



BOARD OF HEALTH

OCTOBER 21, 2021, MEETING MINUTES

A. CALL TO ORDER. Chairman Patricia Checko called the meeting to order at 6:35 P.M. via zoom and telephone.

Present: Patricia Checko, Chairman (via Zoom)
Charles K Brown Jr., Secretary-Treasurer/Director of Health
Ann Marie Diloreto (via telephone)
Dianne Doot (via zoom)
Barbara Gilbert (via zoom)
Deborah Henault (via zoom)
Ray Jarema (via telephone)
Jerilyn Nagel (via zoom)
Judy Sartucci (via zoom)
Marti Stiglich (via telephone)
David Wemett (via zoom)
Roy Zartarian (via zoom)

Excused: Lecia Paonessa

Quorum present. No one

Meeting notice posted: October 19, 2021.

Staff Present: No one

B. PUBLIC FORUM – No one

C. ADOPTION OF MEETING AGENDA –

MOTION by Gilbert, seconded by Sartucci to approve the agenda as posted.
Motion carried unanimously.

D. APPROVAL OF MINUTES –

1. Record of Votes and Minutes of September 16, 2021, Board meeting

MOTION by Gilbert, seconded by Wemett to approve the Minutes of the September 16, 2021, regular Board meeting as amended by Sartucci. **Motion carried unanimously.**

MOTION by Gilbert, seconded by Wemett to approve the Record of Votes of the September 16, 2021, regular Board meeting as amended by Sartucci. **Motion carried unanimously.**

E. OFFICER AND STAFF REPORTS –

1. Chairman’s Report – Chairman Checko reported:

- Checko attended a meeting of the Health Information Technology Advisory Committee, a state level committee that has been working on a Health Information Exchange for the state of Connecticut. That HIE, called CONNIE is initiating work with providers to exchange patient electronic information. They reported on their plan to move forward with various aspects of their plans including using it for public health disease reporting, and enhancing efforts to work closely with local and state health in a partnership. She noted the potential for the CDC Public Health Modernization Plan to contribute to these efforts. DPH, represented by Gary Ginsberg and Nancy Barrett are also working across both groups to advance these efforts.
- An article from the New York Times regarding public health was handed out in the package, Checko suggested to read it.

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

- All Clinics are almost complete. All clinics will be drive-through this year as a safety precaution, close to 1,300 shots given so far.
- Walking competition is finished with all four towns and the district participating. Winner will be announced soon.
- Interviews for Environmental Health position have been conducted. Few promising candidates. Starting from scratch again is likely. Made an offer to top candidate and was turned down for another offer from competing district which has more septic.
- Collective bargaining unit has requested to start meeting about the contract soon. Wants to start informal talking sessions prior to formal negotiations.
- Administrative staff is supporting flu clinics with operational support and billing.
- FY 2020-2021 audit is continuing and likely to be ready for next board meeting.
- Sartucci asked about high dose vaccine for future flu clinics. A separate discussion is in order on this subject.

MOTION by Wemett, seconded by Stiglich to accept the monthly report of the Director of Health dated October 21, 2021, as presented. **Motion carried unanimously.**

F. COMMITTEE REPORTS –

1. **Governance Committee** – Nothing to report. Next meeting is November 8, 2021.
2. **Human Resources Committee** – Meeting was cancelled. Next meeting is November 10, 2021.
3. **Finance Committee** – Motion to approve stipend for Food Inspection Training Officer (FITO). Next meeting is November 16, 2021.
4. **Quarterly Treasurer’s Report** – Brown discussed the FY 2021-2022 1st quarter report and answered and clarified issues for the board about various line items. Some grants have closed out and will start over in October.

MOTION by Wemett, seconded by Henault to accept the quarterly financial report for FY 2021-2022. **Motion carried unanimously.**

G. EXECUTIVE SESSION –

1. Executive session for review of Director of Health’s Annual Performance Evaluation.

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

In session at 7:03 PM. Present: Brown, Checko, Diloreto, Doot, Gilbert Henault, Jarema, Nagel, Sartucci, Stiglich, Wemett and Zartarian.

Out of Executive Session at 7:28 PM. **Motion carried unanimously.**

MOTION by Zartarian, seconded by Wemett to accept the evaluation for the Director of Health as presented. **Motion carried unanimously.**

MOTION by Gilbert, seconded by Zartarian to accept the financial package for the Director of Health that was presented in Executive session. **Motion carried unanimously.**

MOTION by Nagel, seconded by Stiglich to accept the four goals for the coming year. **Motion carried unanimously.**

MOTION by Henault to approve the recommendation of the Finance Committee to approve a stipend of \$2,000.00 for the individual who has become the certified Food Inspection Training Officer (FITO). **Motion carried unanimously.**

H. NEW BUSINESS

1. **Annual Audit** – Auditor has been in the office and will have a report for the November meeting.

MOTION by Henault to approve the recommendation of the Finance Committee to approve a stipend of \$2,000.00 for the individual who has become the certified Food Inspection Training Officer (FITO). **Motion carried unanimously.**

2. Update on COVID-19 –

- Staff have been keeping up with information from CDC and CT Department of Public Health for close to 2 years now. Currently 9980 confirmed and probable cases in the district; 2081 in Rocky Hill, 3175 in Newington, 1889 in Berlin and 2835 in Wethersfield. 324 deaths in the district; 131 in Rocky Hill, 105 in Newington, 43 in Berlin and 45 in Wethersfield.
- Towns beginning of the school year. Schools are being challenged by contact tracing with everyone being in school. Youth sports are driving many quarantines just like last year. Testing prior to events are finding cases amid younger population. Homecoming a “hotspot” in Newington.
- Volunteers are continuing our contact tracing. Over 10,000 cases and contacts have been tracked using the state system since May 20th. Number of cases have been decreasing slightly and leveling off in the last month.
- There is concern for more spread over the winter and holidays.
- Booster shots will be coming, and the district will be reaching out to the people with acute functional needs that we vaccinated in the spring.

3. Board Committee Assignments 2021-2021

Checko presented the appointments for Board Committees:

Finance Committee:

Deborah Henault, Chairman
Jerilyn Nagel
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)
Barbara Gilbert (Board Vice-Chair)
Deborah Henault (Finance Committee Chair)
Marti Stiglich (HR Committee Chair)

Management Negotiating Team:

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

MOTION by Sartucci, seconded by Nagel to approve the Committee appointments for FY 2021-2022. **Motion carried unanimously.**

4. Next Meeting – November 18, 2021, 6:30 PM, CCHD Offices in Rocky Hill, CT

I. ADJOURNMENT –

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

Respectfully submitted,

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

REVIEWED AND APPROVED BY BOARD: November 18, 2021