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Stan Soby, Vice Chairman
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Susan Bransfield
Rosemary Coyle
Robert Smith
David Cox
Kate Morris



DIRECTOR of HEALTH
Russell Melmed, MPH

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

Board of Health Agenda
November 26, 2019, 1:00 PM
Marlborough Town Hall, 26 North Main St. Marlborough, CT.

Present: Stan Soby Susan Bransfield David Cox
Kate Morris Robert Smith

Others: Russell Melmed Steve Knauf

1. Call to order

Vice Chairman Soby called the regularly scheduled Board of Health meeting to order at 1:05pm.

2. Additions to the agenda

There were no additions to the agenda. Vice Chairman Soby welcomed the newest Board member Robert Smith, representing East Haddam, to the meeting.

3. Public Remarks

There were no comments from the public.

4. Presentation of FY2019 Draft Audit Report – George Sinnamon

Mr. Sinnamon presented the Board with the draft audit. Mr. Sinnamon stated that he is pleased to be presenting the audit in November as opposed to January/February in prior years. Mr. Sinnamon contributed that to improved controls, reporting, recorded keeping, accounting, etc. Mr. Sinnamon stated that two opinions are given in the report in regard to financial reporting and compliance. The findings of the audit determined there were no deficiencies and no instances of noncompliance identified. Mr. Sinnamon noted the fund balance history since he has been auditor; \$7,218 6/30/14 up to \$302,752 6/30/19. Mr. Sinnamon attributed the fund balance increase primarily to under budgeting of fees in recent years. Several years prior, fees had been over budgeted. Ms. Bransfield noted that when Don Mitchell was appointed as Direct of Health attending to the financials was a top goal. Ms. Bransfield credited the current financial status to conscious efforts of Mr. Mitchell and Tina Lanzi over the past few years.

Mr. Sinnamon continued highlighting areas of the audit. Discussions were held regarding being clearer in budget transfers, utilizing capital reserve for purchases, compensated absences liability, and moving some funds to an interest earning account. Discussion was also held regarding concerns with cyber security and developing a policy regarding storage.

The Board thanked Mr. Sinnamon for his guidance through this time period and getting the District were it needed to be. **Following no further discussion motion was made by Ms. Bransfield, seconded by Ms. Morris, to accept the 2019 Audit as presented. Vote was unanimous in favor.**

5. Communications

a. Grant letters of support

Mr. Melmed stated that the District has provided letters of support for two grants both spearheaded by Ledgelight Health District. One is for the expansion of the Navigator program within New London County that will provide assistance for individuals with substance use disorder seek the help they need. The other is a Regional grant to increase the use of the surveillance system for overdoses.

b. 7 Redberry Lane suit notice

Mr. Melmed stated that the District has been added to a landlord/tenant lawsuit as an "Agency". The District is not being sued, Liz Davidson is being called as a material witness. Mr. Melmed spoke with a representative of Halloran & Sage who recommended Ms. Davidson do nothing unless served with a subpoena. Once served, they will advise further.

c. NACCHO Grant award letter

Mr. Melmed stated we received notice of award of the NACCHO grant in the amount of \$14,000. This funding will go towards work on two FDA standards. Funding will support staff salary, conferences, and some equipment. Jaime Ellis is the sanitarian that wrote this grant and is the staff that is written into the grant.

Discussion was held regarding the grant being used to provide additional salaries to the position, retaining good, trained personnel. Mr. Melmed stated in preparing the proposed budget he is planning to propose some promotions and salary increases.

Recommendation was made to send out a press release regarding receiving the grant and Ms. Ellis's efforts.

6. Director of Health Report

Mr. Melmed presented the Direct of Health Report. (Attached)

7. Old Business

a. Approval of September 24, 2019 meeting minutes

Motion was made by Mr. Cox, seconded by Ms. Bransfield, to approve the minutes of September 24, 2019 minutes as written. Vote was unanimous in favor, with Mr. Smith abstaining.

b. Approval of October 29, 2019 meeting minutes

Motion was made by Mr. Cox, seconded by Ms. Bransfield, to approve the minutes of September 24, 2019 minutes as written. Vote was unanimous in favor, with Ms. Morris and Mr. Smith abstaining.

8. EXECUTIVE SESSION to discuss Chief Sanitarian position and staff recruitment

a. Steve Knauf invited to attend

Motion was made by Mr. Cox, seconded by Ms. Morris, to enter into executive session and invite Steve Knauf, Chief Sanitarian. Vote was unanimous in favor.

Entered into Executive Session at 2:07pm. Exited Executive Session at 2:33. Reconvened the Regular meeting.

9. New Business

a. Transfer of \$13,584 from Undesignated Fund Balance into Employee Retirement Fund

Mr. Melmed stated that this amount would be for the difference in what is currently in the Employee Retirement Fund and what was actually paid out upon Mr. Mitchell's retirement. There is \$6600 in the current budget to go into the fund, the amount requested could be reduced by that number. Mr. Melmed did note that Mr. Knauf is also nearing retirement.

Motion was made by Mr. Cox, seconded by Mr. Smith, to approve the transfer of \$13,584 from Undesignated Fund Balance to Employee Retirement Fund. Vote was unanimous in favor.

Ms. Bransfield stated that at the Community Health meeting held on Monday, a note of concern was Radon reports. Ms. Bransfield stated that there were several high readings, particularly in Portland. Discussion was held regarding the process for notifying and educating residents of results and outreach in general in regard to Radon due to the high readings throughout the District.

Ms. Bransfield also opened brief discussion regarding addressing recover homes or sober living homes in which rooms are rented to non-related individuals. This also led to a discussion of housing codes and who is the enforcing official for those towns that do have housing codes.

Due to the departure of one of the Board members leaving a lack of a quorum, and no further business to discuss, the meeting adjourned at 2:46pm.

10. Public Remarks

11. Adjournment