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DIRECTOR of HEALTH
Don Mitchell, MPH RS

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

Board of Health
August 29, 2017

1:00 PM

East Hampton Town Hall, 20 East High Street, East Hampton, CT.

Present: Andrew Tierney Rosemary Coyle (departed 2:42pm)
 Stan Soby Susan Bransfield (departed 2:42pm)
 Michael Maniscalco (arrived 1:19pm)

Others: Don Mitchell

The meeting began with Director of Health Report awaiting a quorum.

Director of Health Report

- Office Assistant (Kristi St. Jean)

Mr. Mitchell note that Kristi St. Jean has been hired full time as the Office Assistant.

- Financial changes due to grants

Mr. Mitchell stated that the Block Grant has been cut slightly to \$14,669, the Lead Grant has been cut for the upcoming year, Public Health Emergency Preparedness Grant has been reduced from \$52,439 to \$43,480, and Per Capita grant was fully funded at \$117,368.

- Bathing sampling recap

Mr. Mitchell stated that there were occasional high bacteria counts for some bathing areas, but retested within standards. Lake Hayward, however, has tested higher this year than in the last few years.

1. Call to order

Chairman Tierney called the meeting to order at 1:20pm.

2. Public Remarks

There were no public remarks.

3. Communications

There were no communications.

Mr. Mitchell continued with Director of Health Report.

4. Director of Health Report

- Bathing sampling recap

Mr. Knauf continued that in previous years Beach 3 had been impacted with geese. This year Beach 1 has been affected and it is believed that there is something coming

off of storm drains in the area. Mr. Mitchell stated that a sanitarian survey should be conducted in the spring.

- Lipka legal action

Mr. Mitchell stated that Mr. Lipka did not show for his August court date. A new date has been set for September 6. Mr. Mitchell has learned from Mr. Lipka's attorney that the deck has been power washed.

- Town official response to HAN messages

Mr. Mitchell stated that HAN alert responses have been lacking. Concern was expressed that CEO's are not getting the messages. Mr. Mitchell will request report information to verify that messages in fact going to correct numbers and emails.

- Staff report (Steve Knauf and Liz Davidson)

- FDA Code
- Salon/Tattoo Regulation
- Computer software and hardware planning

Steve Knauf stated that staff would like to explore a few new software systems that other health districts are using in order to upgrade what the District is currently using, Microsoft Office Suites/365. Mr. Knauf stated the intent would be to keep the Board abreast of the search by bringing in the systems to demonstrate the functionality and the benefits. Brief discussion was held regarding the previous software system (Garrison) that the District purchased that never quite was up and running, reaching maximum capacity of hardware space, the outdated server, and IT needs. Suggestion was made to look at programs that could be compatible with other municipal departments.

Liz Davidson stated that CT Legislature recently adopted the FDA Model Food Code to be in effect July 1, 2018. Ms. Davidson discussed training requirements for certified food inspectors to have completed prior to the effective date. There are also codes that will be in effect as of October 1, 2017 that will impact food establishments; temperatures, class, number of inspections, etc. Discussion was held regarding the impact on our Food Service License and Inspection Regulation (classes, fees, inspections) and State requirement/restriction for health dept/districts to only have one individual to be designed as a trainer for food inspectors. The Board expressed concern for lack of time for implementation for all these mandated and regulatory changes. Request was made for fees generated for last fiscal year, for not only food but all fees. Discussion was also held regarding investigating the history of the legislation, have discussion with individuals involved with supporting this change, and contacting legislature to request additional time for implementation.

Mr. Knauf stated that staff is also beginning to work on a Salon/Tattoo Regulation, as required by Statute. Mr. Knauf stated that our new hire, Kim Hamley, recently worked in her former health district in developing this regulation. Chairman Tierney stated that developing this regulation had been discussed in the past, however, the Board at the time felt that the District needed to focus on existing programs that were lacking before adding additional work for staff. In response to the concern for meeting requirements of existing programs, Mr. Knauf stated that with the FDA code changes, the State estimates that required food inspection will reduce by 30%.

6. Executive Session

Motion was made by Ms. Coyle, seconded by Mr. Soby, move item 6. Executive Session and enter into executive session. Vote was unanimous in favor. Entered into executive session at 2:04pm. Mr. Mitchell was invited into executive session at 2:25pm. Executive session ended at 2:35pm.

Motion was made by Mr. Maniscalco, seconded by Ms. Coyle, to renew the Director of Health contract for one year from today's date. Vote was unanimous in favor.

5. Old Business

- Everbridge

Mr. Mitchell stated that he had conversation on clarification for cost with the Everbridge representative. The cost for the District for this year would be \$7088. Mr. Mitchell stated that \$12,000 was budgeted. Mr. Mitchell recommended that the District renew the Everbridge contract for the year.

Motion was made by Ms. Coyle, seconded by Ms. Soby, to accept the Everbridge contract for the year. Vote was unanimous in favor, with Ms. Bransfield abstaining.

6. Executive Session

- Director's performance review
- Director's contract

Previously discussed.

Ms. Coyle and Ms. Bransfield depart at this time (2:42pm) ending the meeting due to lack of a quorum. Meeting adjourned at 2:42pm.

Mr. Mitchell presented the following as informational:
New Business

- Hoarding task force planning

Mr. Mitchell stated that he has worked on a few hoarding issues in East Hampton with Planning & Zoning, Fire Marshal, and Social Services and the planning efforts have been good. Mr. Mitchell stated that he would like to work on forming this type of task force in the other towns as well.

- Chatham Health District at Hebron Fair

Mr. Mitchell stated that staff expressed interest in having a presence at the Durham Fair. A booth was donated. Staffing would be required the entire time the fair is running. District staff will be there conducting food service inspections, providing vaccinations, informational documentation, etc. The District is actively pursuing other organizations that would like to split the time.

- Vacation Policy

Mr. Mitchell stated that staff had concerns over the wording of the draft vacation policy and would like to work more with the Personnel, Policy, and Budget Committee. Mr. Mitchell also stated that there is much confusion over when time is granted and accrued and wants to make certain that a clear policy is drafted. Members of the Board wanted to make certain that staff understands that the matter is being worked out.

7. Approval of July 25, 2017 meeting minutes
Tabled to the next meeting.

8. Public Remarks
There were not comments.

9. Adjournment
Official meeting adjourned at 2:42pm.