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ACTING DIRECTOR of HEALTH
Don Mitchell, MPH RS

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

Board of Health

February 23, 2016

1:00 PM

Portland Library, 20 Freestone Avenue Portland CT

Present: Andrew Tierney Michael Maniscalco Stan Soby
 Kate Morris Susan Bransfield Mark Walter(arrived 1:23)

Others: Don Mitchell George Sinnamon

1. Call to Order

Chairman Tierney called this regular meeting of the Board of Health to order at 1:16pm.

2. Public Remarks

Shirley Olson, Portland, commented that the agenda was not posted to the website until yesterday. Ms. Olson made the following comments regarding the minutes of January 26, 2016; her last name was incorrectly spelt, minutes did not reflect that in regard to her complaint with Mr. King that she took the initiative to meet with a sanitarian outside of the District and outside the political district of the Town of Portland.

Ms. Olson questioned the proper storage of tongs within a food establishment.

Dick Edmonds, East Hampton, voiced his appreciation for the letter submitted to the Rivereast by Mr. Mitchell regarding the employees of the District. Mr. Edmonds noted that the situation that had occurred was unfortunate but should not be reflected on the hard work of the employees.

Ms. Olson stated that the minutes misrepresented her questioning of who the Public Health Nurse reports to.

3. Communications

Mr. Mitchell thanked Mr. Edmonds for his comments on the Rivereast letter. Mr. Mitchell noted that an article was also published regarding an award presented to Noel's Supermarket in Colchester for their efforts to have a strong food safety program.

Mr. Walter arrived at 1:23.

Mr. Mitchell stated that a notice of violation has been closed out for 4 Pinehurst Lane, subject to reopening should compliance change.

Mr. Mitchell stated that he spoke with our landlord regarding the status of our lease. The District is currently on a year-to-year beginning November of 2014.

4. Director of Health Report

a) Rental Agreement Update

Previously discussed.

b) Marlborough Board of Selectman Meeting

Mr. Mitchell attended the Marlborough Board of Selectman meeting. The meeting went well. Mr. Mitchell noted that there are many people very unaware of Chatham Health District and what we do. Marlborough will be holding a health fair a little later in the year and the District will participate.

5. 2016 - 2017 Budget Adoption

Motion was made by Mr. Walter, seconded by Ms. Morris, to adopt the 2016-2017 Budget as presented. Vote was unanimous in favor.

6. Director of Health Position

a) Draft Contract

b) Advertisement for New Director

Mr. Mitchell presented the advertisement for Director of Health, as recommended by the Personnel, Policy and Budget Committee, to the Board. Brief discussion was held regarding the requirement for a MPH and/or a PHD. Mr. Mitchell stated that the committee chose to just go for the MPH due to the rural/suburban makeup of the District and the fact that we do have a Medical Advisor.

Mr. Mitchell also presented the Board with a draft copy of the Director of Health contract. Brief discussion was held regarding workers comp, FMLA, and disability insurances. The Board will review and provide comment.

7. Committee Reports

a) Personnel, Policy and Budget Committee

Mr. Maniscalco briefly reviewed the following discussions by the committee:

-Sick and Vacation Policy, discussed limiting accrual and short/long term disability.

-By-laws Review, discussed changes to make more in line with current District structure as well as some housekeeping issues. Recommend holding off on changes for a public hearing.

-Interagency Procedure for Director of Health Coverage, discussed agreements with Eastern Highlands Health District and Manchester Health Department for Director of Health coverage for scheduled time off as well as to fulfill requirements for Emergency Preparedness.

-Complaint Policy, discussed developing a label to attach to inspection forms with contact information to for individuals to address questions or concerns. Also discussed drafting a procedure for how complaints are processed.

Mr. Walter stated that the Environmental Committee meeting had to be rescheduled. Mr. Walter also stated that there is currently an opening on the committee due to Ms. Milardo declining to sit on the committee. **Motion was made by Mr. Walter, seconded by Mr. Maniscalco, to add Ms. Bransfield as a member of the Environmental Committee. Vote was unanimous in favor.**

8. Old Business

a) Fee Schedule Discussion & Set Public Hearing

Mr. Mitchell stated that a review has not yet been completed. Discussion was held regarding comparisons with other health districts and setting a separate fee for community hosted/non-profit functions such as Taste Of events. **Motion was made by Ms. Bransfield, seconded by Mr. Soby, to table discussion to the next meeting. Vote was unanimous in favor.**

Motion was made by Mr. Maniscalco, seconded by Mr. Soby, to approve the advertisement for the Director of Health position as recommended by the committee. Vote was unanimous in favor.

Brief discussion was held regarding aiding Haddam with the transition of leaving the District. Mr. Mitchell stated that he did send Ms. Milardo a letter with services provided by the District that Haddam would need to consider moving forward and also offered any help needed.

9. New Business

Consensus of the Board was to allow George Sinnamon, new auditor, to discuss a few audit items. Mr. Sinnamon will present a full presentation of the audit for next meeting. Mr. Sinnamon stated that the District currently has three funds; General Fund, Special Revenue, and Capital Reserve. Special Revenues are grants. There is a current as Special Revenue set for Flu Clinics with approximately \$20,000 revenue in it. Mr. Sinnamon recommended that this fund be transferred to the general operating budget.

Motion was made by Mr. Walter, seconded by Mr. Maniscalco, to authorize Mr. Sinnamon to report flu vaccine fund in the General Fund of the District for the 2014-2015 fiscal year. Vote was unanimous in favor.

Mr. Sinnamon stated that the District has been well served by the Town of East Hampton. However, conducting the audit was difficult in the sense that much of the Districts information is tied into the Town of East Hampton. Mr. Sinnamon stated that the District is its own entity and should be maintaining separate books. It is understood that the District will be moving in that direction.

Chairman Tierney thanked the Town of East Hampton for the financial services.

10. Approval of Minutes – January 26, 2016 Special Meeting & January 26, 2016 Public Hearing

Motion was made by Mr. Soby, seconded by Mr. Maniscalco, to approve the minutes as amended with a correction to the spelling of Ms. Olson's name. Vote was unanimous in favor.

11. Adjournment

Following no further business to discuss motion was made by Ms. Morris, seconded by Mr. Maniscalco, to adjourn the meeting. Vote was unanimous in favor. Meeting adjourned at 2:26.