

**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, May Regular Meeting

Time: May 31, 2022 02:00 PM Eastern Time (US and Canada)

Zoom Meeting ID 89294095529

Present: Andrew Tierney Irene Haines Peter Hughes  
Rosemary Coyle Kate Morris Ryan Curley (arrived 2:07pm)

Others: Russell Melmed

### 1. Call to order

Chairman Tierney called this regularly scheduled meeting to order at 2:04pm.

### 2. Additions to the agenda

There were no additions to the agenda.

### 3. Public Remarks

There were no public remarks.

### 4. Communications

Mr. Melmed stated that he provided a letter of support to University of Connecticut for a work force development grant.

Mr. Melmed also stated that he sent a letter to Colchester Board of Education regarding a COVID outbreak as a result of their senior prom.

### 5. New Business

#### a. Approval of minutes from 4/26/2022

**Motion was made by Ms. Morris, seconded by Mr. Curley, to approve the minutes of April 26, 2022. Vote was unanimous in favor.**

#### b. Director of Health vacation time carry-over request

Mr. Melmed noted that per his Director of Health contract he is not authorized to carry-over unused vacation time. Mr. Melmed was granted permission to carry-over last years' time due to pandemic. This authorization was granted through June 2022. Mr. Melmed noted that he did have intentions of using that time for a family cruise however he tested positive for COVID. The cruise has been rescheduled for July. Mr. Melmed requested an extension of his vacation.

**Motion was made by Ms, Coyle, seconded by Ms. Morris, to authorize extending the carry-over of vacation time for the Director of Health to September. Vote was unanimous in favor.**

c. Appointment of an Auditor

Mr. Melmed stated that George Sinnamon is willing to accept the appointment of auditor and has stated that he will not be increasing his fees this year. Mr. Melmed is requesting that the Board appoint Sinnamon and Associates as auditor for 2022.

**Motion was made by Mr. Hughes, seconded by Ms. Haines, to appoint George Sinnamon of Sinnamon and Associates as auditor. Vote was unanimous in favor.**

d. Reciprocal Itinerant Food Vendor MOU

Mr. Melmed states that CT Department of Public Health is moving forward with licensing itinerant food vendors. Mr. Melmed forward a draft MOU that would allow food vendors licensed in other districts to come into Chatham Health without having to apply for a permit. This would not apply to large temporary events; i.e. Hebron Fair.

Ms. Haines spoke in favor of supporting reciprocal itinerant food vendors.

**Motion was made by Mr. Hughes, seconded by Ms. Haines, to authorize the Director of Health and/or the Chairman to sign Itinerant Food Vendor Reciprocal MOU. Vote was unanimous in favor.**

6. Old Business

a. RFP process for digital inspection software

Mr. Melmed stated that three bids were received for a digital software inspection platform; Tyler Technologies (recently purchased Digital Health Department), Open Gov, and Health Space (largest digital health inspection platform in the country). Mr. Melmed stated that should the Board waive the process for RFP the District will probably move forward with Health Space. Extensive review of all proposals was conducted and Health Space is specifically designed for food inspections and the cost will cover set up for both the District and Uncas Health District. Mr. Melmed noted that although the grant covers the cost for the next three years, unless further grants are received there will be core cost for the District and Health Space is the least expensive.

**Motion was made by Mr. Hughes, seconded by Ms. Coyle, to waive the RFT process for digital inspection software and authorize the Chairman to enter into an agreement with Health Space. Vote was unanimous in favor.**

7. Director's Report and discussion

a. COVID-19 Situational Awareness Update

Mr. Melmed stated that the peak of Omicrom has passed; positive cases and hospitalization have declined. Contact tracing continues with modest efforts. The District is still partnering with Griffin in conducting vaccination clinics providing boosters for older individuals and children 5-11 year olds.

b. Administration

Mr. Melmed stated that he has done a bit of restructuring with Vickie Han, the Public Health Nurse, now directly supervising Community Health staff and running three grant programs. This will allow Mr. Melmed to spend time on a comprehensive review of existing policies and handbook that has not been reviewed since 2013. Mr. Melmed solicited a few staff volunteers to assist with the review of the handbook and will meet the first Wednesday of every month.

c. Environmental Health

Mr. Melmed stated that there is one salon left to inspect to complete hair and nail salon inspections for the year. Mr. Melmed noted that land use activities are very busy.

d. Community Health

Mr. Melmed stated that a final Chronic Disease Management program will be conducted this month. Virtual classes have been very popular.

e. Emergency Preparedness

Mr. Melmed stated that the grant year is coming to an end. Mr. Melmed noted that per the grant we are required to conduct a drill once every five years. That has been done this year. Quarterly call down drills have reinstated using the Everbridge system. Mr. Melmed stated that the Everbridge systems will be funded this year by the FDA grant.

f. Staffing, Budget and Grants

Mr. Melmed stated that a year to date had been sent out. Mr. Melmed noted that revenues are higher due to grants and flu and COVID clinics and expenses are slightly lower than expected at this time.

Mr. Melmed stated that we are still awaiting notification of ELC2 grant funding.

Mr. Melmed noted a couple of staffing changes in regard to salary increases. Mr. Melmed commented on the struggle with retaining code enforcement officials in all areas. Mr. Melmed stated that we have hired a 10 hour per week, part-time food inspector, grant funded.

Brief discussion was held regarding holding additional chronic disease and public health programs.

8. Public Remarks

There were no public remarks.

9. Adjournment

Following no further business to discuss motion was made by Ms. Haines, seconded by Mr. Curley, to adjourn the meeting. Vote was unanimous in favor. Meeting adjourned at 2:41pm.