



BOARD OF HEALTH

FEBRUARY 16, 2023, MEETING MINUTES

A. CALL TO ORDER. Chairman Barbara Gilbert called the meeting to order at 6:30 P.M. via zoom and telephone.

Present: Barbara Gilbert, Chairman
Charles K Brown Jr., Secretary-Treasurer/Director of Health
Patricia Checko
David Wemett
Anne Marie Diloreto (via telephone)
Ray Jarema (via telephone)
Kevin Borrup (at 6:33 p.m.)
Lecia Paonessa
Dianne Doot
Roy Zartarian
Marti Stiglich (via telephone)
Deborah Henault
Jerilyn Nagal (at 6:33 p.m.)

Excused: No one

Absent: No one

Quorum present. Yes

Meeting notice posted: February 15, 2023

Staff Present: Luis Pantoja, Jenifer Hughes

B. PUBLIC FORUM – Yes

C. ADOPTION OF MEETING AGENDA –

MOTION by Zartarian, seconded by Stiglich to approve the agenda. **Motion carried unanimously.**

D. APPROVAL OF MINUTES –

- 1. Record of Votes and Minutes for January 19, 2023, Board meeting-**

MOTION by Sartucci, seconded by Stiglich to approve the Record of Votes and Minutes of the January 19, 2023, Board meeting with the following corrections:

- a. Excuse Marti Stiglich**

- b. Correct Governance Committee next meeting to February 13, 2023, under Committee reports. Borrup abstained. **Motion carried.**

E. OFFICER AND STAFF REPORTS –

1. Chairman’s Report –

- o Gilbert congratulated Charles Brown for becoming president elect for the CT Association of Directors of Health. They are a 501c3 that has been in existence since 1996. They work to promote public health and enhance the quality of work that directors do. They have a great website at CADH.org.
- o The Executive Committee has been continuing to work on the results of the salary survey. Most positions only have a salary listed, but no minimum or maximum. They will have it ready to present to the Board and Committees before the budget.

2. Director of Health and Staff –

- Administrative Staff
 - o Admin Staff Changes
 - Michele Girard will join our staff in March as our new Office Manager. She has a background in human resources and fiscal reporting and has 22 years of office management experience.
 - Jen Hughes continues to make an impact on our medical billing by getting us paid for rejected claims from 2021!
 - Admin Team A/P and A/R have been starting to collect clinical services charges for TB follow-up and processing invoices for clinical start-up costs.
- Community Health
 - o Betty and Annie prepared/delivered PowerPoint presentation on POA to CDC/DPH officials – 1/31
 - o Epidemiologist producing weekly COVID and Influenza reports and looking at trends from the pandemic.
 - Has also identified hotspots of Sexually Transmitted Infections that we will be working with CT DPH to address with prevention measures and education.
 - o EP coordinator has been revising both our plans and regional plans according to lessons learned and to prepare for Project Public Health Ready application at the regional level.

- Clinical Health Services
 - COVID-19 testing equipment is on order for clinical site.
 - Luis worked with supplier to secure discounted rate that may allow for us to offer flu testing in the Fall if authorized.
 - CONNIE contract signed.
 - Luis worked with their reps while I had Shipman and Goodwin review contract prior to signing.
 - Working on integrating Mica EHR system
 - MICA is working with Luis on issues related to connection to the CONNIE system.
- Environmental Health
 - FDA code is HERE effective today.
 - Webinar from the state on this topic this afternoon but many questions still exist.
 - New forms and focus will be part of outreach to regulated community once we have a little more info.
 - We have reached out in the past (November 2022) to remind them this was coming.
 - Registered Sanitarian
 - Nick Palermo will be rejoining CCHD on February 27th.
 - 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
 - Team currently updating SOPs and focusing on getting team together on standardizing inspection approaches and priorities.
 - Working on establishing digital inspection capacity using Pervidi software on tablets recently purchased
- Director of Health Reprt
 - Interviewed new accountant and will be switching at same time as new office manager starts in March.
 - Reviewed insurance options as Harvard Pilgrim is leaving the CT market.
 - Moving to Anthem BCBS effective March 1st
 - Annual Town Council presentations are currently scheduled as of late this afternoon:
 - Wethersfield: 03-20-23 at 7p.m.
 - Berlin: 03-20/23 at 7 p.m.
 - Rocky Hill: Possibly as soon as Tuesday 02-21-23
 - Newington: Not heard as of yet.
 - Brown to send emailed confirmation of Rocky Hill and Newington as soon as he hears back. Would appreciate the support at these meetings.

- CHA/CHIP/Strategic Planning from Mark Nickel continues with DRAFT plans to be reviewed internally and community engagement events should be next step in the process.

F. COMMITTEE REPORTS -

1. **Executive Committee** – Committee went into a quick meeting in order to authorize Brown to enter into and amend contractual instruments with The Department of Mental Health and Addiction Services of the State of CT. Previous blanket authorization given by the Board would not cover this specific contract which was time sensitive.
2. **Finance Committee** –Committee has their first meeting this week to begin work on FY23/24 year budget. There will likely be a raise in the per capita for towns.
3. **Human Resources Committee** – Committee is currently working on developing a plan for work from home process and policy and would allow it to be at the discretion of Brown. They are also planning on yearly maintenance of the entire policy manual with approved suggestions from the attorneys.
4. **Advocacy Committee** –Reminded the Board that Legislature is currently in session and there are several items they would want to put in testimony on.
 - Switching from equity in physical, mental, and behavioral health to equalizing access to the same.
 - Reinstatement of religious exemptions from school vaccines
 - Using a portion of the Opioid Settlement to establish public awareness campaign of the dangers of fentanyl and to provide Narcan to schools who would be interested.

G. NEW BUSINESS-

1. **Outline of Budget Process for FY 2023/24**
 - Currently going over several scenarios with the Finance Committee and once a budget is drafted it will be brought to the Board. Typically an educational workshop is done to remind everyone of the process. Budget will need to be finalized no later than 04/30/23 in order for it to start the fiscal year on 07/01/23
2. **Strategic Plan Update**
 - CHA/CHIP/Strategic Planning from Mark Nickel continues with DRAFT plans to be reviewed internally and community engagement events should be next step in the process

3. Covid-19 Update

- Staff have been keeping up with information from CDC and CT DPH for almost 3 years.
 - Currently 25415 confirmed and probable cases in the district (17893 in November 2021)
 - 5252 in RH, 8052 in Newington, 5011 in Berlin and 7100 in Wethersfield
 - 429 Deaths in the District
 - 157 in RH, 150 in Newington, 58 in Berlin, 64 in Wethersfield
- Continuing our case investigations
 - Number of cases have been decreasing recently
 - Health education is still the focus of calls at this point and education for self-tracing and notification.
- Influenza
 - Numbers have been decreasing since late November.

H. Next Meeting – March 16, 2023, 6:30 PM, CCHD Offices in Rocky Hill, CT.

I. ADJOURNMENT –

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

TIME MEETING ADJOURNED: 7:21 PM

Respectfully submitted,

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

REVIEWED AND APPROVED BY BOARD: