

CHATHAM HEALTH DISTRICT

Serving the Towns of Colchester, East Haddam, East Hampton, Haddam, Hebron, Marlborough & Portland

BOARD MEMBERS

Peter Hughes, Chairman
Mark Walter, Vice Chairman
Andrew Tierney, Treasurer
Susan Bransfield
Rosemary Coyle
Michael Maniscalco
Kate Morris
Melissa Schlag

DISTRICT HEALTH DIRECTOR

Thad D. King, MPH RS

Special Meeting - Board of Health

November 18, 2014

2:30 PM

East Hampton Town Hall - 20 East High St. East Hampton CT

Present: Peter Hughes Andrew Tierney Susan Bransfield
 Kate Morris Michael Maniscalco Mark Walter
 Melissa Schlag

Others: Thad King

1. Call to Order

Chairman Hughes called this special meeting to order at 1:01pm.

2. Approval of Minutes

- Regular Meeting – August 26, 2014

Motion was made by Mr. Tierney, seconded by Mr. Maniscalco, to table the approval of minutes until next meeting. Vote was unanimous in favor.

3. Public Remarks

Stan Soby, Colchester First Selectman was present.

4. Communications

Mr. King presented the following communications:

-Notice of Violation to 318 Norwich Salem Road East Haddam for sewage.

-Notice of Violation to 4 Pinehurst Lane East Haddam for sewage.

-Notice of Violation to 35 Mallard Cove East Hampton for garbage and debris, similar order issued in 2012.

Mr. Walter arrived (2:34pm).

-Proposed additional office space adjacent to our existing offices, to be used for nursing staff.

Approximately 330/sqft for an additional \$602/month.

-Mr. King stated that he had attended a presentation – Protecting Brain Development: Investing in Adolescent Brain Health.

5. Director of Health Report

- Strategic Planning – Paul Hutcheon, Killingworth Director of Health

Paul Hutcheon was present to discuss his experiences with developing a strategic plan as Health Director for Central Connecticut Health District. Mr. Hutcheon stated that the original strategic plan was developed utilizing a contracted agency. Approximately 4 or 5 years ago, the plan was redone by the Board and staff all in-house. Mr. Hutcheon stated that the contracted agency focused on the Board driving the plan with the aid of CEO's and community involvement to develop great goals for the district,

but implementation was very difficult. The in-house development started with the Board and staff brainstorming programs they would like to provide and reducing them down to priority areas and set goals and objectives. Also included in the plan were employee goals and objectives used for their annual performance review. Mr. Hutcheon stated that completing the strategic plan was the first step in applying for accreditation. Discussion was held regarding completed documentation by health departments already accredited or in process of accreditation.

Mr. King stated that he would acquire a copy of Central Connecticut's plan for the Board to view and begin working with the Personnel, Policy and Budget Committee on moving forward.

Ms. Schlag arrived (2:52pm).

Discussion was held regarding cost, benefits and processes of accreditation.

- Ebola Update

Mr. King presented the Board with a draft second update for public distribution. Mr. King spoke with Dr. Kenta-Bibi prior to the meeting who noted that the systems for screening patients are already in place in the hospitals and primary care level for identifying and handle cases. There are no new cases. There are about 20 contact cases in Connecticut, most have been released. The State Health Department is not releasing information about the towns where the contact cases occur. However, the media is quick to identify and begin questioning the town agencies. The Commissioner has not granted any quarantine powers. Mr. King has met with most of the District Superintendents.

- Interim Budget Report

Mr. King reported on the interim budget report projecting from October 31 out to June 30. Projecting as is depicts a \$36,096 surplus. Projecting hiring the full-time public health nurse reflects a \$6,494 surplus. These amounts also take into consideration the \$42,715 fund balance deficit from 2014. Mr. King did make some adjustments to project revenues due to current and anticipated activities. Members of the Board expressed a desire to hold off on the nursing position at this time in support of a balance surplus at the end of the year. Discussion also included hiring mid-year or part-time. The budget will continue to be reviewed on a monthly basis.

- Annual Report

Mr. King had sent out electronically the 2014 Annual Report (attached) to all CEO's and Board members.

6. Committee Meeting Reports (2015 Budget) (PtoD Discussion)

Mr. King stated that the Personnel, Policy and Budget Committee met. Mr. King presented with a proposed 2015-2016 budget, as discussed at the committee meeting. Highlights include; elimination of the Director of Community Health position, elimination of the Sanitarian I/LPN position, a .3 increase in Health Educator/Sanitarian II position, an estimated 10% increase in medical insurance, an increase to Computer Network and Computer Equipment (to upgrade the server), increase to Contracted Payroll/Finance (in anticipation for the District to break from the Town of East Hampton after next year), a reduction to Community Nursing Services Contract and a 5% increase in the Town per capita rate. Chairman Hughes requested that all members review the proposed budget and email any questions prior to next meeting at which the proposed budget should be finalized sent to public hearing for the January meeting.

7. Food Service Regulation Changes

Mr. King presented the Board with proposed changes to the Food Service Regulation. The two major items proposed for changes are; Farmers Markets and Temporary Food Service Training. The proposed changes will go to the Environmental Committee for review and discussion prior to final presentation for Board approval.

8. Legal Representation Discussion

Mr. King stated that he was unable to negotiate a lower rate with the first choice. Therefore, following discussion with the committee the recommendation is to appoint the second choice, Halloran & Sage. **Motion was made by Ms. Schlag, seconded by Mr. Tierney, to appoint Halloran & Sage as the Chatham Health District's legal representation. Vote was unanimous in favor.**

9. Old Business

There was no old business to discuss.

10. New Business

There was no new business to discuss.

11. Adjournment

Following no further business to discuss motion was made by Mr. Tierney, seconded by Ms. Bransfield, to adjourn the meeting. Vote was unanimous in favor. Meeting adjourned at 4:04pm.