



BOARD OF HEALTH

OCTOBER 15, 2020 MEETING MINUTES

A. CALL TO ORDER. Chairman Patricia Checko called the meeting to order at 6:34 P.M. via zoom and telephone.

Present: Patricia Checko, Chairman (via Zoom)
Charles K Brown Jr., Secretary-Treasurer/Director of Health
Kevin Borrup (via zoom call)
Ann Marie Diloreto (via conference call)
Dianne Doot (via zoom call)
Deborah Henault (via zoom call)
Ray Jarema (via conference call)
Lecia Paonessa (via zoom)
Judy Sartucci (via zoom)
Marti Stiglich (via conference call)
David Wemett (via zoom, arr. at 6:45 pm)
Roy Zartarian (via zoom)

Excused: Barbara Gilbert

Quorum present.

Meeting notice posted: October 15, 2020

Staff Present: Barbara Gigliotti

B. PUBLIC FORUM – no one from public was present.

C. ADOPTION OF MEETING AGENDA –

MOTION by Stiglich, seconded by Diloreto to approve the agenda as posted.
Motion carried unanimously.

D. APPROVAL OF MINUTES –

1. Record of Votes and Minutes of September 17, 2020 Board meeting

MOTION by Zartarian, seconded by Paonessa to approve the minutes of the September 17, 2020 regular Board meeting as posted. **Motion carried unanimously.**

MOTION by Stiglich, seconded by Doot to approve the Record of Votes of the September 17, 2020 regular Board meeting as posted. **Motion carried unanimously.**

E. OFFICER AND STAFF REPORTS -

1. Chairman's Report – CPHA meeting is being held virtual this year on November 10 – 12, 2020. We will be discussing Public Health Thank You Day to acknowledge the work the staff does.

2. Director Health and Staff – Brown highlighted the following:

- Plans for drive through flu clinics are finalizing. Thank you to Sartucci and Doot and all the volunteers for their help at the flu clinics.
- Flu clinics have been very successful; 819 flu shots in Wethersfield and 490 in Berlin.
- Staff and volunteers are amazing in helping to carry this off.
- Thanks to Annie for stepping up at clinics when I am called away and enduring staff.
- Environmental Health staff member Barbara Gigliotti has done an excellent job walking business through zoom meeting with regulated agencies in Wethersfield.
- Cheryl Kissinger has done a great job in getting grants closed out and getting ready for the audit.
- Newington Chamber of Commerce will be presenting a “best of” award to the Health District for doing an outstanding job supporting local businesses during this pandemic.
- Superintendent of Rocky Hill schools want to recognize us for all the work we have done during COVID.

MOTION by Doot, seconded by Wemett to accept the monthly report of the Director of Health dated October 15, 2020 as presented. **Motion carried unanimously.**

F. COMMITTEE REPORTS -

1. Quarterly Treasurer's Report – Tabled to next month.

2. Human Resource Committee – ELC money is coming down from the state for COVID expenses. Next meeting is November 10, 2020.

3. Finance Committee – No report. Next meeting is October 20, 2020.

4. Governance Committee – Sanitary code coming to the table, will discuss under new business. Next meeting is November 9, 2020.

G. EXECUTIVE SESSION -

- 1. EXECUTIVE SESSION:** – Executive Session for discussion for review of Director of Health’s Annual Performance Evaluation.

MOTION by Stiglich, seconded by Borrup to go into Executive Session for review of Director of Health’s Annual Performance Evaluation.

In session at 6:55 PM. Present: Borrup, Brown, Checko, Diloreto, Doot, Henault, Jarema, Paonessa, Sartucci, Stiglich, Wemett and Zartarian.

Out of Executive Session at 7:52 PM. **Motion carried unanimously.**

MOTION by Henault, seconded by Wemett to accept the annual Performance Evaluation of the Director of Health as presented. **Motion carried unanimously.**

MOTION by Wemett, seconded by Stiglich to adopt the performance criteria for 2020-2021 for the Director of Health. **Motion carried unanimously.**

MOTION by Sartucci, seconded by Borrup to accept the recommendation for the financial package for the Director of Health. **Motion carried unanimously.**

H. NEW BUSINESS

- 1. CCHD Sanitary Code Review Presentation** – Brown gave a presentation of the Sanitary Code and answered and clarified questions.

MOTION by Sartucci to approve the recommendation of the Governance Committee to accept the proposed sanitary code and to move forward for review and public hearing process prior to adoption. **Motion carried unanimously.**

- 2. Public Health Thank You Day –**

MOTION by Zartarian, seconded by Paonessa to adopt a plan for recognition of staff through a public health thank you day on November 23, 2020. **Motion carried unanimously.**

- 3. Co-Vid and Influenza Updates -**

- Staff have been keeping up with information from CDC and CT Department of Public Health since December. Currently 1564 confirmed cases in the district; 498 in Rocky Hill, 506 in Newington, 231 in Berlin and 329 in Wethersfield. 174 deaths in the district; 94 in Rocky Hill, 52 in Newington, 17 in Berlin and 11 in Wethersfield.
- All towns have opened their schools. Each town has had many in-school issues to deal with that required assistance from the Health District.

- Volunteers are doing an excellent job on our contact tracing. Almost 832 cases and contacts have been tracked using the state system since May 20th.
- Executive orders are still an issue. Executive Order 9G is an issue because of inconsistent application of policy.

4. Board Committee Assignments 2020-2021 -

Checko presented the appointments for Board Committees:

Finance Committee:

Deborah Henault, Chairman
 Kevin Borrup
 Patricia Checko
 Barbara Gilbert
 Charles K. Brown, Jr.

Governance Committee:

Patricia Checko, Chairman
 Dianne Doot
 Lecia Paonessa
 Judith Sartucci
 Charles K. Brown, Jr.

Human Resources Committee:

Marti Stiglich, Chairman
 Patricia Checko
 Ray Jarema
 Judith Sartucci
 Roy Zartarian
 Charles K. Brown, Jr.

Nominations Committee:

Ann Marie Diloreto, Chairman
 David Wemett

Performance Evaluation Committee:

Patricia Checko (Board Chairman)
 Deborah Henault (Finance Committee Chair)
 Marti Stiglich (HR Committee Chair)
 (Governance Chair)

Management Negotiating Team:

Charles Brown (Lead)
Patricia Checko
Barbara Gilbert
Attorney Jarad M. Lucan

I. NEXT MEETING – November 19, 2020, 6:30 PM, CCHD Offices in Rocky Hill, CT

J. ADJOURNMENT –

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

Respectfully submitted,

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

REVIEWED AND APPROVED BY BOARD: November 19, 2020