

BOARD MEMBERS

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



ACTING DIRECTOR of HEALTH

Don Mitchell, MPH RS

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

**Chatham Health District**  
**Board of Health**  
**May 31, 2016 Meeting Minutes (Draft)**

**Call to order:**

The meeting was called to order by Andrew Tierney at 1:12 P.M. In attendance were: Michael Maniscalco, Andrew Tierney, Mark Walter, Rosemary Coyle, Susan Bransfield, Peter Hughes and Don Mitchell.

**Public Remarks:** None

**Communications:**

Three pieces of communication were discussed; a letter from DPH Commissioner Raul Pino to Board Chairman Andrew Tierney accepting Donald Mitchell as the Director of Health of the Chatham Health District, a letter to the Colchester Board of Selectmen and the Chatham Health Board of Health complaining that the Food Service regulation passed in April 2015 was illegal and a letter of complaint sent by Zach Jezek to Mark Walter in East Haddam expressing concerns of unjust treatment by the Chatham Health District. Mr. Mitchell addressed the last two. He checked with the FOI Commission and found that the meeting to pass the Chatham Health District Food Regulation was properly noticed. Mr. Mitchell met with Mr. Jezek regarding his concerns. One was addressed with the employee by informing the employee to be more discrete in letting a proprietor about a problem. The other concerns had been coincidence with no ill intent and a problem of notification from Eversource which has since been addressed.

**Director of Health Report**

1. **Budget report** – a short budget report was presented and reviewed. A part of the discussion it was decided that Theresa Shulman would be the interim bookkeeper until an ad was placed and candidates reviewed. Susan Bransfield suggested that Mr. Mitchell call the auditor to make sure we were well covered during the transition to Quickbooks (on our own). Questions of where we stand and who will be the signatory should be resolved. This will protect Mr. Mitchell and the Board during this transition. Mr. Mitchell raised a question of why we are paying Middlesex Homecare for blood pressure readings and said he is exploring a cheaper rent. He has been discussing this with Wayne Rand and will soon look at a couple of possible sites. The board discussed other possibilities. Mr. Hughes suggested we put out a request for proposals.

2. East Haddam Lakes Association Meeting – Mr. Mitchell said he had enjoyed meeting the people from the association and they had a nice discussion regarding the lake communities and environmental issues.
3. East Haddam Business Association – As a result of the letter in communications Mr. Mitchell has been invited to meet with the local business association. He has agreed to attend in hopes of creating a more positive relationship between the two.
4. Standard Operating procedures for satellite offices – This was requested by the Colchester First Selectman (at a meeting with Chairman Tierney and Don Mitchell) prior to him discussing addressing a tense office environment in the Colchester land use department. Mr. Mitchell was seeking guidance on what was expected as any minute oversight could result in a lack of cooperation. The Board asked Mr. Mitchell to stop work immediately as such an SOP is not needed. The towns have largely understood their roles in support of the district. Rosemary Coyle asked Mr. Mitchell to ask her to any future meetings with Colchester staff.
5. May 25<sup>th</sup> meeting with DPH and Chatham Health District – Chairman Tierney went over the discussions held and reported that it had been a cordial and productive meeting.

**Committee meeting dates:**

Meeting dates were set as follows:

Personnel Committee (Mike, Andy, Peter & Don) – in East Hampton Town Hall June 21<sup>st</sup> at 1 PM.

Environment Committee (Mark, Stan, Susan & Steve) –in Marks office June 21<sup>st</sup> at 1 PM>

Community Health Committee (Rosemary, Kate & Vicky) – in East Hampton Ambulance on June 21s tat 1 PM.

**Director of Health List of Goals:**

1. The following were offered as goals:
2. Generate a clear financial plan for stability and forecasts
3. Improve management of billing and revenues
4. Improve customer service and response
5. Open lines of communication for new businesses – put FAQ's on website especially for new food service, speak at Chamber of Commerce
6. Establish ongoing communication with towns
7. Make a sanitarian the principal contact within a town
8. Allow staff time to review applications within one week

**Old Business:**

- A) Short term disability – set for personnel committee
- B) Fee schedule – set for environment committee
- C) Bookkeeper – Need desk, computer, Quickbooks Pro, new telephone connection.  
Mr.Tierney suggests taking up to \$10K from an eligible account

**New Business:**

Ask Chairman Tierney to send an email to Colchester First Selectman that SOP's are unacceptable.

**Approval of Minutes for April 26, 2016 meeting**

Peter Hughes made a motion to approve, seconded by Mark Walter. There was unanimous approval.

Meeting was adjourned at 2:47 PM.

Respectfully submitted,

Don Mitchell, Director of Health

DRAFT