

BOARD MEMBERS  
Andrew Tierney, Chairman  
Mark Walter, Vice Chairman  
Peter Hughes, Treasurer  
Susan Bransfield  
Rosemary Coyle  
Michael Maniscalco  
Lizz Milardo  
Kate Morris  
Stan Soby



DIRECTOR of HEALTH  
Don Mitchell, MPH RS

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

## Board of Health

June 28, 2016

1:00 PM

Grange Hall, 488 Town Street, East Haddam CT

Present: Andrew Tierney      Mark Walter      Stan Soby  
            Rosemary Coyle      Susan Bransfield      Kate Morris

Others: Don Mitchell

### 1. Call to Order

Chairman Tierney called this regular meeting of the Board of Health to order at 1:02pm.

### 2. Public Remarks

There were no public remarks.

### 3. Communications

Mr. Mitchell presented the following communications:

-Email complaint from Dave Dander regarding what he perceived as improper notification of the food regulation public hearing. Mr. Mitchell confirmed with Freedom of Information that the hearing was properly noticed and would be following up with a letter to Mr. Dander stating such.

Mr. Mitchell thanked Mr. Soby and Ms. Coyle for facilitating improved interactions between Chatham Health District and Colchester Land Use Office.

### 4. Director of Health Report

#### a) Budget Report

Mr. Mitchell stated that there has been a delay in receiving the application for the Per Capita Grant, however it should be expected soon. Town per capita invoices have been sent out.

*Ms. Morris arrived at 1:08pm.*

Mr. Mitchell stated that we have received an invoice from Teresa Shulman for work that she has done for the District. In speaking with Mr. Jylkka it was agreed that the District would pay the invoice and that amount would be deducted from the amount that the Town of East Hampton is owed for financial services. Following brief discussion, consensus of the Board was for the Town of East Hampton to pay out the invoice to Teresa and for the Town of East Hampton to invoice as they would.

#### b) June 15, 2016 East Haddam Business Association

Mr. Mitchell stated that the meeting went very well and the association has a better understanding what the District does and how it works. Mr. Mitchell's attendance was very well received.

c) RN Contract

Mr. Mitchell stated that the contract for nursing coverage has been signed. Sylvie Marston will be working with the District, as she did last year.

d) FDA Training

Liz Davidson and Jaime Ellis attended FDA training in Kentucky as part of a requirement for an FDA mini grant.

5. Committee Reports

Mr. Tierney stated that the Personnel, Policy and Budget Committee will be meeting tomorrow.

Mr. Walter stated that the Environmental Committee met and reviewed the proposed fee structure changes. Mr. Knauf is working on updating the proposed changes to include a column with a little more information as to the reasoning for the changes. Mr. Mitchell stated that Mr. Knauf and Ms. Davidson plan to present the updated changes to the Board at the July meeting. Also discussed at the meeting was staff development focus, additional training in customer service, and support from senior staff.

Due to a miscommunication, the Community Health Committee did not hold a meeting. Mr. Mitchell will have Ms. Han coordinate a meeting.

6. Discussion of Director of Health Goals

Mr. Mitchell stated that the month has been difficult with staff taking time off and tying up loose ends in Haddam. May and June become difficult staffing wise due to the use it or lose it policy for vacation. Mr. Mitchell stated that there are two properties in Haddam with open notice of violations that he may have to appear in court over.

Mr. Tierney stated that a list of goals was compiled at the May 31<sup>st</sup> meeting that the Board would like Mr. Mitchell to review and determine what he thought was appropriate. The list included; 1) Generate a clear financial plan for stability and forecast, 2) Improve management of billing and revenues, 3) Improve customer service and response, 4) Open lines of communication for new businesses, 5) Put FAQ on website especially for new food establishments, 6) Speak at Chamber of Commerce, 7) Establish ongoing communication with towns.

Mr. Mitchell agreed to the listed goals to be established. **Motion was made by Mr. Soby, seconded by Ms. Morris, to establish the above listed Director of Health goals. Vote was unanimous in favor.**

Mr. Mitchell noted that he had received an email from an intern working with DEEP collecting water samples for a project at Gay City Park. The email was stating her appreciation for all the education, training, and support from Steve Knauf and Jaime Ellis.

7. Old Business

a) Short Term Disability (tabled for Personnel, Policy and Budget Committee Discussion)  
Tabled.

b) Fee Schedule (tabled for Environmental Committee Discussion)

Tabled.

8. New Business

a) Premier Accounting Group Proposal

Mr. Mitchell stated that he had been in discussion with Premier Accounting Group in preparation of assuming in-house financial responsibilities. Premier offers set up and training for Quick Books, which was the program suggested by our auditor. Following the notice that Teresa Shulman was not going to be able to work with the District, Mr. Mitchell requested a quote from Premier for full services.

Discussion was held regarding other options. Mr. Tierney stated that the Town of Hebron is very capable of providing service. Concern was expressed for not following standard purchasing policy by going out with an RFP, if Premier did provide the service (even for a short time to allow for an RFP) who owns the data, the proposal is over the amount budgeted, multiple transition and changing mid-year. Suggestions were made to contact Town of East Hampton to see if they could extend services to provide for proposals and to contact the auditor to help draft an RFP.

**Following discussion, motion was made by Ms. Coyle for Chairman Tierney to 1) request the Town of East Hampton continues to provide financial services for one more quarter, 2) put together a request for proposal for a final accounting solution with the assistance of the Town of East Hampton and our auditor, 3) in the event that Town of East Hampton is unable to continue to provide services authorization would be granted to the Town of Hebron to provide financial services for up to one year at the current rate of \$5000 per quarter. Motion was seconded by Mr. Soby. Vote was unanimous in favor.**

b) Discussion of Insurance Buyout

Currently the District insurance buyout is \$1500. Mr. Mitchell recommended the Personnel, Policy and Budget Committee review possibly increasing this amount. Mr. Mitchell will put together data to provide to the committee. Brief discussion regarding medical insurance was held with a recommendation that the Personnel, Policy and Budget Committee review options for medical insurance, such as going on one of the District town policies.

*Mr. Walter departed at 1:20pm.*

9. Approval of Minutes – May 31, 2016 Meeting

**Motion was made by Ms. Coyle, seconded by Ms. Morris, to approve the minutes of May 31, 2016 with a note that an email was never sent to Colchester First Selectman as indicated in the minutes. Chairman Tierney had requested that Ms. Coyle update the First Selectman on the meeting. Vote was unanimous in favor, with Mr. Soby abstaining.**

10. Public Remarks

There were no public remarks.

11. Adjournment

Following no further business to discuss motion was made