

- Gilbert thanked the Board members for their willingness to continue serving their communities through being on the District Board. She also stated that she and the Executive Committee would be reviewing proposed legislation for potential testimony.

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

- Thanks to Cheryl for completing our audit of FY21-22
- Admin Staff Changes
  - Jane has submitted her resignation effective the end of December and sought shelter from winter weather and high cost of living by heading South.
  - Jen Hughes has joined our staff and has hit the ground running as our new Admin Asst. She has a background in medical billing and reception and has already started to connect with insurance companies about unresolved claims.
- Community Health
  - Epidemiologist producing weekly COVID and Influenza reports and looking at trends from the pandemic.
  - Asthma program is preparing to meet with CDC and DPH about successes and lessons learned.
  - EP coordinator has been revising our plans according to lessons learned and to align with changes at the regional level.
- Clinical Health Services
  - Secured office space
    - Staff is working to get the space prepared for clients and updated with technology required to work there consistently.
  - Expanding Lab Capacity 2 grant contract finalized
    - Still waiting for funding but contract is executed.
  - Working on integrating Mica Electronic Health Record system
    - MICA is working with Luis on issues related to connection to the CONNIE system.

- Environmental Health
  - Supervising Sanitarian
    - Heather Otis joined us on December 5<sup>th</sup>.
  - Currently updating SOPs and focusing on getting team together on standardizing inspection approaches and priorities
  - Recruitment continues for Environmental Health Inspector
    - Some good prospects but with limited supervisory and training capacity we have had to defer candidates until we have staff capacity to bring them on.
- Director of Health–
  - Community Health Assessment/Community Health Improvement Plan/Strategic Plan from Mark Nickel continues with DRAFT plans to be reviewed internally and community engagement events should be next step in the process.
  - Reviewing insurance options as Harvard Pilgrim is leaving the CT market.
  - Interviewed new accountant and will be switching soon to address office manager succession planning.

**MOTION** by Sartucci, seconded by Checko to accept the monthly report of the Director of Health dated January 19, 2023, as presented. **Motion carried unanimously.**

#### **F. COMMITTEE REPORTS -**

1. **Executive Committee** – Committee met on December 2, 2022 to consider and approve a performance award for an employee. Committee also met on January 17, 2023 to consider a personnel matter. No action was taken as a result of this meeting.
2. **Finance Committee** – Committee met on January 17, 2023 to review the annual audit. Next meeting is February 14, 2023.
3. **Human Resources Committee** – Committee met on December 14 and January 11, 2023 to discuss agency remote work policy. Next meeting is February 8, 2023.
4. **Governance Committee** – Next meeting is January 13, 2023.

#### **G. NEW BUSINESS-**

1. **COVID-19 and Flu Clinic Update –**

- Staff have been keeping up with information from CDC and CT DPH for almost 3 years.
  - Currently 25122 confirmed and probable cases in the district (17893 in November 2021)
    - 5167 in RH, 7987 in Newington, 4939 in Berlin and 7029 in Wethersfield
  - 423 Deaths in the District
    - 157 in RH, 147 in Newington, 56 in Berlin, 63 in Wethersfield
- Volunteers are continuing our case investigations.
  - Number of cases have been steady recently.
    - Health education is still the focus of calls at this point and education for self tracing and notification.
    - Guidance is changed and quarantine not required if asymptomatic.
- Influenza
  - Numbers have been decreasing since late November 2022.

## **2) Draft Audit Report for FY21-22 Review with Auditor**

**MOTION** by Wemett, seconded by Sartucci to accept the Audit Report for FY 2021-2022. **Motion carried unanimously.**

## **3) Adoption of 2023 Board Meeting Schedule**

**MOTION** by Checko, seconded by Sartucci to accept the 2023 Board Meeting Schedule as presented. **Motion carried unanimously.**

**H. Next Meeting** – January 16, 2023, 6:30 PM, CCHD Offices in Rocky Hill, CT.

## **I. ADJOURNMENT –**

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

TIME MEETING ADJOURNED: 7:44 PM

Respectfully submitted,

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

REVIEWED AND APPROVED BY BOARD: February 16, 2023