



BOARD OF HEALTH

APRIL 20, 2023, MEETING MINUTES

A. CALL TO ORDER. Chairman Barbara Gilbert called the meeting to order at 6:00 P.M. via zoom and telephone.

Present: Barbara Gilbert, Chairman
Charles K Brown Jr., Secretary-Treasurer/Director of Health
Pat Checko
Judi Sartucci
Marti Stiglich
Kevin Borrup (via zoom)
David Wemett
AnnMarie Diloreto (via conference call)
Dianne Doot
Ray Jarema
Jeri Nagle (via zoom)
Lecia Paonessa

Excused: Deborah Henault

Absent: No one

Quorum present. Yes

Meeting notice posted: April 17, 2023

Staff Present: Jenifer Hughes

B. PUBLIC FORUM – No one present.

C. ADOPTION OF MEETING AGENDA –

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

D. APPROVAL OF MINUTES –

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

MOTION by Jarema, seconded by Wemett, to approve the Record of Votes of the March 16, 2023, Board meeting. Motion carried unanimously.

Motion by Nagel, seconded by Jarema, to approve the minutes of the March 16, 2023, Board meeting. Motion carried unanimously.

E. OFFICER AND STAFF REPORTS –

1. Chairman’s Report –

- Public Health week was successful. Unfortunately, due to illness not all proclamations were able to be received.
- As of 04/17/2023 CCTHD is fully staffed.

2. Director of Health and Staff –

- Administrative Staff
 - Admin Staff Changes
 - Turnover in Office Manager continues with Cheryl’s last day being May 5th.
 - Jen Hughes continues to make an impact on our medical billing by getting us registered as a lab with Medicare to assist with future billing.
 - She has also been willing to talk with other LHDs to assist with their billing issues-a major problem statewide which is going to be addressed in a CADH/DPH workgroup.
 - Admin Team preparing to issue motel licenses.
- Community Health
 - National Public Health Week April 3-7th was a success.
 - Several social media postings
 - Health Educator did PH story time at Berlin Library
 - Initial Walking Competition “Walk this May” will occur again May 1 – May 31
 - Board members should feel free to sign up for a team (CCHD!)
 - Epidemiologist producing weekly COVID and Influenza reports as the emergency declaration winds down.
 - Looking at how to pull reports of positive cases from CTEDSS for sharing with case investigators as state ContaCT system is shut down in the near future.
 - 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.
 - Focus has been on incorporating lessons learned to establish Emerging Infectious Disease and update Medical Countermeasure Plans.

- Clinical Health Services
 - Working on integrating Mica EHR system
 - MICA is working with Luis on issues related to connection to the CONNIE system.
 - COVID-19 testing equipment is operational at clinical site but unsure of testing needs as COVID-19 declared emergency ends.
 - The testing system does have capacity to test for other things.
 - COVID RT-PCR, COVID rapid antigen, COVID/Flu A&B rapid antigen, Flu A&B rapid antigen, Step A antigen, HCV antibody and HIV antibody.

- Environmental Health
 - FDA code is HERE.

 - Tablets have been purchased and inspections software installed.
 - FDA Form on tablet has been approved by Commissioner.
 - Staff are inputting recent inspections to gain familiarity and ensure data integrity.
 - Environmental Health Inspector
 - Ida Amador joined CCHD on April 17th.
 - Fully staffed for the first time in a long time
 - Hotel/Motel inspections to be completed by the end of month with pool inspections to begin shortly after that.
 - Director of Health Staff
 - Filemaker Pro consultant switched in April.
 - CHA/CHIP/Strategic Planning from Mark Nickel continues with DRAFT plans to be reviewed internally.
 - The first Community Engagement event was a flop.
 - March Madness casualty?

COVID-19

- COVID-19 Declared PH Emergency scheduled to end on May 11th.
- Staff have been keeping up with information from CDC and CT DPH for 3 years.
- Currently 25650 confirmed and probable cases in the district (17893 in November 2021)
- 5300 in RH, 8135 in Newington, 5046 in Berlin and 7169 in Wethersfield
- 438 Deaths in the District
- 157 in RH, 156 in Newington, 59 in Berlin, 66 in Wethersfield

Influenza

- Numbers have been decreasing since late November.

F. COMMITTEE REPORTS -

- **Governance Committee** –
 - No report as their next meeting is Monday April 24, 2023
- **Finance Committee** –
 - Reviewed the budget and fee schedule a final time and moved to present it to the Board for tonight's meeting
 - Will be reviewing the salary survey in May
 - Will be presenting the Quarterly financial report in May
- **Human Resources Committee** –
 - Did not have meeting in April. Next meeting is scheduled for May 11, 2023
- **Executive Committee**
 - Completed salary survey and forwarded it to the Finance Committee

G. NEW BUSINESS-

1. Budget FY 2023/24

- Gilbert shared that income from our towns only accounts for 42.5% of our income.
- Ensure that we use all of grants as earmarked so as not to lose them.
- Presented synopsis of testimony received from two vendors in regard to the budget
- **MOTION** by recommendation of the Finance Committee to adopt the FY 2023-2024 Central CT Health District budget as presented.
Motion carried unanimously
- **MOTION** by recommendation of the Finance Committee to adopt the FY 2023-2024 Central CT Health District fee schedule as presented.
Motion carried unanimously.

EXECUTIVE SESSION: -

MOTION by Checko, seconded by Sartucci to go into Executive Session for the purpose of discussing personnel matters. **Motion** passed unanimously.

In Session at 7:18 PM. Present: Gilbert, Checko, Sartucci, Wemett, Jarema, Diloreto, Paonessa, Doot, Stiglich, Nagal, Borrup
Out of Session at 7:23 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 Board's monthly meeting at 6:30 PM. **Motion** carried unanimously.

Motion by Wemett, seconded by Diloreto to approve the performance award as discussed in Executive Session. **Motion** carried unanimously.

2. **Next Meeting** – May 16, 2023, 6:30 PM, CCHD Offices in Rocky Hill, CT.

F. ADJOURNMENT –

MOTION by Jarema, seconded by Paonessa to adjourn. **Motion carried unanimously.**

TIME MEETING ADJOURNED: 7:25 PM

Respectfully submitted,

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

REVIEWED AND APPROVED BY BOARD: