



## **BOARD OF HEALTH**

### **MARCH 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  
David Wemett  
Anne Marie Diloreto (via telephone)  
Ray Jarema (via telephone)  
Kevin Borrup (via zoom)  
Lecia Paonessa (via zoom)  
Dianne Doot  
Roy Zartarian (via zoom)  
Marti Stiglich (via telephone)  
Deborah Henault  
Jerilyn Nagal (via zoom)  
Judith Sartucci

**Excused:** Pat Checko

**Absent:** No one

**Quorum present.** Yes

**Meeting notice posted:** March 16, 2023

**Staff Present:** Jenifer Hughes

**B. PUBLIC FORUM** – No one present.

**C. ADOPTION OF MEETING AGENDA –**

**MOTION** by Wemett, seconded by Doot to approve the agenda. **Motion carried unanimously.**

**D. APPROVAL OF MINUTES –**

- 1. Record of Votes and Minutes for February 16, 2023, Board meeting-**

**MOTION** by Sartucci, seconded by Stiglich to approve the Record of Votes and Minutes of the February 16, 2023, Board meeting with the following corrections:

- a. Remove Luis Pantoja from staff present.

## **E. OFFICER AND STAFF REPORTS –**

### **1. Chairman’s Report –**

- Brown received a request from an individual to write a letter to the planning and zoning of Rocky Hill regarding a marijuana dispensary. After discussion it was decided for Brown to submit the testimony provided to the legislature last year as the Board does not provide input on planning and zoning issues.
- The Executive Committee has been continuing to work on the salary survey and are finishing up to bring it to the Board before the budget.
- Also have been working on the budget.

### **2. Director of Health and Staff –**

- Administrative Staff
  - Admin Staff Changes
    - Michele Girard joined 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 an NPI number for clinical services to assist with future billing.
    - Admin Team preparing to issue pool licenses.
- Community Health
  - Planning for NCOA Grant to increase COVID and Influenza vaccinations.
    - Throughout February, CCHD staff provided input, edits and revisions to grant application that will be submitted by Newington but as a Health District. This type of regional affiliation as part of our Health District has been an ongoing goal of Community Health and we have been reaping benefits. Joining with our towns to submit this grant is one of them.
  - Planning for National Public Health Week is underway April 3-7th
  - Initial Walking Competition meeting conducted for Walk this May will occur again May 1 – May 31
  - Epidemiologist producing weekly COVID and Influenza reports and looking at trends from the pandemic.
    - Has assisted in disease follow-up and referred potential cancer cluster investigation to CT DPH
  - 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 has arrived for clinical site
  - Luis worked with supplier to train staff tomorrow on the system
- 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.
    - Weekly Webinars 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 joined CCHD on February 27<sup>th</sup>.
    - Recruitment continues for EH Inspector
      - Two interviews set for Monday.
  - Team currently Working on establishing digital inspection capacity using Pervidi software on tablets recently purchased.
- Director of Health Staff
  - Annual Town Council presentations are being conducted.
    - March 20- Wethersfield
    - March 21- Berlin
  - Interviewed new Filemaker Pro consultant and will be switching in April.
  - 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-April 3rd

## **F. COMMITTEE REPORTS -**

- **Governance Committee –**
  - Mark Nickel from Cross Sector Consulting shared draft strategic planning documents during their last meeting on March 14, 2023. More materials are forthcoming to the Board soon for approval.
  - Preliminary review of the new Essential Public Health Services. The committee will present an orientation to the Board when review is complete.
  - Next meeting has been moved to April 24, 2023, so there will be no update to the Board next month
- **Finance Committee –**
  - Have finished working on the budget which will be presented today.

- **Human Resources Committee –**
  - Committee is just about finished with the remote work policy
  - Also have been working on reviewing the personnel policy manual and revising as appropriate
  - Committee has canceled the April meeting and the next one will be Thursday, May 11th

**G. NEW BUSINESS-**

**1. Preliminary Budget FY 2023/24 Presentation**

- Brown presented the budgeting brief of March 16, 2023, including where the agency currently stands fiscally and the new budget proposal.
- Also reviewed the Boards responsibility as it pertains to the FY 2023-2024 budget.

**EXECUTIVE SESSION: –**

**MOTION** by Doot, seconded by Sartucci to go into Executive Session for the purpose of strategy and negotiations as pertains to the FY 2023-2024 budget. **Motion** passed unanimously.

In session at 7:28 PM. Present: Brown, Gilbert, Sartucci, Paonessa, Wemett, Doot, Jarema, Zartarian, Diloreto, Stiglich, Borrup, Henault, Nagal  
Out of Executive Session at 7:58 PM.

**Motion** by Wemett, seconded by Doot to conclude Executive Session. **Motion carried unanimously.**

**Motion** by Doot, seconded by Wemett to set a public hearing for April 20, 2023 at 6:00 PM to be followed by the Boards monthly meeting at 6:30 PM. **Motion** carried unanimously.

**2. Discussion and Possible Action- Requests for Assistance Re Marijuana Facilities**

- Gilbert advised the Board that the request Brown received last week regarding location of marijuana dispensaries most likely will not be the last such request.
- The Board has determined that we can forward the testimony that was provided to the legislature last year regarding recreational marijuana use as part of the Health services we provide to our towns.

- The Board will not offer opinions on locations for the marijuana dispensaries and will leave that to the towns themselves to decide.

### 3. Strategic Plan Update

- Mark Nickel from Cross Sector Consulting is still working with the Governance Committee to draft a strategic plan
- Should have something within the next few meetings to be able to bring to the Board to react to.

### 4. Covid-19 Update

- Staff have been keeping up with information from CDC and CT DPH for almost 3 years.
- According to the CDC Hartford County is now in the Green zone with low transmission rates and low hospitalizations
- Number of cases have been decreasing recently.
- Public Health Emergency is ending within the next few weeks.
- Health education is still the focus of calls at this point and education for self-tracing and notification.

**F. Next Meeting** – April 20, 2023, 6:30 PM, CCHD Offices in Rocky Hill, CT.  
**Public Hearing** April 20, 2023 at 6:00 PM, CCHD Offices in Rocky Hill, CT

### G. ADJOURNMENT –

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

TIME MEETING ADJOURNED: 8:10 PM

Respectfully submitted,

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

REVIEWED AND APPROVED BY BOARD: