

**BOARD MEMBERS**  
Andrew Tierney, Chairman  
Vacant, Vice Chairman  
Peter Hughes, Treasurer  
Susan Bransfield  
Rosemary Coyle  
Emmett Lyman  
Michael Maniscalco  
Kate Morris  
Stan Soby



**DIRECTOR of HEALTH**  
Don Mitchell, MPH RS

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

**Board of Health**

**SPECIAL MEETING**

**January 23, 2018, 2:00 PM**

**East Hampton Town Hall, 20 East High Street, East Hampton, CT.**

Present:	Andrew Tierney Michael Maniscalco	Emmett Lyman Stan Soby (via phone)	Peter Hughes Susan Bransfield (via phone)
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Staff:	Don Mitchell	Liz Davidson	Steve Knauf
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**1. Call to order**

Chairman Tierney called this special meeting to order at 2:12 pm.

**2. Proposed 2019-2020 Chatham Health District Budget – Set Public Hearing**

Mr. Mitchell discussed that most expenses are staying the same. Insurance will be going up and pension will be going down. Vehicle maintenance is staying the same, vehicle purchase we should be funding because we will be purchasing a vehicle this year. One change is cell phones/internet – may change in positive way – we are discussing with Verizon to save money. Still have contract with Decian for computer consultant. Dues and fees also reflect online bank charges, etc. Tuition reimbursement is staying the same. Equipment and other supplies have been cut. Liability insurance is hopefully similar. Rent is going up 2%. Medical supplies reflect vaccine costs generally and that has gone up. Everbridge is staying the same. There is a move in the State to change all mass dispensing areas – this may change how money is spent.

Discussion was held regarding alternative to medical insurance. Mr. Mitchell stated that the State's CT Partnership would be a \$20,000 increase. The amount budgeted is based on existing coverage.

In regard to grant revenues Mr. Mitchell mentioned that lead is gone, preparedness is about the same for the coming year. However, we are unsure after this year about preparedness. Chronic disease is at the same level. Jamie Ellis worked on NACHO and the FDA initiative. The FDA grant is up, most of that will fund training. Funding from DPH will be flat from last year.

The budgetary options for: 1. A full-time employee with \$60,000 salary, per capita increase of \$1.27. That would be full-time employee for a year. 2. A part-time employee without benefits, \$40/hour (using round numbers) 9 months, 19 ½ hours/week, .53 cents per capita increase. 3. A part-time employee without benefits, \$40/hour, 19 ½ hour week for the full year, .69 cents

per capita increase. 4. Part-time 9 months, 25 hours/week, \$40/hour, no benefits, .68 cents per capita increase. 5. Part-time 9 months, 25 hours/week, \$40/hour, no benefits, full year, .88 cents per capita increase.

Discussion ensued regarding the demand for services within the towns and the need to bring the amount of staff members up to meet those requests. There was some concern voiced regarding the amount of the increase in the budget per town, and that it's somewhat necessary to be able to provide the level of services Chatham Health District is trying to achieve based on town requests. There was also some discussion regarding the possibility of phasing in the budgetary upgrades instead of all at once. A request was made for performance metrics on how the budget will meet the needs of each town to help explain to the communities.

**Mr. Hughes made a motion to increase the budget by .85 cents per capita, hire a person full time at the half year, and go to public hearing, seconded by Mr. Maniscalco. Vote was unanimous in favor.**

**Mr. Hughes made a motion to set the public hearing for February 12th in Portland at 1pm, seconded by Mr. Maniscalco. Vote was unanimous in favor.**

3. Set Dates for Director of Health Interviews

Consensus of the Board was to table setting the dates to the February 12<sup>th</sup> meeting.

4. Adjournment

**Motion was made by Mr. Maniscalco, seconded by Ms. Bransfield, to adjourn the meeting. Vote was unanimous in favor. Meeting adjourned at 3:02pm.**