



77 Main Street North, Suite 205
Southbury, CT 06488
BOARD OF DIRECTORS MEETING
Wednesday 8/2/2023, 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)
Chris Cosgrove (New Milford)
Deb Fuller (Woodbury)

Non Voting Members in Attendance

Amy Bethge, MPH (Director of Health)

Staff in Attendance

Jen Luis (Operations Manager, Recording)

Voting Members Not in Attendance

Dr. Jeremy Levin MD (New Milford)

MEETING MINUTES

Meeting called to order- Board Chair Fred D'Amico 5:31 pm

Approval of Minutes

Motion to approve 7/5/2023 BOD meeting minutes
Chris Cosgrove made a motion to approve the minutes
Second: Michael Crespan
All in favor
Motion Carries

Chairman's Report

None

Directors Report

Ms. Bethge read a letter from the former Director of the CDC that was published in the New York Times regarding public health in America. Ms. Bethge also stated the financial reports for FY 22-23 were sent to the board and CEO's. Ms. Bethge said that the first fiscal report for FY 23-24 will be sent out mid month and shared with the financial sub-committee for discussion once formed. John Michaels stated the FY 22-23 financial report needs to be finalized to include grant funds. Ms. Bethge stated the grants were not in this financial report but would be more than happy to share that information. Mr. Michaels stated once the financial subcommittee is formed he would like to be a part of it because he believes the auditor said he wanted the grants in the report and not separate and he would like to get a better understanding. Mr. D'Amico stated we should reach out to the auditor and ask him how exactly he would like the reports. Ms. Bethge said the next item is the data dashboard that was shared last month. Ms. Bethge said she will send out an update as there were a couple of things that needed to be tweaked. Mr. Cosgrove stated that trend data should be reported to record changes month-to-month. Ms. Bethge said we can add that to the dashboard. Mr. Kelly asked if we have historical data we can add and Ms. Bethge said we would have to build it in going forward as data for the majority of towns only goes back to January 2023. Mr. Kelly said we would have at least six months.

Ms. Bethge said the next item is grants. The per Capita grant for this fiscal year was submitted to the state on July 26th. The application for an immunization grant was submitted on July 28th. The workforce enhancement application will be submitted on Friday, August 4th. Mr. Kelly asked what is the likelihood of these grants. Ms. Bethge stated these grants are guaranteed. Ms. Bethge presented the updated organizational chart which shows that there are 16 people currently on staff, eight of which are grant funded or volunteers. Mr. Michaels asked if we are working on the medical advisor. Ms. Bethge said we have Dr. Mascola-Lanza as our medical advisor. Mr. Crespan asked how long they have been a medical advisor. Dr. Mascola-Lanza has been the medical advisor for Pomperaug Health District for a number of years. Mr. Crespan asked Ms. Bethge if she could speak about her a little bit. Ms. Bethge said she signs the standing orders and policies and procedures for our Public Health Nurse and is periodically contacted for medical advice.

Community Health Update

Ms. Bethge said the demand for childhood vaccines have increased in the past month because of the return of school. The Public Health Nurse supervisor, Heidi Bettcher, is preparing for the upcoming flu season with the flu clinics. Staffing for Flu Clinics will be supported by the following: immunization grant funds, MRC volunteers, and through a partnership with Ridgefield Visiting Nurse Association (RVNA). Mr. Cosgrove asked where the flu clinics will be held. Ms. Bethge said they will be at the Southbury Office, Pettibone in New Milford, all the Senior centers and several other locations in all towns throughout the District. The healthy chats with Heidi program has continued to grow. The district is exploring the use of the Unite Us platform and hoping to bring in a grant to support the platform. Unite Us is an innovative solution to connecting community members with social services.

Environmental Health Update

The environmental health team is in the process of sharing food inspection forms for each town so that they may post to their respective Town's website if they so choose. Letters have also been drafted for food establishments regarding the new food inspection forms. There will also be inspections at establishments such as dollar tree, cvs, gas stations, etc that have not been previously inspected that sell food. There will be a letter sent out to these establishments regarding the inspections to address any questions that the owners may have. Mr. Ellis asked if prior to this we never inspected these stores. Pomperaug Health District has always inspected these establishments but the other towns did not. Mr. Cosgrove asked if this is state regulated and Ms. Bethge said it is. Mr. Michaels asked if establishments only sell prepackaged food they still need to be licensed. It was stated that they do as the establishment would be considered a class I per the state. Mr. Crespan asked about the vacant spot for the sanitarian position on the organizational chart. Ms. Bethge stated that it will be funded by the workforce grant, which will begin 11/30/23. Mr. Crespan also asked if the new Environmental Administrator will help the sanitarians since they have a Phase I certification and Ms. Bethge said that

they will help out and that going forward all administrative staff will be required to get a phase I certification so they can help triage the calls for the sanitarians.

Old Business

Ms. Bethge recommended the board vote on the by-laws but asked if anyone has any questions or comments before doing so. Ms. Bethge stated that Deb Fuller recommended adding to the bylaws that it is the Director of Health's responsibility to propose an annual salary plan for all employees and benefits package for the board to review. The board agreed to the addition. Mr. D'Amico said the by-law committee agreed with any changes and asked Mr. Michaels if he agreed. Mr. Michaels concurred.

Mr. D'Amico made a motion to approve the HVHD by-laws.

Second: Deb Fuller

All in Favor

Motion Carries

Ms. Bethge stated that in accordance with Article XI in the newly approved by-laws, a board member could choose to make a motion to approve a creation of a standing financial sub-committee whose purpose is to assess the incomes and expenses and all other financial matters of HVHD and provide advice and recommendations to the report.

Mr. Kelly made the motion to create a financial sub-committee.in accordance with Article XI of the newly approved bylaws, x (board member) hereby makes a motion to approve the creation of a standing Finance Subcommittee, whose purpose will be to review and assess the income, expenses and all other financial matters of the HVHD and provide advice and recommendations to the full board for approval.

Second: Chris Cosgrove

All in Favor

Motion Carries

Mr. D'Amico made a motion for John Michaels, Mike Crespan and Deb Fuller for the financial sub-committee.

Second: Chris Cosgrove

All in Favor

Motion Carries

Mr. D'Amico appointed John Michaels as financial sub-committee chairperson

Second: Larry Ellis

All in Favor

Motion Carries

New Business

None

Executive Session

Lustig vs. Health District

Executive session started 6:07pm

Executive session ended 6:20pm

Mr. D'Amico made a motion to create a sub-committee for meeting with the attorney and appoints John Michaels, Mike Crepsan and Mr. D'Amico to the sub-committee with Mr. D'Amico as chair.

Second: Larry Ellis

All in Favor

Motion Carries

Meeting Adjournment - 6:21pm

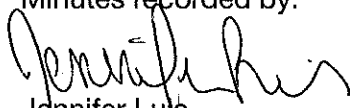
Motion to adjourn: Michael Crespan

Second: Chris Cosgrove

All in Favor

Motion Carries

Minutes recorded by:


Jennifer Luts