

# CHATHAM HEALTH DISTRICT

*Serving the Towns of Colchester, East Haddam, East Hampton, 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  
Stan Soby

## DISTRICT HEALTH DIRECTOR

Thad D. King, MPH RS

## Board of Health-Special Meeting

December 15, 2014

1:00 PM

240 Middletown Avenue, East Hampton CT

Present: Peter Hughes                      Andrew Tierney                      Susan Bransfield  
            Kate Morris                      Michael Maniscalco                      Melissa Schlag  
            Mark Walter (arrived 1:13)

Others: Thad King

### 1. Call to Order

Chairman Hughes call this Special Meeting to order at 1:08pm.

### 2. Approval of Minutes

**Motion was made by Mr. Tierney, seconded by Ms. Morris, to approve the minutes of August 26, 2014 and November 18, 2014 as written. Vote was unanimous in favor.**

### 3. Director of Health Report

Mr. King noted that the regularly scheduled Board of Health meeting was cancelled and a Special Meeting is being held. Mr. King noted that there was some concern toward the manner that the meeting was cancelled. Mr. King suggested that the Board discuss a procedure for cancelling meeting at the January meeting.

Mr. King stated that in keeping with the discuss regarding Strategic Planning at the last Board meeting, staff has been instructed to put together objectives and strategies for our Staff meeting to be held December 18<sup>th</sup>. Mr. King suggested that at the January meeting and agenda item be added to form a working group begin developing the Strategic Plan.

*Mr. Walter arrived (1:13pm)*

Mr. King noted that an investigation of the District's food inspection program was initiated by DPH. Mr. King was unable to offer any additional information other than on December 9<sup>th</sup> Sue Walden of Local Health Administration and Joanne Houser from Food Protection came into the office and made a request for all food service inspections for 2014. Mr. King was only told that the investigation was initiated in regard to inspection frequency and that DPH was exempt from

having to provide any other information regarding the complaint. Discussion was held regarding the process in which the investigation was presented, the lack of information being provided, and the response, or lack thereof, to Mr. King's inquiries. DPH has offered Mr. King an appointment to review documentation from a previous investigation but has been denied access to the District's. Consensus of the Board is for Chairman Hughes and Mr. King to discuss the matter with Atty Ken Slater and to send a letter to the Commissioner, copying State representatives, explaining the situation and requesting information regarding the investigation be provided to the Board.

#### 4. Interim Budget Report

Mr. King presented the Board with a projected end of year budget report. Projected without filling the vacant Public Health Nurse position would project a \$47,470 fund balance, taking into account the 7/1/14 \$42,715 deficit. Filling the position projects a \$17,868 fund balance.

#### 5. 2015-16 Budget Proposal

Mr. King presented the Board with a budget narrative. The narrative will be sent out with the proposed budget. Mr. King presented a District organizational chart and a schedule of office hours and coverage. Finally, Mr. King presented the proposed budget and fee schedule and estimates. There are no proposed changes to the fee schedule. The increase in the revenues is primarily built into the per capita rate; \$8.95 to \$9.40. There is a 2% increase in salaries. Two positions are being eliminated from the budget; Director of Community Health and Sanitarian I/LPN. There are proposed significant increases to; Computer Networking, Computer Equipment, and Contractual Services – Payroll/Finance. The increase to the Contractual Services is for transitioning from support from the Town of East Hampton to the District.

**Motion was made by Mr. Maniscalco, seconded by Mr. Tierney, to set a Public Hearing for January 27<sup>th</sup> at 1:30pm for the consideration of the Proposed 2015-2016 Chatham Health District Budget. Vote was unanimous in favor.**

#### 6. 2015 Meeting Dates

**Motion was made by Ms. Schlag, seconded by Mr. Maniscalco, to accept the 2015 Meeting Dates. Vote was unanimous in favor.**

A brief discussion was held regarding the posting of agendas and minutes. Mr. King stated that in regard to FOI the posting entity is the District. Discussion had been held in the past, and the agreement was, to send the information to the towns for posting as a convenience.

#### 7. Adjournment

**Following no further business to discuss motion was made by Mr. Tierney, seconded by Ms. Schlag, to adjourn the meeting. Vote was unanimous in favor. Meeting adjourned at 2:05pm.**