

CHATHAM HEALTH DISTRICT

Serving the Towns of East Haddam, East Hampton, Haddam, Hebron, Marlborough & Portland

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Susan Bransfield, *Chairman*
Peter Hughes, *Vice Chairman*
Mark Walter, *Treasurer*
Howard Dean
Kate Morris
Candace Casale
Jared Clark

DISTRICT HEALTH DIRECTOR

Thad D. King, *MPH, RS*

June 30, 2009

9:00 AM

Chatham Health District Conference Room (240 Middletown Avenue, East Hampton)

Present: Susan Bransfield Mark Walter
Kate Morris Howard Dean

Absent: Peter Hughes Candace Casale Jared Clark

Other: Thad King

1. Call to Order

Chairman Bransfield called the meeting to order at 9:06am.

2. Approval of Minutes

Motion was made by Mr. Walter, seconded by Mr. Dean, to approve the minutes of February 26th. Vote was unanimous in favor. Motion was made by Mr. Walter, seconded by Mr. Dean, to approve the minutes of March 31st. Vote was unanimous in favor. Motion was made by Mr. Walter, seconded by Ms. Morris, to approve the minutes of May 26th. Vote was unanimous in favor.

3. Public Remarks

There were no members of the public present.

4. Emergency Response Planning Update -July - TAR Review

Mr. King stated that significant progress has been made from the previous review. The review is scheduled for mid July. One item that stills needs to be completed is to execute the signature page of all the CEO's on one page of the MOU.

Mr. King stated that Mr. Kramer has put together supplements for the emergency plan and reviewed the supplements with all the Emergency Management Directors. Mr. Kramer has also put together a Continuity of Operation Plan.

5. Communications

Mr. King stated that medical insurance is being switched from Anthem to Aetna. The Anthem quote for renewal was approximately 30% higher. At this time dental will remain with Anthem,

however, that may change. The total cost for medical and dental for the upcoming years is \$58,000 and \$76,000 was budgeted.

Mr. King stated that the budget wrap up for the year is -\$7650. This does include \$10,000 capital reserve. Brief discussion was held regarding whether or not to make the contribution. The consensus of the Board was to make the contribution to plan for vehicle replacements.

Mr. King stated that an order was sent out to 28 Main Street East Hampton for sewer problem inside a rental apartment. The landlord has abandoned the building. The District was contacted by a tenant. The issue was corrected by a collaborative effort between a local plumber and WPCA.

6. Director of Health Report
- Food Service Inspections

Mr. King noted that 26 of 51 inspections were completed for the month of May. Mr. King noted that employees had an increase in time off over this period due to the end of the year. An annual report of inspections may be available for next meeting.

- Wastewater Regulation Update

Mr. King stated that a press release has been published regarding the regulation. Postcards will be being sent out for Portland and Marlborough. Mr. King stated that possibly the end of July cards would go out to East Haddam. An August 1st presentation is planned for the Lakes Association.

Approximately 300 pump out reports have been received with no real significant problems.

Mr. King stated that the Town of Old Saybrook has put in a first request for DEP Clean Water funds. Mr. King stated that in order to receive the funds, there must be an approved management plan. Old Saybrook does not have one. The only approved management plan in the state of Connecticut would be the Districts, although we still have not yet received final approval.

Mr. King stated that he will be requesting and working with WPCA's to identify decentralization areas prior to submitting a request for funds.

- Radon Resistant Housing Brochure

Mr. King stated that the District received a small grant from the Department of Public Health to produce a brochure in which Don Mitchell has been working on. The District was able to offset Mr. Mitchell's salary, purchase a printer and software and printing. Mr. King presented the Board with a copy of a brochure. This is not the final version. Ms. Bransfield noted that Mr. Mitchell should be noted on the brochure.

- Jeff Catlett

Mr. King stated that Mr. Catlett has been hired as of July 1 as our new Sanitarian I.

7. Block Grant 2010
-Cancer Control Planning

Mr. King stated that the District has received approximately \$6900 for many years, which has been used to fund the Physical Activity Program. This year Mr. King is recommending the funds be redirected to fund cancer planning/prevention. The funding would be used to fund a position for community outreach in the District.

Mr. King suggested that the physical activity program could still be offered as a fee based program.

The consensus of the Board was to pursue the cancer program. Mr. King stated that he would notify DPH that that would be the intent, to change the direction of the grant from cardiovascular and to cancer. The Board suggested that Mr. King notify the facilities that have worked with the cardiovascular program of the change.

Mr. King expressed to the Board the desire to obtain a business credit card to aid purchasing. The Town of East Hampton Finance Department has not been in favor of this practice due to difficulty in identifying specific vendors and itemizing allocation of purchases. However, often the District makes purchases on line and only payment acceptable is a credit card. Mr. King requested authorization of the Board to make application for a District credit card. Motion was made by Mr. Walter, seconded by Mr. Dean to authorize applying for, and the use of a credit card for Thad King and Tina Lanzi with a credit limit of up to \$10,000. Purchases would still be subject to approval and would fall under the policy of the Town of East Hampton. Vote was unanimous in favor.

Mr. Walter departed at 9:40am. At this point a quorum was no longer met.

8. PHER Grant 2009-10

-Town subcontracting, call out system

Mr. King stated that the plan for the grant for the upcoming year is to increase Mr. Kramer from a 2 day work week to 2.5, approximately \$14,000 will be used to offset salaries of Mr. King, Mr. Mitchell and Ms. McAuliffe. The deliverables for the grant are substantially the same. Mr. King has allocated \$10,000 for ALERT NOW a health alert system. The system will be used to notify residents of emergency events and to test call down of volunteers. Mr. King would like to offer the call out system to other town organizations to use for a fee.

Mr. King proposed \$7000 for the Towns for supporting their clinic planning, more would be allocated for the POD sites.

Ms. Bransfield questioned whether other alert systems were looked into. Mr. King assured the Board that Ms. McAuliffe had done extensive review of different systems used around the state and the ALERT NOW offered more than the others.

Mr. King stated that there has been \$300,000,000 approved for expenditure nation wide for H1N1. It is believed that this would be allocated on a per capita basis. Vaccine will not be sent through SNS, but through traditional means. Clinics will be held in the schools. A meeting has been scheduled for July 22 for DPH to discuss with the superintendents a plan for the fall.

9. Old Business

Marlborough Sewer – Mr. King stated that DPH communicated that the abandonment policy for existing systems should reside with the WPCA's. Mr. King stated that hookup is expected by September 1.

10. New Business

-5013c designation and membership services program

Mr. King suggested exploring the idea of a 5013c. This would be a separate organization of the District. This organization would assist the District in Public Health Initiatives. The idea is that people would be making voluntary tax free contributions verses funding through taxation. Mr. King suggested looking into the way the State Health Department has set up. Discussion continued.

11. Adjournment

Following no further business, motion was made by Mr. Dean, seconded by Ms. Morris to adjourn the meeting. Meeting adjourned at 10:14am.

Submitted by,



Thad King

Approve by the Board of Health at the July 28, 2009 meeting.