



BOARD OF HEALTH

NOVEMBER 19, 2020 MEETING MINUTES

A. CALL TO ORDER. Chairman Patricia Checko called the meeting to order at 6:32 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)
Barbara Gilbert (via conference call)
Deborah Henault (via zoom call)
Ray Jarema (via conference call)
Lecia Paonessa (via zoom)
Judy Sartucci (via zoom)
Marti Stiglich (via conference call)
Roy Zartarian (via zoom)

Excused: Nagel and Wemett

Quorum present.

Meeting notice posted: November 18, 2020

Staff Present: No one

B. PUBLIC FORUM – Chinoye Onyebuchi

C. ADOPTION OF MEETING AGENDA –

MOTION by Henault, seconded by Borrup to approve the agenda as posted.
Motion carried unanimously.

D. APPROVAL OF MINUTES –

1. Record of Votes and Minutes of October 15, 2020 Board meeting

MOTION by Doot, seconded by Henault to approve the Record of Votes and Minutes of the October 15, 2020 regular Board meeting as posted.
Approved: Borrup, Checko, Diloreto, Doot, Henault, Jarema, Paonessa, Sartucci, Stiglich, and Zartarian. Opposed: No one. Abstained: Gilbert
Motion carried.

E. OFFICER AND STAFF REPORTS –

- **Chairman's Report** – Chairman Checko reported:
- The CPHA meeting was held virtually from November 10-12.
 - Commissioner Deidre Gifford discussed the COVID-19 situation in Connecticut. She specifically addressed the situation related to transmission in restaurants. While they have investigated clusters, they found there was no transmission from staff to customers or vice versa. Staff cases were among other staff and client cases among others in their parties.
 - The CPHA also announced their annual awards. This year they did not award individual awards, but honored entire workforces for their responses to the pandemic. The Beth Weinstein Award was given to our local public health departments and districts. Congratulations to CCHD staff and Charlie.
- At the recent CT Health Information Technology meeting, Nancy Barrett and Gary Archambault from DPH reported on new informatics initiatives taking place in the department. A CDC cooperative agreement is funding a cross-cutting project called Health Information Systems (HIS). This is part of the recent funding local health departments received through the ELC grant. They will be developing electronic laboratory reporting, electronic case reporting to CDC, electronic case reporting from providers to DPH, and electronic ordering of lab tests performed at DPH. Methodologies include a CDC model that uses an APHL-AIMS platform, and also the potential to use the state Health Information Exchange (HIE) that is currently being rolled out. The HIE allows Health Care Providers to share information through a common Electronic Record System to provide better coordination of patient care, and hopefully better health outcomes. This has the potential to dramatically improve the surveillance system that is currently in place to identify, follow-up on, and track cases of all types of reportable diseases and conditions in the future. This would be a great benefit to local public health departments that currently have to rely on the current state reporting system that is woefully limited.

Among the requirements of the COVID-19 ELC grant is contact tracing for all identified cases. Since we will be paying the contact tracers a stipend, we needed to create a new position. The one we propose for consideration tonight was developed by the CDC for this purpose. We feel that this is appropriate for standardizing expectations and requirements to perform at this level.

Finally, we had hoped to have the Annual Audit available for review and adoption this evening. However, like so many things that are behind schedule in the midst of the pandemic, so is the audit. I had hoped to

cancel the December meeting, but if the Audit becomes available in time, we will need to meet to carry out that review.

- **Director Health and Staff** – Brown highlighted the following:
 - Drive-through flu clinics are completed and were successful. Some issues with weather forced us to not have last clinic. Numbers are lower than last year, but new tool in the box.
 - Environmental Health staff have done an excellent job rolling with the changes in state guideline. Trained on issuing infractions for masks and other violations. Taking a three-strike approach prior to fines.
 - Jane Knotek has done a great job in getting flu forms entered for payment while still fielding COVID-19 calls.
 - Public Health Thank You Day Proclamations. Thank you to all who supported the issuance of proclamations.
 - Might have NBC 30 piece on Monday with some professionals from around the state.
 - Sartucci and Doot suggested having a hot wash from the flu clinics.
 - Staff have been keeping up with information from CDC and CT Department of Public Health since December. Currently 2426 confirmed cases in the district (1564 last week); 627 in Rocky Hill, 838 in Newington, 397 in Berlin and 564 in Wethersfield. 190 deaths in the district; 95 in Rocky Hill, 64 in Newington, 18 in Berlin and 13 in Wethersfield.
 - COVID-19 stats from the last two weeks of cases per 100,000 population: Berlin is at 31.5, Newington is at 46.5, Rocky Hill is at 32.6, and Wethersfield is at 37.5.
 - Towns looking at moving schools to full online after Thanksgiving. 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 1,955 cases and contacts have been tracked using the state system since May 20th, 2020.

MOTION by Borrup, seconded by Doot to accept the monthly report of the Director of Health dated November 19, 2020 as presented. **Motion carried unanimously.**

F. COMMITTEE REPORTS -

1. **Human Resource Committee** – A memo from Stiglich regarding a new job description – contact tracer was handed out in the packet. Next meeting is December 9, 2020.

2. Finance Committee – Next meeting is December 15, 2020.

3. Governance Committee – Next meeting is December 14, 2020.

G. NEW BUSINESS

- 1. New job Descriptions - Contact Tracer** – Language for job description was taken from CDC. A stipend will be given to our contact tracers currently volunteering. This job description is needed to be able to provide that stipend. Sartucci recommended some changes to the job description which were approved by Human Resources Committee members.

MOTION by Stiglich as Human Resources Chair to accept the recommendation of the Human Resources Committee to approve the amended job description of the Contact Tracer. **Motion carried unanimously.**

2. Update on Audit and Sanitary Code –

- Audit is not ready.
- Sanitary Code is moving forward. Barbara Gigliotti is creating a newspaper ad and a one-page document for each section describing the changes to each regulatory sector. Will be scheduling informational sessions in December, to be done virtually. Reaching out to individuals who are subject to the sanitary code to provide them with an opportunity to review, educate them about the changes and provide feedback to us prior to the public hearing. Board members will be invited.

H. NEXT MEETING – December 17, 2020, 6:30 PM, CCHD Offices in Rocky Hill, CT

I. ADJOURNMENT –

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

Respectfully submitted,

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

REVIEWED AND APPROVED BY BOARD: December 17, 2020