

CHATHAM HEALTH DISTRICT

Serving the Towns of Colchester, East Haddam, East Hampton, Haddam, Hebron, Marlborough & Portland

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DISTRICT HEALTH DIRECTOR

Thad D. King, MPH RS

Board of Health

August 26, 2014

1:00 PM

Main Office - 240 Middletown Ave. East Hampton CT

Present: Peter Hughes Andrew Tierney Susan Bransfield
Kate Morris Michael Maniscalco Mark Walter
Melissa Schlag

Others: Thad King

1. Call to Order

Chairman Hughes called this regularly scheduled meeting to order at 1:05pm.

2. Approval of Minutes

- Regular Meeting – June 24, 2014 (tabled from last meeting) & July 29, 2014

Motion was made by Ms. Bransfield, seconded by Ms. Schlag, to approve the minutes of June 24, 2014 and July 29, 2014 as written. Vote was unanimous in favor.

3. Public Remarks

Stan Soby, Colchester First Selectman, was present.

4. Communications

Mr. King presented the following communications:

- Ms. Coyle is recovering from surgery and is expected to be at the September meeting.
- Notice of Violation issued to 4A Bellevue Street East Hampton for "Unfit to Habit".
- Letter of Resignation from Wendy Mis, last day of employment is September 5, 2014.
- Letter of Resignation from Sue Dubb, last day of employment is August 22, 2014.

5. Director of Health Report

- Interim Staffing Assignments

Mr. King discussed the interim staffing assignments in light of the resignations. Don Mitchell will assume duties carried on by Wendy Mis and Vickie Han will assume the duties of Sue Dubb. Both Don and Vickie have been briefed of all activities. There will be a staff working group on Thursday to discuss additional staffing assignments and programs.

Mr. King stated that the strategic planning process has begun. Mr. King would like to have Paul Hutchins, former Health Director for Central CT Health District, attend the next Board meeting to discuss strategic planning and their experience.

Main Office: 240 Middletown Avenue, East Hampton 06424

Tel: (860) 365-0884 • Fax: (860) 365-0885

www.chathamhealth.org

- Final Budget

Mr. King presented the final closeout budget to the Board. Mr. King noted that the closeout reflects a \$41,000 deficit, primarily due to lack of fee revenue. Due to the outcome of the closeout Mr. King has been looking closely at the current budget and will be working with the Personnel, Policy and Budget Committee to prepare an adjusted budget. Mr. King discussed the current lack of fund balance and the prior years of zero per capita increase and lower fee schedule in comparison to other health districts.

Discussion was held regarding the Permit to Discharge program. Mr. King stated that mailings have begun to go out by town, Colchester and East Haddam so far, to those properties that have a recent pump out report on file. There has been a response rate of approximately 40%. The Board expressed a desire for the Environmental Health Committee to revisit the process of the program due to residents' concerns of not receiving a final document, continued complaints regarding the fee, the lack of understanding/authenticity of the program, and efforts to educate the public regarding the program. The Board discussed the current process for collecting and storing electronic data and the desire to make the database more accessible to the satellite offices. Discussion was also held regarding eliminating the fee and increasing the per capita to cover the cost.

6. Committee Meeting Reports

Ms. Schlag stated that the Personnel, Policy and Budget Committee met prior to this meeting to interview potential legal representation. All members have given comment and ranking to Mr. King.

Committee meetings are scheduled to be held in September.

7. Flu Vaccination Program

Mr. King and/or Vickie Han will be meeting with Dr. Kenta-Bibi regarding RN oversight and clinic standing orders. Vickie did speak with DPH Board of Nursing and was told that as an LPN providing vaccinations; an RN was not required to be onsite but did need to be accessible. Mr. King is working to contractually obtain an RN for this coverage.

All of our insurance contracts are in place and we are ready to bill through TransactRx.

8. Legal Representation Discussion

Recommendation will be brought to the next Board meeting.

9. Old Business

There was no Old Business to discuss.

10. New Business

There was no New Business to discuss.

11. Adjournment

Following no further business to discuss motion was made by Mr. Walter, seconded by Ms. Morris, to adjourn the meeting. Vote was unanimous in favor. Meeting adjourned at 1:17pm.