

BOARD MEMBERS
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Michael Maniscalco
Kate Morris
Stan Soby



DIRECTOR of HEALTH
Don Mitchell, MPH RS

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

Board of Health
January 30, 2018, 1:00 PM
Portland Public Library, 20 Freestone Avenue, Portland, CT.

Present: Andrew Tierney Emmett Lyman Peter Hughes
 Michael Maniscalco Kate Morris Stan Soby(arrived 1:13)
 Susan Bransfield (arrived 1:51)

Others: Don Mitchell

1. Call to order

Chairman Tierney called this regularly scheduled meeting to order at 1:04 pm.

2. Public Remarks

There were no comments from the public.

3. Communications

Mr. Mitchell reported that a thank you card had been received from a woman in East Hampton regarding getting her neighbor to clean up her garbage.

Mr. Mitchell reported that a letter was received from the DPH thanking Chatham Health District for their participation and support in the radon program.

4. Director of Health Report

a. Staff Report on Food Inspection & Salon Regulation

Liz Davidson updated the Board on the status of food service inspections; approximately 88% have been completed. Ms. Davidson stated that a good portion of this is our food inspection contracts. The inspectors are doing well and being requested more often. That has helped bring the numbers up. Mr. Mitchell stated that currently the part time food inspector expense is below what has been budgeted.

Ms. Davidson then discussed the salon ordinance. Jim Karrenburg and Kim Hamley are working on this ordinance. Steve Knauf is heading that initiative up. They would like the Board to review two options. It was decided the proposed ordinance should be brought before the Environmental Committee for recommendation.

Ms. Davidson asked if an Environmental meeting could be scheduled in February.

Mr. Mitchell stated that revenue from the proposed ordinance should offset the Permit to Discharge monies, and that the District is looking to implement the new ordinance for

the 2019 fiscal year. He stated it would be one regulation/ordinance that would include salons and tattoo parlors (which also includes piercings).

Mr. Mitchell asked if we can revise the regulation for the Permit to Discharge and not collect the fee. A discussion ensued.

b. Food Service Application Update

Mr. Mitchell updated the Board as to the status of food service renewals. He stated that any food service establishment that has not applied for their renewal by February 15 will incur a 50% late fee. They have been contacted to remind them of this.

Discussion ensued.

Another discussion ensued regarding whether or to charge the schools and senior centers. It was recommended that staff review what fees are being charged and recommend a policy across the board.

c. Radon test Kit distribution update

Mr. Mitchell updated the Board as to the status of radon testing. Nancy McAuliffe will put links on the town websites to help advertise further. The District will have an analysis of all the results when they come back. Mr. Mitchell stated that it does not generate revenue, but the process isn't consuming a large amount of time. The public calls if interested, their information is given to the proper sanitarian whose office is in their town, and then the sanitarian calls to schedule a time for them to pick up the kit.

d. Putting on Airs

Mr. Mitchell stated that the CT River Area District is working on a grant for asthma prevention in Middlesex County and they asked the District to attend because three of our towns are in Middlesex County. There would be an evaluation done in the home, usually by a sanitarian, on the air quality. The sanitarian would then report to the nurse, and put together programs that will help families with asthma. Discussion was held regarding reimbursement for staff assistance. They are looking to have our inspectors perform the inspections, and if during the day there will not be payment, but if it's after hours the district would get paid. Mr. Mitchell believes the Central CT Area District is doing the program as well, which would leave Colchester uncovered. He stated concerns regarding how to ensure Colchester is involved as well. They are looking to have the agreement signed by the end of February. Mr. Mitchell stated he will get more information and send e-mails out to the board in February.

Discussion ensued, and it was stated that we should have a plan in the future to ensure all the towns in Chatham Health District are included because of how the counties are set up.

e. Status of Auditors Report

Mr. Mitchell reported that the auditor has everything he needs to complete the audit. However, an additional extension was requested so that he could assist with the layout of the proposed budget. He will present the audit at the next meeting. Additionally, the auditor was satisfied with our use of Quick Books.

5. Old Business

a. Vacation Policy (revised)

Mr. Mitchell distributed a revisions vacation policy to the Board.

A discussion ensued regarding the inclusion of the word accrual and how it would affect payouts. It was stated that the policy needs specific language around payouts in terms of any limitations of a payout and on what basis. Mr. Mitchell will work some more on this, and would like to see it finalized by the end of the month.

b. Budget Discussion

Mr. Mitchell noted that he worked with Mr. Sinnamon on the new format of the proposed budget. The proposed budget has been consolidated to simplify and include grants funds as revenue and expenses in one budget. Mr. Mitchell presented the Board with the proposed 2018-2019 budget (attached) to the Board and discussed general budget considerations (attached). Concern was expressed to try to verify grant funding amounts.

Motion was made by Mr. Soby, seconded by Mr. Maniscalco, to move the proposed 2018-19 budget to public hearing. Vote was unanimous in favor.

6. New Business

a. Set date for Special meeting – Public Hearing on Budget

Motion was made by Mr. Hughes, seconded by Mr. Soby, to set a public hearing for February 27, 2018 at 1pm at the Portland Library for consideration of the proposed 2018-2019 Chatham Health District budget. Vote was unanimous in favor.

7. Approval of December 19, 2017 meeting minutes

Motion was made by Ms. Bransfield, seconded by Ms. Morris, to approve the December 19, 2017 minutes. Vote was unanimous in favor.

8. Public Remarks

There were no comments from the public.

9. Adjournment

Following no further business to discuss, motion was made by Mr. Soby, seconded by Mr. Maniscalco, to adjourn. Vote was unanimous in favor. Meeting adjourned at 2:17pm.

General Budget Considerations

Liz will be available for 30 hours a week next year starting in September. This will make her eligible for full time benefits. She will also have her Master's Degree in June and will be eligible to be Acting Director of Health in my absence. There should be an increase in pay which I am looking into in other Districts/Departments .

My understanding is that there is generally a 2% COLA this year.

I will be verifying insurances and any projected increases.

There will be a slight bump in the cost of IT. This should be minimal.

I would like to be able to put more into capital expenses but will look at the overall budget.

Training budget will need to be increased again although we will try with FDA and NAACHO funds to reduce the increase . FDA code is driving some of the expense.

I would like to drop the Permit to Discharge fee and make the program more about just doing pump outs. The ~\$6,000 could be made up with a Cocmetology regulation that would by statute raise about \$7,000/year.

Chatham Health District
Proposed Budget 2018/2019
SUMMARY
DRAFT

Code	Sub-category	Rate	OLD		NEW		Year to Date Actual 2017-2018	Revised Format As Approved 2017-2018	Revised Format As Proposed 2018-2019	Budgeted Total Change in dollars	Budgeted Change Percentage
			Original Format As Approved 2017-2018	Revised Format As Approved 2017-2018	Revised Format As Approved 2017-2018	Year to Date Actual 2017-2018					
Total Revenue			\$ 948,320.34	\$ 1,023,468.34	\$ 789,020.07			\$ 1,048,851.64	\$ 25,388.30	2.48%	
<u>Grants Summary Memo Only</u>											
Total Expense			\$ 985,354.00	\$ 1,023,468.00	\$ 557,932.97			\$ 1,048,996.00	\$ 25,528.00	2.49%	
Grant Offsets Netted under old Format			\$ (37,034.00)								
			\$ 948,320.00								
net Surplus/ (Deficit)			\$ 0.34	\$ 0.34	\$ 221,087.10			\$ (144.36)	\$ (144.70)		

Chatham Health District
Proposed Budget 2018/2019
EXPENDITURES
DRAFT

Expense	Code	Sub-category	FTE	NEW		Year to Date	NEW		FTE	NEW		Budgeted	Change Percentage
				Original Format As Approved 2017-2018	Revised Format As Approved 2017-2018		Actual 2017-2018	Revised Format As Proposed 2018-2019		Total Change in dollars	Budgeted		
Salaries	5500	Director of Health	1.0	\$105,756.00	\$105,756.00	\$56,895.97	1.0	\$107,871.00		\$2,115.00	2.00%		
	5505	Chief Sanitarian	1.0	\$82,260.00	\$82,260.00	\$44,253.32	1.0	\$83,905.00		\$1,645.00	2.00%		
	5515	Sanitarian III	0.7	\$45,859.00	\$24,671.82	\$45,859.00	0.9	\$65,042.00		\$19,183.00	41.83%		
	5520	Sanitarian II	1.0	\$62,380.00	\$62,380.00	\$33,560.44	1.0	\$63,628.00		\$1,248.00	2.00%		
	5520	Sanitarian II	1.0	\$53,659.00	\$53,659.00	\$29,590.00	1.0	\$56,100.00		\$2,441.00	4.55%		
	5520	Sanitarian II	1.0	\$48,293.00	\$48,293.00	\$24,351.73	1.0	\$56,100.00		\$7,807.00	16.17%		
	5540	Public Health Nurse	1.0	\$63,802.00	\$34,324.96	\$34,324.96	1.0	\$65,078.00		\$1,276.00	2.00%		
	5545	Health Educator	0.5	\$30,316.00	\$16,499.39	\$16,499.39	0.5	\$30,922.00		\$606.00	2.00%		
	5560	Office MGR./Bookkeeper	1.0	\$58,000.00	\$31,105.18	\$31,105.18	1.0	\$59,160.00		\$1,160.00	2.00%		
	5565	Administrative Assistant	1.0	\$42,000.00	\$19,598.53	\$19,598.53	1.0	\$42,840.00		\$840.00	2.00%		
	5566	EP Grant Coordinator	1.0	\$0.00	\$19,208.00	\$20,319.00		\$0.00		-\$19,208.00	-100.00%		
	5570	Contract Food Service		\$15,000.00	\$15,000.00	\$3,706.25		\$10,000.00		-\$5,000.00	-33.33%		
5575	Overtime		\$0.00	\$0.00	\$3,231.02		\$0.00		\$0.00				
		Total Salary		\$592,325.00	\$611,533.00	\$335,172.34		\$630,646.00		\$19,113.00	3.13%		
		Total Salary, Contract and OT		\$607,325.00	\$626,533.00	\$342,109.61		\$640,646.00		\$14,113.00	2.25%		
Fringe	5600	Health Ins. & Dental		\$83,715.00	\$83,715.00	\$34,368.38		\$71,285.00		-\$12,430.00	-14.85%		
	5610	HSA Contribution-Buyout		\$15,600.00	\$17,300.00	\$15,600.00		\$24,000.00		\$8,400.00	53.85%		
	5615	Pension		\$56,617.00	\$29,421.79	\$29,421.79		\$68,678.00		\$12,061.00	21.30%		
	5620	Workers Compensation		\$13,205.00	\$13,205.00	\$10,241.50		\$14,706.00		\$1,501.00	11.37%		
	5625	Life Insurance		\$1,320.00	\$1,320.00	\$1,010.02		\$1,320.00		\$0.00	0.00%		
	5630	Social Security - 6.2%		\$36,724.00	\$38,863.00	\$20,981.00		\$38,968.00		\$105.00	0.27%		
	5631	Medicare - 1.45%		\$8,589.00	\$8,589.00	\$4,906.85		\$9,113.00		\$524.00	6.10%		
			Total Fringe		\$215,770.00	\$217,909.00	\$118,229.54		\$228,070.00		\$10,161.00	4.66%	
			Total Salary and Fringe		\$808,095.00	\$829,442.00	\$453,401.88		\$858,716.00		\$29,274.00	3.53%	
			Total Salary, Contract, OT & Fringe		\$823,095.00	\$844,442.00	\$460,339.15		\$868,716.00		\$24,274.00	2.87%	
Operations	6000	Motor Fuel		\$2,250.00	\$2,250.00	\$748.89		\$2,250.00		\$0.00	0.00%		
	6005	Vehicle Maintenance		\$3,000.00	\$3,000.00	\$2,818.19		\$3,500.00		\$500.00	16.67%		
	6015	Staff Mileage Reimburse.		\$1,500.00	\$2,573.00	\$1,425.90		\$2,000.00		-\$573.00	-22.27%		
	6020	Vehicle purchase		\$14,000.00	\$14,000.00	\$0.00		\$7,500.00		-\$6,500.00	-46.43%		
	6025	Books and periodicals		\$150.00	\$150.00	\$0.00		\$0.00		-\$150.00	-100.00%		
	6030	Postage		\$4,320.00	\$4,320.00	\$329.38		\$2,000.00		-\$2,320.00	-53.70%		
	6031	Cell phone-telephone internet		\$7,071.00	\$11,871.00	\$5,180.31		\$8,512.00		-\$3,359.00	-28.30%		
	6035	Meetings and conferences		\$1,000.00	\$1,000.00	\$953.00		\$1,500.00		\$500.00	50.00%		
	6040	Newspaper advertising		\$500.00	\$1,460.00	\$735.00		\$500.00		-\$960.00	-65.75%		
	6045	Printing and binding		\$1,000.00	\$1,000.00	\$474.35		\$6,500.00		\$5,500.00	18.18%		
	6050	Consultants computer		\$5,000.00	\$5,000.00	\$2,199.00		\$4,000.00		-\$1,000.00	-20.00%		
	6055	Dues and fees		\$3,000.00	\$3,000.00	\$4,067.60		\$4,000.00		-\$67.60	-2.25%		
	6060	Howard Dean Tuition reim.		\$7,500.00	\$7,500.00	\$6,099.00		\$7,500.00		\$0.00	0.00%		
6065	Equipment/other supplies		\$1,000.00	\$1,000.00	\$0.00		\$1,000.00		\$0.00	0.00%			

