

BOARD MEMBERS
Andrew Tierney, Chairman
Stan Soby, Vice Chairman
Peter Hughes, Treasurer
Rosemary Coyle
David Cox
Ryan Curley
Irene Haines
Kate Morris



DIRECTOR of HEALTH
Russell Melmed, MPH

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

Chatham Health District Board of Health

Time: December 14, 2021 02:00 PM Eastern Time (US and Canada)

Zoom Meeting ID 838 7708 2767

Present: Andrew Tierney Irene Haines Ryan Curley
Dave Cox Stan Soby Peter Hughes (arrived 2:06)
Kate Morris (arrived 2:13)

Others: Russell Melmed

1. Call to Order

Chairman Tierney called this meeting to order at 2:03pm.

Chairman Tierney invited everyone to introduce themselves due to a couple newly appointed members to the Board. New members are Irene Hines, representing East Haddam, and Ryan Curley, representing Portland.

2. Additions to the agenda

There were no additions to the agenda.

Mr. Hughes arrived at 2:07pm.

3. Public Remarks

There were no public comments.

4. Approval of Minutes from 10/26/21

Motion was made by Mr. Hughes, seconded by Mr. Cox to table approval of minutes to the next meeting. Vote was unanimous in favor.

5. Communications

Mr. Melmed read into the record the attached memo from outgoing First Selectmen Mary Bylone to the Board of Health.

Mr. Melmed noted the receipt of an appreciation plaque from the East Hampton Volunteer Ambulance Association.

Ms. Morris arrived at 2:13pm

6. Presentation of the FY2021 Audit-George Sinnamon, SPA, Sinnamon & Associates LLC
George Sinnamon, Sinnamon & Associates, present the Board with the 2021 Fiscal Year Audit. Mr. Sinnamon highlighted on the following; grants are being tracked correctly, undesignated fund balance has gradually increased over the last 5 years, new designated fund balance was created for COVID-19 and Public Health Emergency Response, total funds year end \$589,832 (General Fund Unassigned \$421,768, Assigned \$14,100, Capital \$34,757, COVID-19 & Public Health Emergency Fund \$119,207).

Motion was made by Mr. Cox, seconded by Ms. Morris to accept the 2021 Fiscal Year Audit. Vote was unanimous in favor.

7. Staff Presentation FDA/NACCHO Grant-Jaime Ellis
Jaime Ellis presented the Board with an overview of the FDA food standards and NEHA/FDA Flexible Funding Grants.

8. Director's Report and discussion

a. COVID-19 Situational Awareness Update

Mr. Melmed stated that cases continue to increase. However, hospitalizations and fatalities are lower than they were one year ago. Clinics continue to be held throughout the District, with our staff and MRC volunteers and partnering with Griffin Health to provide Pfizer vaccinations to the under 18. There has been an increase in demand for boosters. Testing clinics are also still being held and we are probing other testing agencies and increasing sites.

b. Environmental Health

Environmental Health land use is slowing down due to weather.

c. Community Health

Mr. Melmed stated that most of the standard health education programs were suspended due to COVID. Chronic Disease and Diabetes Self-Management course are now being offered virtually. Mr. Melmed is hopeful to restart blood pressure clinics to the senior centers in the spring.

d. Staffing

Mr. Melmed stated that we are very fortunate to have six sanitarians (5 full/1 part-time), experienced and well versed. This equates to one sanitarian per town. This is very helpful in processing applications and moving projects along without delay.

We are applying for ELC 2 Grant funding and hiring two Contact Tracers with these funds.

Members of the Board expressed their gratitude for Mr. Melmed's leadership.

9. Old Business-Approval of minutes from 10/12/2021
Tabled to the next meeting.

10. New Business

a. Set meeting dates/times for 2022

Motion was made by Mr. Cox, seconded by Mr. Soby, to accept the meeting dates with the December meeting date being December 20th. Vote was unanimous in favor.

b. Election of officers

Motion was made by Mr. Cox, seconded by Mr. Hughes, to extend the terms for the current officers; Mr. Tierney-Chairman, Mr. Soby-Vice-Chairman, Mr. Hughes-Treasurer. Vote was unanimous in favor.

c. Discussion of new job description-Contact Tracer

Mr. Melmed presented the Board with a job description for two grant funded, part-time, temporary, Contact Tracers. **Following review motion was made by Mr. Hughes, seconded by Mr. Soby, to approve the job description for Contact Tracer.**

d. Discussion of creating new designated funds

Mr. Melmed discussed the possibility of creating a new designated fund for carryover from budgeted line items that go unexpended year after year. Rather than continue to budget for items such as Legal, Mr. Melmed, recommended establishing a designated fund or a “committed” fund for unexpected/unbudgeted expenses. Consensus was made to not establish this fund, but to reduce the operating budget line and in the event an unexpected expense comes up, to do a transfer.

11. Public Remarks

There were no public remarks.

12. Adjournment

Following no further business to discuss, motion was made by Mr. Cos, seconded by Ms. Morris, to adjourn the meeting. Vote was unanimous in favor. Meeting adjourned at 3:18pm.