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David Cox  
Kate Morris



DIRECTOR of HEALTH  
Russell Melmed, MPH

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

Special Meeting of the Chatham Health District Board of Health  
July 28, 2020, 2:00 PM  
Zoom Conference Meeting (Meeting ID: 884 5091 8487)

Present: Andrew Tierney      Kate Morris      David Cox  
Robert Smith      Rosemary Coyle      Peter Hughes  
Stan Soby

Others: Russell Melmed

1. Call to order

Chairman Tierney called the regularly scheduled Board of Health meeting to order at 2:00pm.

2. Additions to the agenda

There were no additions made to the agenda.

3. Public Remarks

There were no comments from the public.

4. Approval of Minutes

a. 7/7/2020

**Motion was made by Ms. Coyle, seconded by Ms. Morris, to approve the minutes of July 7, 2020 Board of Health meeting as written. Vote was unanimous in favor.**

5. Communications

Mr. Melmed stated that he received a letter of "Thanks" from Larry McHugh of the Middlesex Chamber of Commerce.

6. Director's Report and Discussion

a. COVID-19 Situational Awareness Update

Mr. Melmed stated that he continues to send out the weekly updates. Mr. Melmed noted that we have been recently seeing a delay in test results.

b. Contact Tracing

Mr. Melmed stated that Vickie Han continues to be very busy with contact tracing.

c. PPE Distribution

PPE distribution continues with supplies being provided by the State. Mr. Melmed stated that our last pick up may be the first week of August.

d. COVID-19 Reopening Team

Mr. Melmed, Liz Davidson, Vickie Han, and Ryan McCammon continue to work with different entities in regard to reopening guidance. Mr. Melmed stated that he has taken on most of these duties due to the fact that the environmental staff has been very busy and we have been short staffed.

e. COVID-19 Sector Rule Enforcement

Mr. Melmed stated that this continues to be a big challenge. Mr. Melmed stated that we receive many calls regarding businesses not following the rules set by the Department of Economic and Community Development; mask wearing, social distancing, crowd gathering. Mr. Melmed stated that the first two complaints received will be followed up with a telephone call. If a third complaint is received, a site visit is initiated. There have been no orders issued.

f. Environmental Health

Mr. Melmed stated that the environmental health staff continues to be very busy.

g. Staffing and Workload

As previously stated, staff continues to be very busy with general environmental services.

h. YTD Expenditure and Revenue

Mr. Melmed briefly discussed the delay in receiving grant contracts as well as questions regarding the FDA and NACCHO grants for unexpended funds for travel that may be reallocated to other expenses.

7. Old Business – Director of Health performance review

Mr. Soby stated that the Personnel Committee met and reviewed all the performance evaluations. Mr. Soby discussed the different areas of the evaluations; Fiscal Management, Communications, Personnel, Professionalism, and Problem Resolution. Seven reviews were completed. Of the total 42 scoring points; 23 Superior, 19 Above Average.

Ms. Coyle highlighted Mr. Melmed's accomplishments; improved internal communication, restructure of staff due to senior staff retirements, reassignment of staff for town coverage, held District meetings for the needs of the towns, focused on training, improved external communications, and spent a lot of time out in the municipalities.

Mr. Melmed briefly reflected on goals and accomplishments:

Financial Management – better understanding of budget process/brought Emergency Preparedness in-house

Communications-COVID19 reporting, prepare reports for PSAPs of positive COVID cases, Services-Salon Regulation implementation, PPE distribution

Personnel-staff turnover while still maintaining services

Problem Resolution-attentive and responsive to public and municipalities

Mr. Melmed also noted that in addition to budgeting, understanding environmental health work flow is a goal.

Brief discussion was held regarding a merit salary increase, to be discussed by the Personnel Committee.

Brief discussion was held regarding FEMA reimbursements. Mr. Melmed stated that Pomperaug Health District was the first health district to submit for reimbursement and was denied. Mr. Melmed was uncertain as to why it was rejected. Chairman Tierney recommended submitting the two page initial application.

#### 8. New Business

Mr. Melmed stated that the job descriptions have not been updated since the formation of the health district. Mr. Melmed noted that the workforce has shifted through the years and the requirements need to be updated to reflect those changes. For instance, the job description for Sanitarian I requires registered sanitarian certification and two years of experience in a local health department. Mr. Melmed stated that updating these requirements will give our Environmental Health Technician the opportunity to advance as certifications are achieved. Mr. Melmed stated that the Sanitarian III job description required 30 hours of Environmental Science. Mr. Melmed noted that there are several older sanitarians that received their RS prior to that requirement.

##### a. Sanitarian I job description update

**Motion was made by Ms. Coyle, seconded by Mr. Hughes, to approve the Sanitarian I job description as updated. Vote was unanimous in favor.**

##### b. Sanitarian III job description update

**Motion was made by Ms. Coyle, seconded by Ms. Morris, to approve the Sanitarian I job description as updated. Vote was unanimous in favor.**

#### 9. Reopening Discussion – Open

Ms. Coyle stated that Colchester has a long term recovery committee that just completed a survey of the residents and businesses. Once the surveys have been analyzed by the committee the results will be shared and recommendations made to appropriate entities.

Mr. Hughes stated that Marlborough Town Hall will remain closed until schools open.

Mr. Melmed stated that he has been meeting weekly with all District school superintendents.

Chairman Tierney opened discussion to in-person meetings. Mr. Melmed stated that public meetings are allowed. Discussion was held regarding questioning the benefit of in-person meetings, capacity issues, and the advantages/disadvantages of Zoom (or Zoom like) meetings.

#### 10. Public Remarks

There were no comments from the public.

11. Adjournment

**Following no further business to discuss motion was made by Ms. Coyle, seconded by Mr. Soby, to adjourn the meeting. Vote was unanimous in favor. Meeting adjourned at 3:15pm.**