

**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, February Regular Meeting

Time: February 28, 2023 02:00 PM

Zoom Meeting ID 87632268652

Present: Andrew Tierney Stan Soby Dave Cox  
Irene Haines Rosemary Coyle Peter Hughes

Others: Russell Melmed

### 1. Call to Order

Chairman Tierney called this meeting to order at 2:00pm.

### 2. Public Remarks

There were no public comments.

**Motion was made by Mr. Soby, seconded by Ms. Coyle, to recess the Regular meeting to hold the Public Hearing. Vote was unanimous in favor. Meeting recessed at 2:01pm.**

**Following the closure of the Public Hearing Chairman Tierney reconvened the Regular meeting at 2:05pm.**

### 3. Potential action on Proposed FY2024 Budget

**Motion was made by Mr. Soby to approve the FY2024 Budget, seconded by Mr. Cox. Mr. Melmed stated that the cut of the originally proposed budget was in the amount of \$20,000 in expenses; 10% to 15% of cost share of insurance on the employee and a reduction of the cost of living expense from 5% to 5.4%. Vote was unanimous in favor.**

### 4. Adoption of the minutes of January 31, 2023 Special Meeting

**Motion was made by Mr. Cox, seconded by Ms. Coyle, to approve the minutes of January 31, 2023. Vote was unanimous in favor.**

### 5. Director's Report and discussion

#### a. Administration

Mr. Melmed stated that an error was made by our third party payroll company in withholding and submitting quarterly remittances to CT Paid Family Leave Authority. Due to the fact that

the District is an extension of municipalities we are exempt. We are working with CTPFL on obtaining a refund.

Mr. Melmed stated that we are working on updating the District's food ordinance due to the rapid adoption of the FDA Food Code.

b. Environmental Health

Mr. Melmed stated that due to the resignation of our Chief Sanitarian there has been an adjustment of staff coverage to the various town halls. Mr. Melmed stated that he has sent a memo to Town CEO's notifying them of who will be covering their town as well as letting them know that there will be a little less coverage due to the vacancy. Mr. Melmed noted that our part time sanitarian has agreed to increase to full time and other sanitarians have agreed to increased hours to assist during this time. Mr. Melmed stated that he did internal post for the vacant Chief Sanitarian position. Once the Chief Sanitarian position is filled we will be posting for another Sanitarian.

Mr. Melmed stated that we will be sending out information to our food establishments regarding the FDA Food Code.

c. Community Health

Mr. Melmed stated that vaccination and blood pressure clinics are continuing to be held. Chronic Disease Management clinics will resume once we receive our executed Community Block Grant.

We are moving forward with our ELC grant work. This is COVID19 grant that we will be using to upgrade our infrastructure; redo our website and improve IT. We do not currently have an executed contract and will not be doing any sub contractual work until such time that we do. This grant was to run March 2022 through February 2024. Mr. Melmed stated that he has already requested a no cost extension.

d. Staffing, Budget and Grants

Mr. Melmed stated that very soon we will be launching our new digital healthcare platform. The budget is looking good, although we are down staff.

6. Public Remarks

There were no public remarks.

7. Adjournment

**Following no further business to discuss, motion was made by Mr. Cox, seconded by Ms. Haines, to adjourn the meeting. Vote was unanimous in favor. Meeting adjourned at 2:23pm.**