

# CHATHAM HEALTH DISTRICT

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

## BOARD MEMBERS

Peter Hughes, *Chairman*  
Mark Walter, *Vice Chairman*  
Candace Casale, *Treasurer*  
Susan Bransfield  
Howard Dean  
Kate Morris  
Andrew Tierney

## DISTRICT HEALTH DIRECTOR

Thad D. King, *MPH, RS*

March 30, 2010

9:00 AM

Chatham Health District Conference Room (240 Middletown Avenue, East Hampton)

Present: Mark Walter  
Kate Morris

Candace Casale  
Susan Bransfield

Peter Hughes

Other: Thad King

### 1. Call to Order

Chairman Hughes called the meeting to order at 9:12am.

### 2. Approval of Minutes

Motion was made by Ms. Bransfield, seconded by Ms. Casale, to approve the minutes of the February 23, 2010 meeting as written. Vote was unanimous in favor.

### 3. Public Remarks

There were no members of the public present.

### 4. Communications

Mr. King presented the Board with a news clipping regarding health rating systems for restaurants being used in other health departments.

Mr. King made note of raised Bills 428 regarding requirements of directors of health and 5477 regarding clean water and stream flow regulations.

Mr. King presented the Board with an outline from NACCHO listing funding opportunities for health initiatives.

Mr. King noted that the District has set up a survey for parents of school age students to gauge interest of individuals interested in having their child vaccinated for seasonal flu through a public clinic. In addition, a registration has also been established for those interested. Approximately 100 responses have been received with the majority interested in vaccination. At this time 45 individuals have registered. Mr. King stated that the District intends to discuss and work with visiting nurses on holding clinics, billing and vaccine purchase. Discussion was held regarding announcing the survey in the Rivereast and keeping the survey open for a long period of time.

Mr. King noted that the District has applied for a \$2500 grant through the FDA for a food service program. There are nine elements being investigated to which we would choose one element to evaluate. Steve Knauf will be the coordinator for this grant.

Mr. King noted that we have also received approximately \$7900 from DHP through CADH for lead activity. Discussion was held regarding targeting housing areas of concern for testing.

Mr. King stated that CADH is recommending that Commissioner Galvin put together a work group to explore raised Bill 126 (adding wood smoke as a public nuisance). CADH believes that there are a number of outstanding questions in this regard.

Mr. King noted a number of correspondences:

- letter to Mr. Tegge Niles Road East Hampton, regarding water test for MTBE.
- response letter to Mr. Burt East High Street East Hampton, noting that violations must be complied with regardless of intended use of property.
- letter to Mr. Jordan Pine Trail East Hampton, regarding disconnection of water system since drilling private water supply well.
- letter to Mr. Smith Foxglove Road Haddam, regarding review procedure for subdivisions.
- receipt of a Notice of Appeal regarding 63 Hilltop East Haddam (housing code)
- Notice of Violations sent to 72 Summer Street Portland (housing code), 23 Olsen Place Haddam (garbage and refuse).

Mr. King met with Aflec representatives regarding supplemental insurance options for employees. Representatives will be presenting to the employees at the next staff meeting and would also like to present at the next board meeting.

#### 5. Emergency Response Planning Update

A meeting was held with EMD's. Mr. Kramer is still working with them to fill slot for the basic management ICS chart as part of technical review. The District did apply for and received supplemental H1N1 Phase 3 funds, approximately \$10,500. These monies were for expenses above those covered by the \$15 per dose administrative funds. These funds were not allowed to offset staff salaries or expenses for food, but were submitted to cover costs of clinics and contractual expenses.

Mr. King is still awaiting Clinic Coordinator Contracts for a couple of towns. \$41,000 of the Public Health Preparedness Grant has been received. Checks will be sent out to the towns that have returned their signed contracts.

#### -Staff Compensation for Clinic

Mr. King presented the Board with a list of staff and those clinics they participated in since the last compensation pay out. Motion was made by Ms. Bransfield, seconded by Ms. Morris, to approve the staff compensations pay out as presented. Vote was unanimous in favor.

#### 6. Director of Health Report

##### -Food Service Inspection Report

Mr. King stated that 78% of scheduled inspections were completed for the month of February, 28 of 36.

#### 7. New District Member Town(s) Discussion

Mr. King stated that conversations have been held with the Director of Health in Colchester and a conversation with the Killingworth Director of Health. Mr. King presented an organizational chart that he put together based on the current staffing for Colchester, depicting how the District would look if Colchester were incorporated. The Public Health Nurse is proposed to be

eliminated in the next budget for Colchester. Mr. King's proposal retains that position. The total proposed budget for Colchester is \$204,000, which includes \$22,000 in fee collection. Mr. King presented a proposed budget of \$202,000 with the Public Health Nurse. The District would receive approximately \$28,000 in the Per Capita Grant at the end of the fiscal year for consolidation. Colchester consists of a population of approximately 15,500. This would allow for two representatives to the Board of Health. Mr. King stated that Colchester First Selectman does seem very interested. They would still have to go through the whole process within the town of public hearings and vote by the elected body to join the District.

Discussion was held regarding the cost, the additional public health services that could be offered and the possible adverse affects of bringing in a larger town. Concern was expressed for the District getting too big. The consensus of the Board is to continue to look at the overall impact (financially, logistically, and staffing organization) and continue discussion.

Mr. King stated that Killingworth is also evaluating alternatives for their health department. They currently have a very part time program. Mr. King believes that at this time they may be interested in a Public Health Service Contract similar to what we had with Haddam prior to their inclusion. The population of Killingworth is approximately 6,700.

#### 8. Public Access to Web-based System

Mr. King stated that Garrison has stated that public request for information would have to go through the District. Mr. King explained that allow the information is ours, the format of what we see on the web based system is Garrisons. Therefore, information that the public would receive would be in an Excel spreadsheet. Data requests would be turned around in 72 hours. Mr. King stated that information would be available for the public to view in the Garrison format and we could generate the actual document. Mr. King suggested that consideration be given to establishing a policy for public request of information.

#### 9. Old Business -Fees

Mr. King noted that the Board did approve a fee schedule with the budget, increasing specific items. Mr. King stated that based on contractor feedback he has proposed a revised fee schedule spreading out the increase across the schedule.

Motion was made by Chairman Hughes, seconded by Ms. Bransfield, to set a public hearing for the consideration of adopting the revised fee schedule as presented. Vote was unanimous in favor. Public hearing set for next meeting April 27, 2010 at 10:00am.

#### 10. New Business

Mr. King stated that he has had no response in following up with DEP regarding their inquiry of the Districts interest in occupying space at the former Sunrise Resort.

#### 11. Adjournment

Following no further business motion was made by Ms. Bransfield, seconded by Ms. Morris, to adjourn the meeting. Vote was unanimous in favor. Meeting adjourned at 10:56am.

Submitted by,

Thad King, Director of Health