

**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 Special Meeting

Date: 1/31/2023 3:30 PM Eastern Time (US and Canada)

Zoom Meeting ID: 893 9522 9022

Present:      Andrew Tierney      Stan Soby      Dave Cox  
                 Ryan Curley      Kate Morris      Ryan Curley  
                 Irene Haines (arrived 2:04/departed 2:43)      Peter Hughes (2:08)

Others:      Russell Melmed

### 1. Call to Order

Chairman Tierney called this Special Meeting of the Board of Health to order at 2:01pm.

### 2. Public Comment

There were no comments from the public.

### 3. Report out from the Budget and Personnel Committee on FY2024 Budget

Mr. Melmed reported out on the Committee meeting presenting the attached FY2024 Budget Summary, Talking Points, and Justifications.

### 4. Draft Chatham Health District FY2024 Budget

Discussion was held regarding salary increases and budget cuts. Members of the Board expressed concern for the proposed increase when municipalities are planning for minimal increases. Mr. Melmed discussed the need to be competitive in salaries and benefits to avoid the risk of losing staff to other health district due to a shortage in the workforce. Discussion was held regarding the change in health insurance and proposed environmental fees.

(Ms. Haines departed 2:43pm)

**Following further discussion and recommendations from Board members of utilizing Capital Reserve, reallocating grant funds, and additional work on staff salaries/benefits motion was made by Mr. Hughes, seconded by Ms. Coyle, to set a Public Hearing for February 28, 2023 for consideration of the FY2024 Budget and that the Personnel, Policy and Budget Committee meet prior to reevaluate the budget based on recommendations and discussions. Discussion was held regarding justifying the proposed cost of living expense increase and maintaining**

staffing. Mr. Melmed stated that he has based the increase on general overall cost of living inflation and job offers that staff has received over the last year and recent salary survey. Vote was unanimous in favor.

Motion was made by Mr. Cox, seconded by Mr. Curley, to set a Special Meeting of the Board of Health for February 21, 2023 at 2:00pm to discuss a revised FY2024 Budget. Vote was unanimous in favor.

5. New Business

a. Election of Officers

Motion was made by Ms. Coyle, seconded by Ms. Morris, for the officers to remain the same. Vote was unanimous in favor. Mr. Tierney-Chairman, Mr. Soby-Vice Chairman, Mr. Hughes-Treasurer.

b. Committee Assignments

i. Budget and Personnel

Motion was made by Mr. Cox, seconded by Mr. Soby, to retain the existing committee of Mr. Soby, Ms. Coyle, and Mr. Tierney, and elect Mr. Curley to the Personnel, Policy, and Budget Committee. Vote was unanimous in favor.

ii. Community Health

Motion was made by Ms. Coyle, seconded by Mr. Curley, to retain Mr. Hughes, Ms. Morris, and elect Mr. Cox to the Community Health Committee. Vote was unanimous in favor.

c. Minutes from December 2022 Regular Meeting

Motion was made by Mr. Cox, seconded by Ms. Morris, to approve the minutes of December 2022. Vote was unanimous in favor, with Ms. Coyle abstaining.

6. Director's Report and discussion

- a. Administration
- b. Environmental Health
- c. Community Health
- d. Staffing, Budget and Grants

Mr. Melmed stated that the FDA food code will be adopted in the State of CT in the next couple weeks. Chatham Health District will have to update our Food Establishment Regulation, requiring another Public Hearing.

Mr. Melmed stated that we anticipate going live with a portion of our digital platform in the next month.

Mr. Melmed noted that Public Health and Civil Preparedness Emergency will be expiring May 11, 2023 or sooner.

7. Public Comment

There were no public comments.

8. Adjournment

**Following no further business to discuss motion was made by Ms. Coyle, seconded by Mr. Cox, to adjourn the meeting. Vote was unanimous in favor. Meeting adjourned at 3:14pm.**