



## **BOARD OF HEALTH**

### **OCTOBER 19, 2023 MEETING MINUTES**

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

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

**Excused:** Ann Marie Diloreto, Pat Checko, Cynthia Mitchell.

**Absent:** None

**Quorum present.** Yes

**Meeting notice posted:** October 18, 2023

**Staff Present:** None

**B. PUBLIC FORUM** – No one present.

**C. ADOPTION OF MEETING AGENDA –**

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

**D. APPROVAL OF MINUTES –**

**1. Record of Votes and Minutes for the September 21, 2023, Board meeting-**

**MOTION** by Stiglich, seconded by Wemett to approve the Record of Votes of the September 21, 2023, Board meeting. **APPROVED:** Gilbert, Sartucci, Stiglich, Paonessa, Wemett, Borrup, Nagel. **OPPOSED:** None. **ABSTAINED:** Doot, Henault. **Motion carried.**

**E. PRESENTATION OF FY 2020-2021 AUDIT** - Brown introduced the agency's auditor, Charles Costello of Costello Associates of Hebron, CT. Costello has served as the agency's auditor for several years. Costello reviewed the FY 2022-2023 report and answered Board member questions. It was a clean report. There were no recommendations from Costello.

**F. OFFICER AND STAFF REPORTS –**

**1. Chairman's Report –**

- It has been a very quiet month. The Legislature has not been elected so they are not currently in session.
- Renewal time for the National Association of Local Boards of Health. They hold a good number of webinars over the course of the year that individuals on the Board may find interesting. Will renew membership.

**2. Director of Health and Staff –**

• **Administrative Staff**

- Audit-
  - Michelle working with Costello to finish audit
    - Auditor has said the process has been very efficient even with staff change, something he sees as a great sign of our fiscal controls being in good shape
  - Grant preparation and reporting continues to be challenging
    - Michelle has been aligning the grants to ensure we can stitch together funding for appropriate staff
    - No cost extension for ELC2 will allow us to stitch funding together to extend
  - Jen has been supporting Flu clinics and assuring contracts are in place to bill when we are finished

• **Community Health**

- Flu clinics are 2/3 over!
  - Community Health, Admin and Clinical Services have done well to work with medical volunteers and CERT
  - Vaccinator training on 9/18 (planned and implemented by John & Lisa)
  - Calls began coming into the “216” extension for people who need assistance booking appointments.
    - This was begun during COVID and has continued for residents with access and functional needs (AFN) and who may not have a computer or cell phone, nor the ability to navigate the on-line booking system. Most of these calls were managed by Betty and Johnathan, with some assistance from Ann. By the end of September at least 214 calls were fielded
- Epidemiologist continues producing weekly Epi reports
  - Working with school nurses on ILI reporting and Outbreak protocols

- EP coordinator has been working hard as a Project Public Health Ready national reviewer
  - Out of State at working session for multiple plan reviews
    - Experience will be important in providing insight into how others are addressing preparedness planning
- **Clinical Health Services**
  - Plans to use site for Narcan training and group support and diabetes education and additional flu clinics in November and December
  - OD2A Grant with Hartford was successful!
    - Working to review workplan and get contract with City of Hartford in place
  - Working on integrating Mica EHR system and appointment system
- **Environmental Health**
  - EH Team is working hard to on temporary events even though rain has made this challenging
  - Pervidi system is adding our cosmetology and hotel/motel inspections to digital inspection suite
- **Director of Health Stuff**
  - CADH applying for Performance Improvement grant
    - \$10K for 6 month work period to provide training to LHDs
  - Working with DPH to address workforce development issues, contract issues and other topics like opioids

**MOTION** by Henault, seconded by Doot to accept the monthly report of the Director of **Health** dated October 2023, as presented. **Motion carried unanimously.**

## **G. COMMITTEE REPORTS -**

### **1. Finance Quarterly Report**

- Brown reported on the financial status of the agency and answered questions. The District is currently where it is projected with no major discrepancies in the budgeted revenues and expenditures.

**MOTION** by Sartucci, seconded by Wemett to accept the quarterly financial report for FY 2023-2024. **Motion carried unanimously.**

**MOTION** by Wemett, seconded by Henault to accept the Audit Report for FY 2022-2023 contingent upon receipt of the attorney letter. **Motion carried unanimously.**

## **H. Old Business-**

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

- Strategic Plan is moving forward. Governance Committee estimates they will be bringing it to the Board December or January.

## **I. NEW BUSINESS-**

### **1. Appointment of Sub Committees-**

- Gilbert presented the appointments for Board Committees:

#### **Standing Committees:**

##### **Finance Committee:**

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

##### **Governance Committee:**

Patricia Checko, Chairman, Dianne Doot, Lecia Paonessa, Judith Sartucci, Jerilyn Nagel, Charles K Brown Jr, Barbara Gilbert

##### **Human Resources Committee:**

Marti Stiglich, Chairman, Patricia Checko, Judith Sartucci, Ann Marie Diloreto, Charles K Brown, Jr, Barbara Gilbert

##### **Nominations Committee:**

Ann Marie Diloreto, Chairman, David Wemett, Jerilyn Nagel

#### **Special Board Committees and Appointments:**

##### **Performance Evaluation Committee:**

Barbara Gilbert, Pat Checko, Deborah Henault

##### **Management Negotiating Team:**

Charles K Brown, Jr (Lead), Barbara Gilbert, Pat Checko, Attorney Jarad M. Lucan

**MOTION** by Stiglich, seconded by Doot to approve the appointment of sub committees as presented by the chair. **Motion carried unanimously.**

## **J. Next Meeting –**

The next meeting will be November 16, 2023, 6:30 PM, CCHD Offices in Rocky Hill, CT.

## **G. ADJOURNMENT –**

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

TIME MEETING ADJOURNED: 7:27 PM

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

REVIEWED AND APPROVED BY BOARD: November 16, 2023