



BOARD OF HEALTH

JUNE 18, 2020 MEETING MINUTES

A. CALL TO ORDER. Chairman Patricia Checko called the meeting to order at 6:32 P.M. at 2080 Silas Deane Highway, Rocky Hill, CT.

Present: Patricia Checko, Chairman
Charles K Brown Jr., Secretary-Treasurer/Director of Health
Ann Marie Diloreto (via conference call)
Deborah Henault (via zoom)
Ray Jarema (via conference call)
Lecia Paonessa (via conference call)
Michele Sadlosky (via zoom)
Judy Sartucci (via zoom)
Marti Stiglich (via conference call)
Roy Zartarian (via zoom)

Excused: Kevin Borrup, Barbara Gilbert, Jennifer Hill and David Wemett

Quorum present.

Meeting notice posted: June 17, 2020

Staff Present: Jane Knotek

B. PUBLIC FORUM – no one from public was present.

C. ADOPTION OF MEETING AGENDA –

MOTION by Henault, seconded by Sartucci to approve the agenda as amended. Add “Approval of the minutes for Public Hearing, April 16, 2020” under D. Approval of Minutes. **Motion carried unanimously.**

D. APPROVAL OF MINUTES –

1. Record of Votes and Minutes of May 21, 2020 Board meeting

MOTION by Zartarian, seconded by Jarema to approve the record of votes of the May 21, 2020 regular Board meeting as posted. **Motion carried unanimously.**

MOTION by Henault, seconded by Sadlosky to approve the minutes of the May 21, 2020 as posted. **Motion carried unanimously.**

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

P (860) 785-8380 F (860) 785-8533 www.ccthd.org

PUBLIC HEALTH for BERLIN, NEWINGTON, ROCKY HILL, WETHERSFIELD

MOTION by Zartarian seconded by Henault to approve the proceedings of the budget hearing on May 21, 2020. **Motion carried unanimously.**

E. OFFICER AND STAFF REPORTS –

1. Chairman’s Report –

- Checko and the board gave a shout out to Michele Sadlosky and Jennifer Hill who are leaving the board, and presented them with Certificates of Service and Appreciation.

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

- Virtual Walking Program has been completed with only a small number of participants.
- Third year of funding for Opioid Grant confirmed.
- Environmental Health staff have begun inspections of all the food service establishments and have provided guidance on outdoor dining and determining who is operating and how.
- Environmental Health is fully staffed, with Andrea Vitrano coming on board.
- Pools are also being inspected
- Jane Knotek and Johnathan Butler continue to distribute personal protective equipment out to home health care agencies.
- Johnathan was highlighted in a letter from Shane Lockwood, the Director of Health of Plainville Southington Health District stating “He has gone out of his way to make the pick-up of supplies as seamless as possible. His professionalism is evident each week when he emails a list of expected supplies, along with a detail on what type of vehicle would best be able to transport the supplies.”

Sartucci congratulated Brown on a great job he is doing on his public presentations during this difficult time.

MOTION by Sartucci, seconded by Henault to accept the monthly report of the Director of Health dated June 18, 2020 as presented. **Motion carried unanimously.**

F. COMMITTEE REPORTS

1. Governance Committee – No meeting. Next meeting is July 13, 2020.

2. Finance Committee – Brown reviewed the monthly financial reports for FY 2019-2020 through May 31, 2020 and answered and clarified issues for the Committee about various items. Brown reviewed Fraud Risk Assessment Summary document which compiled highlighted areas identified for consideration by the accountant in their review of the assessment. Committee members reviewed

recommendations from CCHD staff on appropriate control measures currently in place and areas for improvement. Next meeting is July 14, 2020. Judy Sartucci requested that the summary document be sent to all Board members.

- 3. Human Resources Committee** – No meeting. Next meeting is July 8, 2020.

G. NEW BUSINESS

1. COVID-19 Update-

- Staff have been keeping up with information from CDC and CT Department of Public Health since December. Currently 1213 confirmed cases in the district; 405 in Rocky Hill, 395 in Newington, 160 in Berlin and 253 in Wethersfield. 165 deaths in the district; 88 in Rocky Hill, 51 in Newington, 16 in Berlin and 10 in Wethersfield.
- All towns have started to plan for opening their town halls, schools, senior centers.
- Staff is still becoming familiar with contact tracing software. Training materials on the state system expected next week. Staff will start using and develop protocol for bringing volunteers into system soon. 12 volunteers have been trained in contact tracing.
- Working with Verizon on phone app to disguise number as CCHD deploying next week.
- Governor's Executive orders are an issue as we move forward into reopening.

2. Nominations Committee Chair-

MOTION by Sartucci, seconded by Sadlosky to approve the appointment of Ann Marie Diloreto to Chairman of the Nominations committee effective July 1, 2020. **Motion carried unanimously.**

H. NEXT MEETING – July 16, 2020, 6:30 PM, CCHD Offices in Rocky Hill, CT

I. ADJOURNMENT –

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

Respectfully submitted,

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

REVIEWED AND APPROVED BY BOARD: July 16, 2020