

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
January 29, 2019, 1:00 PM
Portland Library, 20 Freestone Avenue, Portland CT

Present: Andrew Tierney Emmett Lyman Peter Hughes
 Stan Soby Susan Bransfield

Staff: Don Mitchell

1. Call to order

Chairman Tierney called the meeting to order at 1:05 pm.

2. Approval of December 18th Minutes

A motion was made by Mr. Soby, seconded by Mr. Hughes to approve the December 18, 2018 minutes. Vote was unanimous in favor.

3. Additions to the Agenda

Motion was made by Mr. Hughes, seconded by Ms. Bransfield to add draft audit review to agenda. Vote was unanimous in favor.

George Sinnamon discussed the draft audit. Mr. Sinnamon discussed an overview of last 5 years with the district has taken ownership of itself separating from the Town of East Hampton financially and establishing a good history in QuickBooks on fees, customers, etc. Mr. Sinnamon reported no findings. Mr. Sinnamon stated an appropriate fund balance depends on the nature of the District and the nature of the expenses. The current fund balance is at 21%. The audit reflects revenues were higher than budgeted and expenses were lower, reflecting a \$74,000 surplus for the year.

Discussion ensued as to options for earning interest on the reserve funds. Currently the District account does not earn interest.

Motion was made by Ms. Bransfield, seconded by Mr. Hughes accept the draft audit as presented. Vote was unanimous in favor.

4. Executive Session – Director of Health Interview Process

Chairman Tierney stated the executive session should set for next meeting as there was nothing to report regarding interviews.

5. Public Remarks

There were no public comments.

6. Communications

Mr. Mitchell reported there will be a 2% increase in rent. Brief discussion ensued regarding possible alternative spaces.

Mr. Mitchell noted correspondence from DPH regarding the District's cooperation with the radon program.

Mr. Mitchell reported correspondence received from Bob Casner from the East Haddam Economic Development Commission recapping the meeting on Nov. 8, 2018. It recognized the willingness of Chatham Health District to work with East Haddam businesses to overcome limited service and staffing in the East Haddam office. They feel that reorganizing the district is a positive move. Mr. Casner asked if there was a written organization plan, and if a copy could be sent to him. They appreciate the move to have Steve Knauf and Liz Davidson work in the East Haddam office on Tuesdays and Thursdays. They would like to see regular hours maintained in the office. The letter concluded they would like to work with the Chatham Health District to bring health services to East Haddam. They have set up an oversight review committee to review the Districts performance over the next 6 months. The oversight committee would like to meet with Mr. Mitchell to discuss further how the committee can work best with the District.

Mr. Mitchell reported a letter was received from Commissioner Pinot on behalf of the CT DPH thanking the District for its participation in the flu vaccine clinics in December.

Mr. Mitchell reported notices of violation were issued in Hebron and Colchester for no heat.

Ms. Bransfield reported that herself, Mr. Maniscalco, Steve Knauf, and Mr. Tierney attended a meeting in Hartford having to do with the potential for extending public water from Portland into East Hampton and possibly further east. It was well attended. There is a follow-up meeting in Portland regarding this issue.

7. Director of Health Report

Mr. Mitchell reported attending an East Haddam Youth and Prevention Services meeting regarding an annual school survey and what are perceived problems within the schools. They look at issues such as drug use, etc. They found that vaping is going up and drug use is going down.

Mr. Mitchell stated that the District try to determine what educational programs the towns may be interested in and prioritize them and developing a schedule. Discussion was held regarding groups to solicit, scheduling, avenues for presenting, and advertising.

8. Set Dates for Director of Health Interviews

The setting of interview dates has been set for the February 12th meeting. It was suggested that Mr. Mitchell send a letter to candidates updating them on the process.

9. Election of Officers

Discussion ensued. Chairman Tierney stated that he was willing to stay on as Chair for another year.

Ms. Bransfield nominated Mr. Tierney as Chairman, seconded by Mr. Hughes. Vote was unanimous in favor.

Ms. Bransfield nominated Mr. Soby as Vice Chairman, seconded by Mr. Hughes. Vote was unanimous in favor.

Mr. Soby nominated Mr. Hughes as Treasurer, seconded by Ms. Bransfield. Vote was unanimous in favor.

10. Old Business

Mr. Mitchell reported that the salon regulation needs to be acted on. He plans on finishing it up this month and getting it to a public hearing, as well as educating the public.

11. New Business

a. Handbook Revision

Mr. Mitchell stated that a few policy changes that have been made that still need to be incorporated into the personnel handbook and suggested reviewing and revising. Consensus was that the process should start with the Personnel, Policy and Budget Committee.

12. Public Remarks

Susan Smith with the East Haddam EDC stated that the oversight committee meets the first Thursday of every month at 6pm.

Chairman Tierney stated that he has plans for the Board to go to each town at least once a year to give updates to the selectman and EDC to help be more transparent.

13. Adjournment

Following no further business to discuss a motion was made by Mr. Hughes, seconded by Mr. Soby, to adjourn the meeting. Meeting adjourned at 2:11 pm.