

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 September Regular Meeting

Time: September 27, 2022 02:00 PM Eastern Time (US and Canada)

Zoom Meeting Meeting ID: 831 7084 8488

Present: Andrew Tierney Stan Soby Rosemary Coyle
 David Cox Irene Haines Peter Hughes (arrived 2:40)

Other: Russell Melmed

1. Call to Order

Chairman Tierney called this regularly scheduled meeting to order at 2:01pm.

2. Additions to the agenda

Motion was made by Chairman Tierney, seconded by Mr. Cox, to add agenda item 5.c. "Emergency Management Grant Funding, or Not, from DPH". Vote was unanimous in favor.

3. Public Remarks

There were no public remarks.

4. Communications

There were no communications.

5. New Business

a. Approval of Minutes 8/30/22

Motion was made by Ms. Coyle, seconded by Ms. Haines, to approve the minutes of August 30, 2022. Vote was unanimous favor.

b. Report out on Personnel and Budget Committee

Mr. Melmed stated that the Committee met approximately two weeks ago to address the needs for support in environmental health services, particularly in East Haddam. The workload has nearly doubled in the last two years. Recommendation from the Committee was to offer additional hours to staff using revenues from grants that were unbudgeted (approximately \$36,000 of indirect costs). Mr. Melmed also stated that uncertified staff will be trained to assist with environmental services that do not require certification. Following a brief discussion, consensus of the Board was that no action was needed by the Board due to the fact that funds that will be used were unbudgeted.

c. Emergency Management Grant Funding, or Not, from DPH

Mr. Melmed stated that for many years local health departments have utilized funds from Public Health Emergency Management funding to pay for contractors to do the grant work. Chatham Health District had used majority of the funds for a contractor. Mr. Melmed stated that when he became Director of Health he believed that this practice did not leave the District in good position for response and redirected some funding to core staff, leaving approximately \$11,000 for contractual services. This year DPH has rejected every local health department budgets that included funding for contractors. Mr. Melmed expressed concern that Chatham Health is not fully prepared to conduct this work without contracting support and expertise.

Mr. Melmed requested moving \$11,160 from our designated funds "COVID19 and Public Health and Emergency Response" into our operating budget to cover the cost for a contractor for this year to train and mentor staff.

Motion was made by Ms. Coyle, seconded by Mr. Soby, to move \$11,160 from the COVID19 and Public Health and Emergency Response designated fund to the operating budget to cover the cost of a contract for this year. A brief discussion was held regarding the allocation of the PHEP funding. Mr. Melmed stated that the funds would be reallocated from the contractor to core staff and additional hours working on grand deliverables with the intent to not require the guidance of a contractor after this year. Following no further discussion, vote was unanimous in favor.

6. Director's Report and discussion

a. COVID-19 Situational Awareness Update

Mr. Melmed stated that cases have slightly increased. Staff is continuing contact tracing and investigations and schools are still reaching out for support. There are vaccination clinics held just about every day between Chatham and Griffin Vans. Chatham staff has been providing Moderna to 12 and up and will begin to offer Pfizer.

b. Administration

Mr. Melmed stated that we are moving forward with transitioning to a digit platform for applications and inspection. Health Space is in the process of transferring historical data, building out forms, billing. It is anticipated to go live with food inspections and applications by end of year or early next year. The platform being used is HS Gov Tech.

Mr. Melmed noted that Environmental and Administrative staff have participated in the training on the itinerant vendor platform. Once the platform is active the MOU will be executed and itinerant vendors will be able to come into Chatham Health District and vend.

c. Environmental Health

Mr. Melmed stated that it has been on the slow side this month for environmental health. It is anticipated that activity will increase in the next month or so before the ground freezes. Mr. Melmed stated that staff participated in a team building event last Wednesday.

d. Community Health

Mr. Melmed stated that the District has launched a Naloxone “Leave Behind” with our EMS providers. Kits have been provided to Portland Fire and Colchester Fire. East Haddam and Marlborough have shown interested. Hebron has declined. East Hampton is still in discussion.

e. Staffing, Budget and Grants

Mr. Melmed noted that it is early in the year. We are still waiting on two grants, ELC2 (approx. \$260,000) and Vaccine Equity Grant (approx. \$60,000). Additionally, we applied for a grant with other health districts in New London County for substance abuse prevention (approx. \$17,000).

Brief discussion was held regarding the itinerant vendor reciprocating licensing.

7. Public remarks

There were no public remarks.

8. Adjournment

Following no further business to discuss motion was made by Ms. Haines, seconded by Ms. Coyle, to adjourn the meeting. Vote was unanimous in favor. Meeting adjourned at 2:41pm.