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DIRECTOR of HEALTH
Russell Melmed, MPH

Colchester, East Haddam, East Hampton, Hebron, Marlborough, & Portland

Chatham Health District Board of Health, March Regular Meeting

Time: March 29, 2022 02:00 PM Eastern Time (US and Canada)

Zoom Meeting ID 89294095529

Present: Andrew Tierney Dave Cox Ryan Curley
Irene Haines Peter Hughes

Others: Russell Melmed

1. Call to Order

Chairman Tierney called this meeting to order at 2:08pm.

2. Additions to the agenda

Motion was made by Mr. Cox to add agenda item 5.d. Purchasing Policy, seconded by Ms. Haines. Vote was unanimous in favor.

3. Public Remarks

There were no public comments.

4. Communications

There were no communications.

5. New Business

a. Approval of minutes from 2/22/2022 Regular Meeting

Motion was made by Mr. Cox, seconded by Mr. Curley, to approve the minutes of 2/22/2022 Regular Meeting as written. Vote was unanimous in favor.

b. Approval of Minutes from 2/22/2022 Special Meeting/Public Hearing

Motion was made by Mr. Cox, seconded by Mr. Curley, to approve the minutes of 2/22/2022 Public Hearing as written. Vote was unanimous in favor, with Ms. Haines abstaining.

c. Remote work policy referral from the Personnel, Policy and Budget Committee

Mr. Melmed stated that the Personnel, Policy, and Budget Committee met last week and discussed a remote work policy and recommended presenting to the Board. Mr. Melmed stated that we have already been remote working for the last couple of years and he just

wanted to actually codify a policy. Mr. Melmed stated that there are particularly a couple reasons for drafting the policy; short term-lack of office space, long term-employee retention.

Motion was made by Mr. Cox, seconded by Ms. Haines, to approve the Remote Work Policy. Vote was unanimous in favor.

d. Purchasing Policy

Mr. Melmed noted that the Chatham Health District currently has a purchasing policy that requires Board approval of purchases over \$10,000 and also requires an RFP process unless waived by the Board. Mr. Melmed stated that the District was awarded FDA funding that is partially intended to support implementation of a digital inspection platform and application system. Mr. Melmed stated that proposals and demos have been made from a few companies that are being utilized by other health departments. Mr. Melmed stated that the RFP process requires the bid to be put on the State of Connecticut Department of Administrative Services portal as well as advertised in a local paper. Mr. Melmed also noted that most of the companies that provide this service are outside of CT. Mr. Melmed requests that the RFP process be waived so that we may move forward with implementation. Mr. Melmed stated that allow the purchase and implementation will be grant funded, there will be sustainable cost associated after three years. The cost of the contract would be between \$50,000 to \$80,000 for the first three years.

Motion was made by Mr. Hughes, seconded by Mr. Cox, to waive the RFP bidding requirement. Following brief discussion, motion was withdrawn. Mr. Melmed noted that the requirement of the grant is to partner with another local health department to advance their capacity also. Recommendation was made by the Board to receive three proposals, make a selection/recommendation, explain why the RFP should be waived. Motion was made by Mr. Hughes, seconded by Mr. Cox, for the Chairman of the Board to set a special meeting. Vote was unanimous in favor.

6. Director's Report and discussion

a. COVID-19 Situational Awareness Update

Mr. Melmed stated the decline in positive cases and hospitalizations has plateaued. Vaccination clinics are continuing. The FDA has recently authorized a second booster for 50 and older.

b. Environmental Health

Mr. Melmed stated that the State is close to finalizing the itinerant food vendor reciprocity process. This law was passed over three years ago. Mr. Melmed will be meeting with local health departments surrounding Chatham Health to discuss an MOU for allowing licensed food vendors to cross health departments.

Mr. Melmed reported to the Board of a public health nuisance that was a large multi-agency investigation/response. Mr. Melmed had to issue an "unfit for human habitat" order under the public health code.

c. Community Health

Mr. Melmed stated that we are holding an additional Diabetes Self-Management program due to demand and funding availability.

d. Staffing

Mr. Melmed stated that we are currently fully staffed with the exception of a part-time food service inspector that has been posted for about three weeks. This is a FDA grant funded position. There have been no applicants at this time.

e. Budget and Grants

Mr. Melmed stated that he expects to hear soon about the ELC2 Grant funding of \$259,000 for two years for COVID response.

Mr. Melmed noted that he does foresee a budget overage expense in our IT budget line item due to recommendations for additional active live security monitoring. The additional cost would be about \$1200 a year. Brief discussion was held regarding cyber insurance.

Mr. Melmed stated that we will be hosting a MRC appreciation event on April 14th.

9. Public Remarks

There were no public remarks.

10. Adjournment

Following no further business to discuss, motion was made by Ms. Haines, seconded by Mr. Cox, to adjourn the meeting. Vote was unanimous in favor. Meeting adjourned at 2:59pm.