

**BOARD MEMBERS**  
*Andrew Tierney, Chairman*  
*Stan Soby, Vice Chairman*  
*Peter Hughes, Treasurer*  
*Susan Bransfield*  
*Rosemary Coyle*  
*Robert Smith*  
*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

Time: October 26, 2021 02:00 PM Eastern Time (US and Canada)

Zoom Meeting ID 833 6823 0044

Present:        Andrew Tierney            Peter Hughes            Susan Bransfield  
                     Dave Cox                            Rosemary Coyle        Stan Soby

Others:         Russell Melmed

### 1. Call to Order

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

### 2. Additions to the agenda

There were no additions to the agenda.

### 3. Public Remarks

There were no public comments.

### 4. Approval of Minutes from 10/12/21

**Tabled to the next meeting.**

### 5. Communications

Mr. Melmed stated that he sent a message to Katherine McCormick, Coordinator for Capital Region Medical Reserve Corp the Board approval of the \$1000 allocation for a volunteer appreciation event along with the Boards personal congratulation, acknowledgement and appreciation for the performance of the Capital Region Medical Reserve Corp in services to residents of Chatham Health District.

### 6. Director's Report and discussion

#### a. COVID-19 Situational Awareness Update

Mr. Melmed noted that cases are plateauing. Mr. Melmed stated that a lot of work forces are requiring vaccination or weekly testing. More testing is identifying more positive cases.

Mr. Melmed stated that due to the low transmission rates within the schools, there may be revised quarantine guidance forthcoming.

Mr. Melmed stated that COVID vaccination clinics are currently being conducted throughout the District. Clinics are being held at a number of community events; trunk or treats, election day, etc. Chatham is partnering with other Griffin Vans that provide Pfizer in addition to Moderna and J&J.

Mr. Melmed stated that booster clinics for seniors will be scheduled next month following the completion of flu clinics.

Mr. Melmed stated that we are looking to make infrastructure improvements in regard to temperature monitoring of vaccine, transportation containers, and a van for vaccination clinics. Mr. Melmed stated that these purchases can be funded with the Municipal Corona Virus Relief Funds as well as the expected revenue received from billing. At this time Mr. Melmed has opted to not request ARPA funds.

b. Environmental Health

Environmental Health staff continues to be very busy with land use. Mr. Melmed stated that we are preparing for our annual food establishment renewals. Mr. Melmed noted that there is a project currently being conducted in East Haddam, a 44 unit “glamping” site served by a large septic system. The installation of the septic system requires many inspections and several of the sanitarians are sharing in that task.

c. Community Health

Community Health is currently conducting flu clinics and pushing COVID-19 safety and efficacy information out to the public.

d. Staffing

Mr. Melmed stated that we anticipate applying for a new grant to support Epidemiology and Laboratory Capacity. These funds will primarily go to hire additional contract tracers. Currently District staff and MRC volunteers are doing contract tracing and are doing a great job, but are not able to keep up with all the cases.

e. Building

Mr. Melmed commented on the need for additional office space. There is currently vacant offices in the main office building. However, the cost for renting the additional space may be too much. Mr. Melmed continues to look for a centralized location, approximately 4000sft to house 12-13 staff.

f. Budget

Mr. Melmed stated that with the unexpected vaccine revenue, Municipal Corona Virus Relief funds, budgeted environmental fees, and additional grant funds the budget is in good shape. Mr. Melmed is hoping to get George Sinnamon in to conduct our audit in order to help better prepare next years budget.

In regard to the audit, Ms. Bransfield requested that expenses be identified that were used under the Municipal Corona Virus Relief Funds.

7. Old Business-Approval of minutes from 6/29/2021

**Motion was made by Ms. Bransfield, seconded by Mr. Cox, to approve the minutes of 6/26/2021 as written. Vote was unanimous in favor.**

8. New Business

- a. Employee performance bonuses-allocation of \$10878.57 from COVID-19 vaccine admin billing revenue to be distributed by and awarded at the discretion of the Director of Health

Mr. Melmed stated that during this unprecedented year, staff went above and beyond working outside their typical job description and they performed admirably. Mr. Melmed would like to recognize staff performances with bonuses. Mr. Melmed requested that the Board allocate \$10878.57 from COVID-19 vaccine admin billing revenue into a fund to allocate performance bonuses at the Director of Health's discretion.

**Motion was made by Mr. Hughes, seconded by Ms. Coyle, to allocate \$10878.57 from COVID-19 vaccine admin billing revenue into a fund to allocate performance bonuses at the Director of Health's discretion. Mr. Hughes also added that a certificate or letter be drafted by the Chairman from the Board. Vote was unanimous in favor.**

- b. COVID-19 prevention incentive program for regulated establishments.

Mr. Melmed requested the Board allocate funds for licensed food establishments and cosmetology that implement policy/policies that aid in mitigating the spread of COVID-19. Any establishment that participates will be put into a drawing to receive a refund of their licensure fee. Mr. Melmed requested \$6700. Five winners would be pulled from each category; Class I, II, III, and IV food establishments, mobile food vendors Class I, II, III, IV, and licensed cosmetologies. Brief discussion was held regarding where the funds would be allocated from. Consensus from the Board is to discuss with George Sinnamon as to how to account for the expenditure.

*Ms. Coyle departed 2:40pm*

Additional discussion was held regarding continuing an incentive program beyond this year.

**Motion was made by Mr. Hughes, seconded by Ms. Bransfield to allocate \$6700 from COVID-19 billing revenue to fund a COVID-19 prevention incentive program for regulated establishments, with the allocation being based on advice from our auditor. Vote was unanimous in favor.**

10. Public Remarks

There were no public remarks.

11. Adjournment

**Following no further business to discuss, motion was made by Mr. Soby, seconded by Ms. Bransfield, to adjourn the meeting. Vote was unanimous in favor. Meeting adjourned at 2:50pm.**