



BOARD OF HEALTH

NOVEMBER 17, 2022, MEETING MINUTES

A. CALL TO ORDER. Chairman Barbara Gilbert called the meeting to order at 6:32 P.M. via zoom and telephone.

Present: Barbara Gilbert, Chairman
Charles K Brown Jr., Secretary-Treasurer/Director of Health
Kevin Borrup
Patricia Checko
Ann Marie Diloreto (via telephone 6:52)
Dianne Doot
Deborah Henault
Ray Jarema (via telephone)
Jerilyn Nagel (via zoom)
Lecia Paonessa
Judy Sartucci
Marty Stiglich
David Wemett
Roy Zartarian (via zoom)

Excused: No one

Absent: No one

Quorum present. Yes

Meeting notice posted: November 14, 2022

Staff Present: No one

B. PUBLIC FORUM – Yes

C. ADOPTION OF MEETING AGENDA –

MOTION by Checko, seconded by Doot to approve the agenda as posted. **Motion carried unanimously.**

D. APPROVAL OF MINUTES –

- 1. Record of Votes and Minutes for September 15, 2022, Board meeting-**

MOTION by Sartucci, seconded by Stiglich to approve the Record of Votes of the September 15, 2022, Board meeting. Approved: Checko, Doot, Gilbert,

Henault, Jarema, Nagel, Paonessa, Sartucci, Stiglich, Wemett and Zartarian.
Opposed: No one. Abstained: Borrup **Motion carried.**

MOTION by Checko, seconded by Wemett to approve the Minutes of the September 15, 2022, Board meeting. Approved: Checko, Doot, Gilbert, Henault, Jarema, Paonessa, Sartucci, Stiglich, Wemett and Zartarian.
Opposed: No one. Abstained: Borrup and Nagel **Motion carried.**

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 asked that Board members go through the Director for contacting staff. Committee assignments will be distributed to the Board Members and each was asked to participate in a committee.

2. Director of Health and Staff –

- Thanks to Cheryl for continuing our audit of FY21-22. Our accountant has had some health issues and hopefully we will be prepared for December audit report.
- Administrative Staff departures, Jane has submitted her resignation effective the end of December as she seeks shelter from winter weather and high cost of living by heading south. We wish her the best!! Recruitment for her position has begun after discussion with HR committee and how best to address myriad of administrative functions handled by Cheryl and Jane.
- Community Health – 7 Clinics in October- 4 indoor, 2 drive-thru, 1 family clinic. We offered limited amount of High-Dose Vaccine, in addition to our normal quadrivalent vaccine. 1200 doses administered: homebound vaccinations now underway. Thanks to our volunteers and staff who made this possible.
- Epidemiologist continues to hit the ground running! Already producing weekly COVID reports and looking at trends from the pandemic. Expanding to include Influenza information for town reporting purposes as rates spike.
- Clinical Health Services- Secured office space. ELC2 contact not finalized before entering into agreement. Now shifted to test and treat model with on-site and mobile testing capability. Attorney has reviewed the proposed lease and I signed agreement in early October after Executive Committee review. Working on integrating Mica EHR system. Mica is working with Luis on issues related to data transfer from Squarespace

appointment system. Big kudos to Jane for her diligence in continuing work on flu billing.

- Environmental Health recruitment continues for EH Inspector. Some good prospects but with limited supervisory and training capacity we have had to defer candidates until we have bench depth to bring them on. An offer was extend to Heather Oatis, an experienced PH leader and South Windsor DOH. She will join up on December 5, 2022. Berlin Fair was successful again. Kudos to Jeff for being as organized as he is which allowed CCHD to get the work done efficiently, also thanks to Ann for assisting as scribe! Thanks to Jasmine as well for handling the complaints that have come in so Jeff can focus on food and housing issues. Jasmine has been in lead class this week so we can prepare for the onslaught of cases once the level changes end of year.
- DOH - CHA/CHIP/Strategic Plan from Mark Nickel continues and community engagement events should be next step in the process Attended CPHA conference where DPH Commissioner recognized the issue with staff recruitment at State and Local levels.

MOTION by Checko, seconded by Sartucci to accept the monthly report of the Director of Health dated November 17, 2022, as presented. **Motion carried unanimously.**

F. COMMITTEE REPORTS -

1. **Executive Committee** – Committee met on November 2, 2022 to consider and approve a performance award for an employee.
2. **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.
3. **Finance Committee** – Next meeting is December 20, 2022.
4. **Human Resources Committee** – Next meeting is December 14, 2022.
5. **Governance Committee** – Next meeting is December 12, 2022.

G. NEW BUSINESS-

1. COVID-19 and Flu Clinic Update –

- Staff have been keeping up with information from CDC and CT Department of Public Health for over 2 years. Currently over

23,927 confirmed and probable cases in the district (17,893 in November 2021); 4898 in Rocky Hill, 7631 in Newington, 4685 in Berlin and 6713 in Wethersfield. 407 deaths in the district; 153 in Rocky Hill, 141 in Newington, 54 in Berlin and 59 in Wethersfield.

- Volunteers are continuing our case investigations. Over 27,000 cases and contacts have been tracked using the state system since May 20th, 2021.
- 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.

Monkeypox

- CCHD Monkeypox resource page great source of information, luckily the number of contacts has been low and vaccine uptake high.

2. **Committee Chair Assignments**

- Committee assignments were distributed to committee members. Chairs for the committees include: Governance- Pat Checko, Human Resources- Marti Stiglich, Finance- Deb Henault, Performance Evaluation- Barbara Gilbert, Nominations- Ann Marie Diloreto.
- Gilbert stated that while she would be a member of each committee, with the exception of Nominations, she would be there in an ex officio capacity.

3. **Discussion and possible action on Agency Work from Home Policy**

- Board discussed the need for a policy to address the remote work situations that had arisen from COVID-19 and how the agency will use remote work moving forward.
- Human Resources Committee was tasked with developing a policy for the Board to consider at a future meeting.

4. **Executive Session** – For the purpose of discussing a personnel matter.

MOTION by Checko, seconded by Wemett to go into Executive Session for the purpose of discussing a personnel matter.

In Session at 7:18 PM. Present: Brown, Borrup, Checko, Diloreto, Doot, Henault, Jarema, Nagel, Paonessa, Sartucci, Stiglich, Wemett and Zartarian.

Out of Session at 7:42 PM. **Motion carried unanimously.**

MOTION by Stiglich, seconded by Wemett to approve the performance evaluation, performance goals and raise for the Director of Health. Approved: Checko, Doot, Gilbert, Henault, Jarema, Nagel, Paonessa, Sartucci, Stiglich, Wemett and Zartarian. Opposed: No one. Abstained: Borrup **Motion carried.**

H. Next Meeting – December 22, 2022, 6:30 PM, CCHD Offices in Rocky Hill, CT.

I. ADJOURNMENT –

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

Respectfully submitted,

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

REVIEWED AND APPROVED BY BOARD: 1/19/23