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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, December Regular Meeting

Time: December 20, 2022 02:00 PM

Zoom Meeting ID 87632268652

Present: Andrew Tierney Stan Soby Dave Cox s
Peter Hughes Ryan Curley Irene Haines

Others: Russell Melmed George Sinnamon, CPA

1. Call to Order

Chairman Tierney called this meeting to order at 2:00pm.

2. Additions to the agenda

There were no additions to the agenda.

3. Public Remarks

There were no public comments.

4. FY2022 Audited Financials and Fund Balance History – George Sinnamon, CPA, Sinnamon & Associates LLC

George Sinnamon presented an overview of the draft FY2022 audit. Financial highlights from the audit; net position of our governmental activities increased by \$251,480, total cost of all the District's programs was \$1,204,049, the General fund reported an unsigned fund balance of \$421, 768, which is 32.7% of the subsequent year general fund budgeted expenditures, the District's total governmental funds reported combined ending fund balances of \$589,832, and increase of \$259,601 over the prior year.

Motion was made by Mr. Cox, seconded by Mr. Curley, to accept the audit report of FY2022 as presented. Vote was unanimous in favor.

5. Report out from the Budget and Personnel Committee

Mr. Melmed stated that this meeting was primarily to discuss budget priorities. Mr. Melmed stated that one of the changes he is looking at with this budget is proposing to change our health insurance from CBIA to CT Partnership. Mr. Melmed noted that CBIA offers several plan options each year and each year there seems to be changes in the plans. The District currently has Connecticare and has been notified that they will no longer be covering small groups.

While CT Partnership is a more expensive option, there is stability and predictability with the plan. Mr. Melmed stated that changes in staff coverage (1 family taking other coverage, and 1 employee with a family leaving the District and being replaced by a single employee) and incorporating a 90/10 employer/employee premium cost share this change would come under budget for this year. Mr. Melmed stated that the Committee moved to recommend the change to the full Board. Mr. Melmed noted that another budget priority is to manage staff whose performance and job functions have gone beyond the scope of their job descriptions. Mr. Melmed stated that inflation has gone up 8% over the last couple of years and a budget priority will be managing a 5% cost of living increase. Mr. Melmed stated that he will also be reviewing our fee schedule that has not changed in four years.

Mr. Soby commented on additional discussion held during the committee meeting. Acting/Interim Direct of Health requests-the committee agreed that weekend and/or out of town coverage was doable but anything beyond that could have significant impact on the District. Mr. Soby noted that Mr. Melmed has been nominated to sit on the State of Connecticut Opioid Settlement Advisory Committee.

6. New Business

a. Switch health insurance broker from CBIA to CT Partnership

Motion was made by Mr. Hughes, seconded by Mr. Soby, to grant the authority to change health insurance brokers. Vote was unanimous in favor.

b. 2023 Meeting Dates

Motion was made by Mr. Soby, seconded by Ms. Haines, to approve the 2023 Meeting Dates. Vote was unanimous in favor.

c. 2023 Holidays-proposal to add Juneteenth

Motion was made by Mr. Hughes, seconded by Ms. Haines to approve the 2023 Holidays. Discussion was held regarding the total number of paid days off. Consensus of the Board was include Juneteenth as a holiday and eliminate one of the two floating holidays. Mr. Hughes moved to amend the motion to approve the 2023 Holidays to include Juneteenth and one floating holiday for a total of 14 paid holidays. Ms. Haines seconded the amendment. Vote was unanimous in favor.

d. Minutes form November 29th Regular Meeting

Motion was made by Mr. Cox, seconded by Mr. Curley, to approve the minutes of November 29, 2022. Vote was unanimous in favor.

7. Director's Report and discussion

a. Administration

Mr. Melmed stated that food establishment licensure renewals have been sent out. Mr. Melmed noted that Zac Jezek left the District for a job at Department of Public Health. Mr. Melmed stated that we currently have a part-time food inspector, Dia Dihan, who has accepted the full-time position. Mr. Melmed stated that we are still moving along with the move to the digital health platform, anticipated launch date to be early 2023. Brief discussion was held regarding online submissions of applications and payments and establishing a fee for credit card payment.

b. Environmental Health

Mr. Melmed stated that field work has temporarily slowed down allowing staff to catch up on paperwork and other tasks.

c. Community Health

Mr. Melmed stated that vaccination clinics are continuing to be held. We continue to work with the Naloxone Leave Behind program. Mr. Melmed stated that our Public Health Nurse back out in the communities holding blood pressure screenings for seniors.

d. Staffing, Budget and Grants

Mr. Melmed stated that the budget is in good shape, vaccine revenues continue to come in. We are still awaiting the executed ELC2 contract.

Brief discussion was held regarding concern for total online payment.

8. Public Remarks

There were no public remarks.

9. Adjournment

Following no further business to discuss, motion was made by Mr. Cox, seconded by Mr. Curley, to adjourn the meeting. Vote was unanimous in favor. Meeting adjourned at 3:03pm.