



77 Main Street North, Suite 205
Southbury, CT 06488
BOARD OF DIRECTORS MEETING
Wednesday 7/5/2023, 5:30 PM

Voting Members in Attendance

Fred D'Amico (Oxford) Board Chair
Larry Ellis (Oxford) Vice Chair
Michael Crespan (New Milford)
John Michaels (Southbury)(Via Google Meet)
Dean Sarjeant (Washington)(Via Google meet)
Jack Kelly (Southbury)(Via Google Meet)
Chris Cosgrove (New Milford)

Non Voting Members in Attendance

Amy Bethge, MPH (Director of Health)

Staff in Attendance

Joe Kmetz (Chief Sanitarian)
Jen Luis (Operations Manager, Recording)

Voting Members Not in Attendance

Dr. Jeremy Levin MD (New Milford)
Deb Fuller (Woodbury)

MEETING MINUTES

Meeting called to order- Board Chair Fred D'Amico 5:35 pm

Approval of Minutes

Motion to approve 7/5/2023 BOD meeting minutes
John Michaels made a motion to approve the minutes
Second: Jack Kelly
All in favor
Motion Carries

Chairman's Report

None

Directors Report

Ms. Bethge stated she sent the Board of Directors a Directors report for their review. Ms. Bethge gave an update for the financial report. The first monthly financial report will be delivered on July 15th. Ms. Bethge stated after speaking with the auditor he recommends having six months of reserve due to the grants received by the state as often you are expected to spend grant funds before being reimbursed. Ms. Bethge stated that after the financial report is presented she would like the board to vote on the amount the reserve should be for HVHD.

Ms. Bethge stated that she has been working with the Communications Coordinator over the past couple of months on the Tableau Dashboard. The dashboard will be automated regarding the services in each of the towns such as septic plan reviews, soil testing, building applications, lot line revisions, well permits, change of use applications and subdivisions applications. There will also be a narrative to explain the definitions for each application. The dashboard will show how many applications each town has received and average turnaround of time for review by a sanitarian. The data goes back to January 1, 2023. The Tableau Dashboard will be going live July 17, 2023. Mr. Michaels asked how the district is going to handle outliers. Ms. Bethge said it depends on the level of information each town is looking for as Ms. Bethge has heard a few of the towns would like to know about specific outliers. There are two ways to dive into that, one is if the delay is on the person's end such as they need to submit a plan or correct plans we can give information on a specific case. If there is something on the district's end then the district would give information as to why it was held up. Mr. Michaels wanted to know how the outliers would not lead to a misleading average for the measure against the benchmark. Ms. Bethge said she could take a closer look at the data once it is completely accurate to capture all data points. Mr. Cosgrove stated that if the outlier is based on issue with the customer and not the district it should not be included in the data but if it is on the district it should be included. Mr. D'Amico said it should be investigated. Mr. Cosgrove proposed including the min and max, or two standard deviations within the dashboard in order to capture outliers. Ms. Bethge stated that she will work to include these data points within the dashboard over the next couple of weeks as possible.

Ms. Bethge said for current grants there is the PHEP grant which the majority of the grant goes to funding our PHEP coordinator. There are other line items for travel and office supplies. The other current grant is the MRC Rise grant and most of the funding has been spent and the deadline to spend the funding is by September 15, 2023. The last current grant is the Per Capita grant which comes from the State every year and is based on the population from the district. Mr. Crespan asked that the Per Capita grant goes toward operations and is not specific to some program so that grant is included in the budget. Ms. Bethge stated yes that is correct because we get the Per Capita year after year and it goes towards operating procedures. Ms. Bethge stated there are two anticipated grants and one is the workforce grant which sounds like it is set in stone. The grant is population based and the use for funds will go towards additional staff such as an LPN and environmental health. The other grant is the immunization grant from the State. It is less set in stone and is similar to the workforce grant as it is based on population and will be used for staffing and supplies for the flu clinics. It will not be allowed to be used to purchase vaccines.

Two weeks ago Ms. Bethge applied for another grant under Preventative Community Block Grant which if funded will be used to support two additional staff over a five year period. The grant was facilitated by two key points, one was that we now have three rural communities in our district. The other was that out of the ten oldest population communities in the state of CT the district contains two towns. Mr. Crespan asked which two towns and Ms. Bethge said Sharon and Washington. The other potential opportunity for a grant is lead poisoning. The plan for use of funds will be for hiring a contractor for abatement cases on the district's behalf so we do not have to use our current staff for this abatement process which could be lengthy.

Ms. Bethge stated the next item in the Directors report is strategic planning as she has identified a number of problems which have presented themselves.

1. Sanitarian Staffing Shortage

- a. Solution: Pipeline has been created from the Environmental Health Administrator position.
 - b. Grants funds will be leveraged to support the transition into a full time sanitarian.
 - c. When the transition has occurred the Administrator position will be backfilled to ensure there are no gaps in staffing.
2. Funding
 - a. Additional grant funds have been secured to support LPN, EHA transition and flu clinic staff.
 3. Vaccine Strategy and Support
 - a. Flu clinic staffing and supplies will be supported by the state funded immunization grant
 - b. Insurance reimbursements have been more than anticipated despite administrative barriers.
 4. IT Upgrades required for usability and Security
 - a. The district has been working with IT and is in the process of rolling out updates to wifi and firewall for speed, reliability and security.
 - b. Support for staff to forward calls made to their office phones to their cell phones when out in the field so they can answer any questions.
 5. Enhanced Support needed for various community projects
 - a. Interviews for summer and fall interns are scheduled
 - b. Projects for interns will include, community resource guide development, constituent handbook draft, exploration of Unite Us platform, enhanced relationship support and development with local physicians and healthcare practices
 6. Environmental Health and Town Hall process alignment
 - a. HVHD staff is in the process of holding meetings with Town Hall employees from each community to identify and implement process enhancements.
 7. Emergency Management PLans Updating
 - a. Onboarding an experienced Emergency management professional who is working with HVHD to complete his practicum
 8. Digitization of Property files
 - a. Strategy and budget will be forthcoming

Community Health Update

Healthy Chats with Heidi has had over 20 attendees at sites throughout the district which include educational discussion on blood pressure. In addition there were a total of 150 community members who attended Blood pressure clinics during the month of June. Ms. Bettcher is starting a First Aid and CPR certification class this month. When she completes that she will be able to instruct community members and healthcare workers in First Aid and CPR. She will also be pursuing classes on EpiPen administration. There were also a total of 15 community members who received various vaccines throughout the month of June.

Environmental Health Update

Mr.Kmetz stated it is steady and new construction is heavy .Ms. Bethge said we welcomed a new Environmental Health Administrator who will be responsible for managing environmental queries, navigating service provision between HVHD and each of the six communities and assisting with complaints and field work.

Old Business

Ms. Bethge has done some research into other districts and departments across the state on how they are working to adopt the FDA food code and also asked the state to see what the options are for the code. Ms. Bethge also stated she spoke with the CEOs regarding the new food code. It was agreed across the board that after a food inspection was performed the inspection be scanned and sent to the town and they will have the ability to publish the inspections. Mr. Michaels asked if the inspection form was understandable for the average layman. Mr. D'Amico stated that the form does

not have scores anymore. Ms. Bethge stated that the P means priority, PF means Priority Foundation and C means Core and what that really breaks down to is the amount of time the establishment has to rectify the violation that has been identified by the food inspector. A key can be created to help people understand the form. Mr. Cosgrove said he does not believe the public will be interested in the forms. Ms. Bethge stated there has been a lot of push back from other health districts in adopting the food code because of the new forms as it is not user friendly but the barrier that is being run into right now is that the framework no longer supports adding grading to the forms. The guidance from the states has been if an establishment has a grade up when the inspector goes out they have to take those down as they are no longer compliant with the food code. Mr. Kmetz said the only difference with the inspections is that there is no longer a grade. Mr. Cosgrove asked at what point does a restaurant get shut down and has that changed. Mr. Kmetz said conceptually it has not changed. The inspections are more guidance than a slap on the wrist for the restaurants. Mr. Kelly stated he was just inspected for a temporary event recently and was very impressed by the food inspector.

Ms. Bethge said that the by-laws are in the process of being updated and would like the board to review the draft and the sub-committee to meet to have a possible final draft for the next meeting but may need more time.

New Business

Mr. D'Amico said we have the changes recommended for the fee structure. There are four changes:

- Reduction of temporary fee for Farmers Market from \$225.00 to \$100.00
- Fee exemption for Public School System throughout the district
- Addition of late fee for \$100.00 for late applications for food licenses and temporary events (\$25.00 for Farmers markets)
- Addition of a reinspection fee of \$100.00 for food establishments

Mr. D'Amico stated these are all changes he would approve. Mr. Ellis has a problem with the reinspection fee that should give the establishments a year to get used to the new code. Ms. Bethge said we could waive the first reinspection fee for a year and then the fee will apply after that and Mr. D'Amico agrees the first reinspection fee should be free for the first reinspection per establishment and after that there will be a fee. Ms. Bethge asked if the board would like to vote on the new fees individually or all together. The board said all together.

Fred D'Amico made a Motion to approve the reduction of the temporary fee for the Farmers Market from \$225.00 to \$100.00, the fee exemption for the public schools, addition of late fee for \$100.00 for late applications for food licenses and temporary events (Farmers Market \$25.00) and addition of a reinspection fee of \$100.00 for the food establishments, the first reinspection fee will be waived for the establishments in the 2023/2024 fiscal year.

Second: Mike Crespan

All in Favor

Motion Carries

Executive Session

Discussion on annual reviews for the staff

Meeting Adjournment - 7:02pm

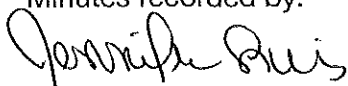
Motion to adjourn: Michael Crespan

Second: Chris Cosgrove

All in Favor

Motion Carries

Minutes recorded by:



Jennifer Luis