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DIRECTOR of HEALTH
Russell Melmed, MPH

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

Chatham Health District Board of Health

May 25, 2021 01:00 PM

Zoom Meeting ID: 89598011878

Present: Andrew Tierney Stan Soby Peter Hughes
 Rosemary Coyle Kate Morris David Cox (arrived 1:56pm)

Others: Russell Melmed

1. Call to order

Chairman Tierney called this regular meeting of the Board of Health to order at 1:09pm.

2. Additions to the agenda

There were no additions to the agenda.

3. Public Remarks

There were no public remarks.

4. Communications

a. "Thank You" from vaccine recipients

Mr. Melmed read a few of the many thank you letters from vaccination recipients.

b. Reopening Letter for Senior Centers

Mr. Melmed stated that he had sent a letter to senior centers in April regarding reopening and reinstating in-person programs, with the exclusion of communal meals and indoor exercising. Mr. Melmed stated that he will be revising that letter due to increased vaccinations and low transmission rates.

c. Reopening Letter for Boards and Commissions

Mr. Melmed stated that he also sent a letter to District municipalities regarding boards and commissions and recommendations to continue to offer virtual meetings but also allowing for public to attend in person. Anyone unvaccinated individuals should still wear a mask.

d. PHHSBG Refund Request

Mr. Melmed read into the record a refund request from CT DPH Contracts and Grants Management Section for funds not expended on the Diabetes Self-Management Program. Mr. Melmed stated that this particular grant has had history of being fully executed after the contract period (October 1-September 30) and the District has always conducted the work in

good faith prior to receiving the executed contract. This particular grant contract period was executed with a contract period of 6/1/2020 through 9/30/2022. An expenditure report was submitted reflective of the contract period initiating the refund request. Mr. Melmed stated that he requested a meeting to discuss the matter with the contract representatives. DPH, in an email, acknowledged the completion of two of the programs and requested a revised final expenditure report to reflect the cost of running the two programs. A revised refund request has been made for \$5226.95 of the \$15,679 that we had received. Discussion was held regarding past practices, procurement policies, and dissatisfaction with the request for the refund.

e. YMCA “A Better Us Award”

Mr. Melmed stated that he was notified that he will be receiving the YMCA “A Better Us Award” at their annual meeting on June 8th.

5. Approval of Minutes from 3/30/21

Motion was made by Mr. Soby, seconded by Ms. Morris to approval of the minutes of March 30, 2021. Vote was unanimous in favor, with Ms. Coyle abstaining.

6. Director’s Report and discussion

a. COVID-19 Situational Awareness Update

Mr. Melmed stated that the District is in a good place in regard to COVID, with low levels of transmission.

b. Contact Tracing

Mr. Melmed stated that due to the low number of cases contact tracing has slowed down.

c. Sector Rules Enforcement

Mr. Melmed noted that sector rules have been lifted.

d. Vaccine update

Mr. Melmed stated that vaccination has shifted from mass clinics to pop-up clinics. Mr. Melmed noted that the District has been awarded with \$60,000 from DPH Vaccine Equity Partnership Funding Grant. This grant contract period is 5/1/21-8/31/21. We have posted for two positions to be funded through this grant; Vaccine Equity Coordinator and Vaccine Equity Outreach Worker.

e. Environmental Health

Mr. Melmed stated that Environmental Health staff continues to be very busy with land use activity.

f. Community Health

Mr. Melmed stated that two of the three chronic disease management programs have been conducted and the third has been scheduled. Community Health staff continue to be busy with COVID activity.

g. Staffing

Mr. Melmed stated that Christine Miskell has transitioned from part-time to full-time.

h. FY2021 budget

Mr. Melmed briefly discussed the year-to-date profit and loss report.

i. FEMA

Mr. Melmed stated that we are setting up to be able to submit to FEMA for reimbursements.

j. DPH VEPF Grant

Previously discussed.

Brief discussion was held regarding budgeted staff, grant funding, and limited office space/future centralization.

7. Old Business: Approval of minutes from 2/23/2021

Motion was made by Ms. Coyle, seconded by Mr. Hughes to approval of the minutes of February 23, 2021. Vote was unanimous in favor.

Mr. Cox arrived at 1:56pm.

8. New Business

a. Staff vacation carry-over

Following a brief discussion of vacation carry-over policy, front loading, and cancelled vacations due to the pandemic, motion was made by Ms. Coyle, seconded by Ms. Morris, to allow staff to carry-over all vacation time until December 31, 2021 with the understanding that after such time unused time over the allowable 5 days will be lost. Vote was unanimous in favor.

b. Director of Health vacation carry-over

Motion was made by Mr. Hughes, seconded by Ms. Coyle, to allow the Director of Health to carry over all unused vacation time, past his anniversary date, until June 30, 2022. Vote was unanimous in favor.

c. Appointment of auditor

Motion was made by Ms. Soby, seconded by Mr. Hughes, to appoint George Sinnamon (Sinnamon Associates) as auditor. Vote was unanimous in favor.

d. Road salt bill

Mr. Melmed informed the Board of unfunded Raised Bill 1031 regarding local health departments developing and maintaining an electronic database and recording system for any wells with elevated chloride levels and report annually to DEEP. Discussion was held regarding the language of the bill and the concern for determining the source of the runoff and cause of contamination.

9. Public Remarks

There were no public remarks.

Mr. Melmed stated that all beach associations and organizations that will be affected by the District not collecting and sampling bathing locations have been contacted and offered training on sampling and sampling laboratories.

10. Adjournment

Following no further business to discuss motion was made by Ms. Coyle, seconded by Ms. Morris, to adjourn the meeting. Vote was unanimous in favor. Meeting adjourned at 2:21pm.