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Stan Soby
Mark Walter



DIRECTOR of HEALTH
Thad D King MPH RS

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

Board of Health

August 25, 2015
1:00pm
240 Middletown Avenue, East Hampton

Present: Melissa Schlag Michael Maniscalco Mark Walter
 Stan Soby Susan Bransfield Peter Hughes (arrived 1:03)

Others: Thad King

1. Call to Order

Chairman Schlag called the meeting to order at 1:00pm.

2. Approval of Minutes – July 28, 2015

Motion was made by Mr. Soby, seconded by Mr. Walter, to approve the minutes of July 28, 2015 as written. Vote was unanimous in favor, with Ms. Bransfield abstaining.

3. Public Remarks

There were no public remarks.

4. Communications

Mr. King presented the following communications:

- Letter from DPH Ellen Blaschinski to District Chair Melissa Schlag dated August 18, 2015 regarding the District per capita application.
- Letter from Thad King to District Chair Melissa Schlag dated August 25, 2015 regarding resignation as Certified Water Operator.
- Audit proposal from Sinnamon & Associates, LLC.
- Application for Lead Poison and Prevention Grant for approximately \$5700.
- Application for Public Health Emergency Response, funding has been cut approximately 5%.

5. Director of Health Report

Interim Budget Report

Mr. King presented the Board with an interim budget report. Based on current revenue and expenses the District 2015 close out is approximately \$28,000. Mr. King noted that although he has been putting together the budget reports, in the future he will be working with Mr. Tierney (District Treasurer) to prepare. Mr. King also presented the Board with a 2016 interim budget report.

Annual Report-draft

Mr. King stated that he is still in the process of gather numbers for the final annual report. This should be completed within the next week. Mr. King will also be working on preparing more of a

newsletter style report for future use. The consensus of the Board is to have a full District report with a breakout of each individual town as well.

Mr. King also presented a food service report for the year. 557 inspections of fixed facilities were completed, approximately 72%. Additionally, a couple hundred temporary inspections were completed. Mr. King stated that he went through several inspection reports and noted that the quality of the inspections is very good.

6. Committee Reports

Personnel, Policy and Budget

Mr. Maniscalco briefed that Board on the discussions from the last committee meeting, particularly a revised budget and employee reimbursement for educational expenses draft. These items are being presented to the full Board for action. Highlights to the budget revision were; reductions to a few general operating line items, funds for the purchase of a new vehicle, funds for cell phones and internet (previously paid out of PHEP) and increase in funds for employee tuition reimbursement.

Community

Ms. Bransfield briefed the Board on the discussions from the last committee meeting; nurse's job description, revised contract for flu clinics and investigating the various blood pressure clinics held throughout the District in regard to their cost and benefits. Brief discussion was held regarding the public health nurse job description, to include LPN experience and supervision. Also discussed were the changes to the Middlesex Hospital HomeCare contract; adding wording for the qualifications of individuals to receive State vaccine through the District participation in the CT Vaccine Program and vaccination for uninsured will be vaccinated under Middlesex HomeCare's Community Health Benefit Program.

Motion was made by Mr. Walter, seconded by Mr. Soby, to authorize Chairman Schlag to sign the Middlesex Hospital HomeCare contract. Vote was unanimous in favor.

Motion was made by Mr. Hughes, seconded by Mr. Bransfield, to acknowledge the revised budget changes made by the Director of Health. Vote was unanimous in favor.

Brief discussion was held regarding the employment commitment for individuals utilizing the employee tuition reimbursement. Consensus of the Board was to not require commitment at this time. **Motion was made by Mr. Soby, seconded by Mr. Hughes, to adopt the Employee Reimbursement for Educational Expenses. Vote was unanimous in favor.**

7. Old Business

Ms. Bransfield noted that a change was being made for the POD location in Portland from the school to the Town Garage. The Town Garage can be secured and is much more easily accessible. Mr. King stated that there is a review of the plan in early January and the State has also made notification of the intent to do a state-wide drill with distribution to be held in the spring.

8. New Business

Mr. King noted that a scan of available auditors was conducted. A proposal was received by Sinnamon & Associates, who has experience with health districts. It is a two year proposal, \$4500 per year.

Motion was made by Mr. Hughes, seconded by Mr. Walter, to accept audit proposal. Vote was unanimous in favor.

Concern was expressed for the time frame individuals are waiting for soil test results. Mr. King stated that results should be finalized and sent out within a week. Discussion was held regarding prioritizing jobs and the processes for scheduling.

9. Adjournment

Following no further business to discuss, motion was made by Mr. Walter, seconded by Mr. Hughes, to adjourn the meeting. Vote was unanimous in favor. Meeting adjourned at 2:30 p.m.