

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 Special Meeting  
November 14, 2017, 1:00 PM  
Hebron Town Hall, 15 Gilead Street, Hebron

Present: Andrew Tierney      Rosemary Coyle      Susan Bransfield  
Michael Maniscalco      Emmett Lyman      Kate Morris  
Stan Soby (via telephone 1:08)      Peter Hughes (arrived 1:09)

Others: Don Mitchell

1. Call to order

Chairman Tierney called this Special Meeting of the Board of Health to order at 1:00pm.

2. Public Remarks

There were no public comments.

3. Communications

There were no communications.

4. Director of Health Report

• Emergency Preparedness Program Director

Bill Kramer has resigned and has taken a position with FEMA. Mr. Mitchell will be meeting with a consultant later in the month to see what they can do to help fill the vacancy and meet our contract deliverables.

Mr. Mitchell stated that Mr. Kramer also took care of our onsite IT. We do have RKL that is remotely monitoring server. However, Mr. Mitchell is currently looking for a company to manage all our IT needs.

*Mr. Soby called in to the meeting and Mr. Hughes arrived at 1:08pm.*

• FY17 Revenues

The Board reviewed revenues from year end 2017.

• Budget Update

The Board reviewed revenues and expenses to date. The Board requested revenues to be presented in relation to projected fees.

• Staff report

▪ FDA Code effects on fees

Liz Davidson and Jaime Ellis were present to update the Board on the FDA Code adoption. Ms. Davidson stated that trainings were held throughout the Districts for food establishments to advise them of some of the changes. Establishment classification codes are currently being changed to meet FDA codes during routine inspections. Ms. Ellis reported that should the District fees remain the same with the new FDA classification codes the District will lose approximately \$5000 of projected revenue with renewals. The change in classification code will also affect the number of required inspections. Required inspection will decrease as most class IV establishments (require 4 inspections per year) will be reclassified to II's (2 per year) and III's (3 per year).

Mr. Mitchell thanked Ms. Davidson and Ms. Ellis for all their work that they have been doing in regarding to the code changes as well as FDA grant submissions. Mr. Mitchell stated that he recently spoke to DPH Food Protection concerning the change in classification in regard to current fee schedules. Mr. Mitchell was advised that many health departments were in the same circumstance and were going using existing classification codes and fees for 2018 renewals. Discussion was held regarding the training requirements for inspectors; the 70 plus hours of online courses and a mandatory DPH training as well as completing food establishment inspections under the supervision of our training coordinator (Jaime Ellis once certified by DPH). Consensus of the Board was that due to the extensive training processes and the actual FDA code adoption date of July 1, 2018 in which the new inspection process is to begin, the fees will be collected based on the current establishment class, not the new FDA code class. Mr. Mitchell will draft a letter to go out with the renewal notices. Changes to the regulation and fees structure will be reviewed for compliance with the FDA code for the next budget season.

- Vaccination Clinic Update

Mr. Mitchell stated that the formal clinics have completed. Of the vaccine purchased there are approximately 30 doses remaining. Vickie Han will be putting together a final report.

Mr. Mitchell noted that in light of Opioid concerns, the District has reached out to collaborate with Local Prevention Councils. A meeting was held on November 13<sup>th</sup> with East Hampton, East Haddam and Colchester in attendance. The group discussed educating on recognizing the problem and gathering information as to where to go for help. Another meeting is planned for January.

Mr. Mitchell noted that Americore has a prevention group that is offering to train individuals in health organizations on prevention, resources, etc. The District would then have to obligate \$4000 to fund this part time service. They began taking application in October with a deadline date of the end of November. Mr. Mitchell did not feel that there was enough time to submit at this point but would be collecting additional information.

5. Old Business

- Vacation Policy

Mr. Mitchell presented the Board with proposed vacation policy. Currently vacation time is accrued and given upon employment anniversary. The proposed policy would accrue on a monthly basis. Discussion was held regarding time accrual, front loading time, anniversary/fiscal year accrual, including wording in regard to the number of personal allowed off at the same time, and identifying part-time personnel and benefits. The consensus of the Board is for Mr. Mitchell to revamp the policy, front loading vacation and a transition from the existing policy to the new.

6. New Business

- Change of date for November meeting

There is no need for changing the November meeting date due to the cancellation.

7. Approval of July 25, 2017 & August 29, 2017 meeting minutes

**Motion was made by Ms. Coyle, seconded by Ms. Bransfield, to approve the minutes of July 25, 2017 & August 29, 2017 as written. Vote was unanimous in favor with Mr. Hughes abstaining.**

8. Public Remarks

There were no public comments.

9. Adjournment

Following no further business to discuss motion was made by Ms. Coyle, seconded by Ms. Bransfield, to adjourn the meeting. Vote was unanimous in favor. Meeting adjourned at 2:19pm.