

BOARD MEMBERS  
Andrew Tierney, Chairman  
Vacant, Vice Chairman  
Peter Hughes, Treasurer  
Susan Bransfield  
Rosemary Coyle  
Emmett Lyman  
Michael Maniscalco  
Kafe Morris  
Stan Soby



DIRECTOR of HEALTH  
Don Mitchell, MPH RS

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

Board of Health

December 19, 2017, 1:00 PM

Marlborough Town Hall, 26 North Main Street, Marlborough, CT.

Present: Andrew Tierney                      Emmett Lyman                      Peter Hughes  
                 Michael Maniscalco                      Stan Soby                      Susan Bransfield (arrived 1:13)

Others: Don Mitchell

1. Call to order

Chairman Tierney called this regularly scheduled meeting to order at 1:08pm.

2. Public Remarks

There were no comments from the public.

**Motion was made by Mr. Hughes, seconded by Mr. Maniscalco, to add agenda item 7.c. 2018 Meeting Dates. Vote was unanimous in favor.**

3. Communications

Mr. Mitchell noted that a notice of violation was issued for a property in Marlborough for accumulation of rubbish. The violation has been complied with.

4. Director of Health Report

a. Food Service letters sent out

Mr. Mitchell stated that food service renewal notice have been sent out.

b. Radon test Kit distribution coming up

Mr. Mitchell stated that notice has gone out throughout several different methods regarding the availability of radon test kits.

c. Flu vaccination recap

Mr. Mitchell presented the Board with vaccination numbers. 16 clinics were held within the District with 555 vaccinations given. There are still 30 doses available. Mr. Mitchell stated that numbers have declined over the years due to the loss of Haddam, as well as the availability to receive vaccination at pharmacies. Mr. Mitchell noted that pharmacies, however, do not vaccinate children.

*Ms. Bransfield arrived 1:13pm.*

Discussion was held regarding the times of the clinics and the timeliness of the District starting the clinic in relationship to the availability of the vaccine.

d. Staff report (Steve Knauf)

▪ FDA and NAACHO (Training Grants)

Mr. Mitchell stated that we have received two training and education grants; FDA (that we have received for the last couple of years) and a NACCHO mentorship grant.

Mr. Mitchell state that January staff will be looking at the District's food service regulation to bring it in line with the FDA code for July 1<sup>st</sup>.

▪ Possible Salon/Tattoo Regulation

Mr. Mitchell stated that staff will be reviewing a few other health departments' regulations in order to draft on for Chatham. Mr. Mitchell stated that Kim Hamley wrote the regulation for Uncas Health District, her prior employment.

5. 2018-19 Budget Discussion

Mr. Mitchell stated that he is working on the full proposed budget and hopes to have it out to the Board the beginning of the year. He presented the Board with general considerations; Liz Davidson will be available to increase hours to 30 hours per week starting in September (receiving her MPH in June making her qualified to cover as Director of Health in Mr. Mitchell's absence), cost of living increase, health insurance increase, IT increase, training increase, and Mr. Mitchell would also like to drop the Permit to Discharge fee.

6. Old Business

a. Revenue projections based on current collections

Mr. Mitchell presented the Board with a current revenue collection, approximately 44.5%. We expect collection to peak soon with food service license renewals coming in. Collection seems to be in line for what was projected.

b. Vacation Policy (Revised)

Mr. Mitchell stated that in past discussions the preference seemed to be to frontload vacation time. The dilemma with this change would be that vacation is currently back loaded. Brief discussion was held regarding vacation options and part-time benefits. Suggestion was made to check with other health districts as to their policies as well as conducting a benefit assessment. A Personnel, Policy, and Budget committee meeting will be scheduled. Finalizing the policy is a priority for the Board.

7. New Business

• Budgetary adjustments due to departure of Preparedness Coordinator

a. What the current grant has paid for and what is still needed to fulfill contract

Mr. Mitchell stated that since Bill Kramer's departure he has been questioning other departments for replacement ideas. Mr. Mitchell stated that Manchester and Glastonbury health departments recently went out with a bid for this work, with only one submission. This company is Quality Perspective. Mr. Mitchell has received a quote for services. Mr. Mitchell updated the Board as to the funds available from the PHEP grant (\$22,436.27, unexpended/uncommitted). The total Quality Perspectives quote and Operation Readiness

assessment is \$28,410. Mr. Mitchell noted the use of unexpended funds for Everbridge (\$4938) would bring the balance to \$1035.73. Mr. Mitchell requested and the use of contingency funds in the amount of \$1035.73 to cover the shortfall.

**Motion was made by Mr. Soby, seconded by Ms. Bransfield, to move forward with Quality Perspective and utilize \$4938 of unexpended funds for Everbridge and \$1035.73 of contingency funds to cover the shortfall, as detailed in the document provided (attached) by the Director of Health. Vote was unanimous in favor.**

b. IT needs

Mr. Mitchell stated that the District used Mr. Kramer and RKL Associates for its IT needs. The budgeted line item for these services is \$5000. Since Mr. Kramer has departed, Mr. Mitchell has been investigating options. Mr. Mitchell received a recommendation for Decian. Decian conducted an assessment. As recommended in the past by RKL, Decian confirmed that a new server is needed. Decian provided a quote for a new server at just under \$11,000. Mr. Mitchell stated that we had on file a quote from RKL from 2015 for \$10,333 to \$12,390. We currently pay RKL \$75 a month for monitoring and backup and additional hourly rates for trouble shooting as needed. Decian has quoted \$500 a month and will provide more services.

**Motion was made by Mr. Hughes, seconded by Mr. Soby, to authorize signing of the contract with Decian for IT services and to authorize the use of \$10,983.76 of Capital Reserves for the purchase of a new server. Vote was unanimous in favor.**

c. 2018 Meeting Dates

**Motion was made by Mr. Hughes, seconded by Mr. Maniscalco, to approve the 2018 meeting dates as presented (attached), pending verification of location availability. Vote was unanimous in favor.**

Chairman Tierney commended Mr. Mitchell for his professionalism and offered a job well done since taking over as Director of Health.

8. Approval of November 14th, 2017 meeting minutes

**Motion was made by Mr. Soby, seconded by Mr. Maniscalco, to approve the minutes of November 14, 2017 as written. Vote was unanimous in favor.**

9. Public Remarks

There were no public remarks.

10. Adjournment

**Following no further business motion was made by Ms. Bransfield, seconded by Mr. Soby, to adjourn. Vote was unanimous in favor. Meeting adjourned at 2:10pm.**

**2017-2018 PHEP Grant**

Total Grant:	\$43,830.00
Expended to date:	\$20,318.95
Currently available:	\$23,511.05
<u>Committed</u>	<u>\$ 1,074.78 (committed to 3 phones)</u>
Available:	<b>\$22,436.27</b>
<u>Quality Perspectives Quote</u>	<u>\$ 20,870.00</u>
Balance	<b>\$ 1,566.27</b>
<u>QP ORR Assessment</u>	<u>\$ 7,540.00</u>
Balance	<b>(-\$5,973.73)</b>
<u>Available from Everbridge</u>	<u>\$ 4,938.00 (excess in Everbridge that was not spent)</u>
Balance	<b>(-1,035.73)</b>

I propose the \$1,035.73 shortfall be taken from contingency which has \$2,000.00

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## 2018 Board of Health Meeting Dates

Date	Location
January 30 <sup>th</sup>	Portland Library 20 Freestone Avenue Portland
February 27 <sup>th</sup>	Portland Library 20 Freestone Avenue Portland
March 27 <sup>th</sup>	Colchester Town Hall 127 Norwich Avenue Colchester
April 24 <sup>th</sup>	Colchester Town Hall 127 Norwich Avenue Colchester
May 30 <sup>th</sup>	Grange Hall 488 Town Street East Haddam
June 26 <sup>th</sup>	Grange Hall 488 Town Street East Haddam
July 31 <sup>st</sup>	East Hampton Town Hall 20 East High Street East Hampton
August 28 <sup>th</sup>	East Hampton Town Hall 20 East High Street East Hampton
September 25 <sup>th</sup>	Hebron Town Hall 15 Gilead Street Hebron
October 30 <sup>th</sup>	Hebron Town Hall 15 Gilead Street Hebron
November 27 <sup>th</sup>	Marlborough Town Hall 26 North Main Street Marlborough
*December 18 <sup>th</sup>	Marlborough Town Hall 26 North Main Street Marlborough

\*All meetings are held at **1pm** on the last Tuesday of the month, with the exception of December.

Approved at the December 19, 2017 Board of Health meeting, pending availability of location.