



## **BOARD OF HEALTH**

### **DECEMBER 17, 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)  
Ann Marie Diloreto (via conference call)  
Dianne Doot (via zoom)  
Barbara Gilbert (via conference call)  
Deborah Henault (via zoom)  
Ray Jarema (via conference call)  
Jerilyn Nagel (via zoom)  
Lecia Paonessa (via zoom)  
Judy Sartucci (via zoom)  
Marti Stiglich (via conference call)  
David Wemett (via zoom)  
Roy Zartarian (via zoom)

**Excused:**

**Quorum present.**

**Meeting notice posted:** December 15, 2020

**Staff Present:** No one

**B. PUBLIC FORUM –** No one

Checko welcomed Jerilyn Nagel back to the board.

**C. ADOPTION OF MEETING AGENDA –**

**MOTION** by Sartucci, seconded by Henault to approve the agenda as amended to add G. 1 “Executive Session for the purpose of discussing personal matters” under Committee reports. **Motion carried unanimously.**

**D. APPROVAL OF MINUTES –**

**1. Record of Votes and Minutes of November 19, 2020 Board meeting**

2080 Silas Deane Highway, Suite 100, Rocky Hill, CT 06067

P (860) 785-8380 F (860) 785-8533 [www.ccthd.org](http://www.ccthd.org)

PUBLIC HEALTH for BERLIN, NEWINGTON, ROCKY HILL, WETHERSFIELD

**MOTION** by Zartarian, seconded by Paonessa to approve the Record of Votes of the November 19, 2020 regular Board meeting as posted. Approved: Borrup, Checko, Diloreto, Doot, Gilbert, Henault, Jarema, Paonessa, Sartucci, Stiglich, Wemett and Zartarian. Opposed: No one. Abstained: Nagel **Motion carried.**

**MOTION** by Sartucci, seconded by Paonessa to approve the Minutes of the November 19, 2020 regular Board meeting as amended with minor correction. Approved: Borrup, Checko, Diloreto, Doot, Gilbert, Henault, Jarema, Paonessa, Sartucci, Stiglich, Wemett and Zartarian. Opposed: No one. Abstained: Nagel **Motion carried.**

**E. Audit Report: Charles Costello, Auditor** - Checko 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 2019-2020 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** – Chairman Checko reported: Jubilation on the fact that we have one vaccine that has approval for emergency use, however we can't let our guard down. Checko predicts things will be bad in January and worse in February.

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

- Opioid Initiative -Hartman and Henault brought stakeholders together to determine path forward, changing into coalition format. The need is still there during the pandemic. Recovery coach on the front line is still there and the Health District is seeking another person.
- Sanitary Code info sessions - we blast emailed the food and salon owners the information about the sessions on the Sanitary Code. We mailed notices to the pool and motel owners and we sent out an article to our local news outlets. Barbara Gigliotti requested anyone interested to call and check on the session time, we only had two calls, both from pools.
- A Microsoft Teams meeting in which Gigliotti went over the new code and highlighted the changes. Good questions were asked mostly for clarification. No complaints mentioned.
- Cheryl Kissinger and Jane Knotek have been fielding COVID-19 calls and starting to gear up for vaccinations.

**MOTION** by Wemett, seconded by Doot to accept the monthly report of the Director of Health dated December 17, 2020 as presented. **Motion carried unanimously.**

## **G. COMMITTEE REPORTS -**

- 1. Governance Committee** – Next meeting is January 11, 2021.
- 2. Human Resources Committee** – A memo from Stiglich regarding a new job description; Grants Administrator. Brown gave a brief description. – Next meeting is January 13, 2021.
- 3. Finance Committee** – Several position changes for employees- Nick Palermo passed the national Registered Sanitarian exam and is now a Registered Sanitarian. Two employees have reached and satisfactorily completed their probationary period. Next meeting is January 19, 2021.

**MOTION** by Gilbert, seconded by Doot to go into Executive Session pursuant of the freedom of information act to discuss personnel matters.

In session at 7:17 PM. Present: Borrup, Brown, Checko, Diloreto, Doot, Gilbert, Henault, Jarema, Nagel, Paonessa, Sartucci, Stiglich, Wemett and Zartarian.

Out of Executive Session at 7:43 PM. **Motion carried unanimously.**

**MOTION** by Gilbert, seconded by Wemett to approve personnel matters that were discussed in Executive Session. **Motion carried unanimously.**

## **H. NEW BUSINESS**

### **1. Action on Audit –**

**MOTION** by Borrup, seconded by Wemett to accept the audit. **Motion carried unanimously.**

**2. New Job Description – Grants Administrator** – This position requires working to take over the grants-related responsibilities of grants, specifically those funded by COVID19 grants. These duties include, but not limited to, grant reporting functions and working closely with Cheryl Kissinger.

**MOTION** by Stiglich as Human Resources Chair to accept the recommendation of the Human Resources Committee to accept the job description of a Grants Administrator as modified. **Motion carried unanimously.**

### **3. COVID-19 Update-**

- Staff have been keeping up with information from CDC and CT Department of Public Health for a year. Currently 3987 confirmed cases in the district (2426 last month); 903 in Rocky Hill, 1287 in Newington, 695 in Berlin and 1102 in Wethersfield. 221 deaths in the district (190 last month); 101 in Rocky Hill, 82 in Newington, 21 in Berlin and 17 in Wethersfield.
- Towns looking at moving schools to back to in-school after the holiday. Each town has had many in-school issues to deal with that required assistance from the health district. Number of full online students have increased
- Volunteers are doing an excellent job on our contact tracing. Almost 3914 cases and contacts have been tracked using the state system since May 20<sup>th</sup>.
- Gilbert added statistics about the population in Rocky Hill.
- The District will become vaccinators for COVID-19. Sartucci inquired about the outreach to the population. Brown discussed who will be getting the vaccination and the process of getting to that point.

**I. NEXT MEETING** – January 21, 2021, 6:30 PM, CCHD Offices in Rocky Hill, CT

**J. ADJOURNMENT** –

**MOTION** by Borrup, seconded by Zartarian to adjourn. **Motion carried unanimously.**

Respectfully submitted,

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

REVIEWED AND APPROVED BY BOARD: January 21, 2021