

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*

May 25, 2010

9:00 AM

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

Present: Mark Walter Candace Casale Peter Hughes
 Susan Bransfield Bonnie Therrien

Other: Thad King

1. Call to Order

Chairman Hughes called the meeting to order at 9:10am. Chairman Hughes welcomed Ms. Therrien as the new member of the Board representing the Town of Hebron.

2. Approval of Minutes

Motion was made by Ms. Bransfield, seconded by Ms. Casale, to approve the minutes of the regular and special meetings of April 27, 2010 as written. Vote was unanimous in favor.

3. Public Remarks

There were no members of the public present.

4. Communications

-Resignation of Andrew Tierney

Mr. King noted that Kostin, Ruffkess & Company, LLC will be conducting the audit again this year for the District. Motion was made by Ms. Bransfield, seconded by Ms. Morris, to appoint Kostin, Ruffkess & Company, LLC as auditors for the 09-10 audit. Vote was unanimous in favor.

Mr. King noted the request from VNA East for Marlborough and Hebron nursing contracts. Mr. King briefly discussed standardizing the public health services and a report discrepancy, or lack of, services provided.

Mr. King noted a letter to East Hampton Town Manager Jeff O'Keefe regarding reimbursement of a lien payment to the town in the amount of \$4240 for a property on North Moodus Road, which went into foreclosure. The lien was placed following the Town of East Hampton conducting the clean up.

Mr. King noted a request sent to DPH requesting Don Mitchell serve as Acting Director of Health in his absence. The authorized was granted in error as Acting Director of Health, correction is pending.

Mr. King noted that the Per Capita Grant application has been received. The allocation amount is \$101,019. The proposed budgeted amount was \$101,019.

5. Emergency Response Planning Update

-Everbridge

Mr. Kramer discussed the Everbridge program for emergency call out. Everbridge is state contracted at \$.89 for the first year followed by \$.46 for the second. This is significantly lower than Alert Now. Everbridge is also equipped with technical and marketing support. There is a GIS component to the program that allows targeting of specific areas.

Mr. Kramer stated that the ICS 300 and 400 classes will be conducted shortly after Labor Day. Each class will be one night a week for four weeks. Mr. Kramer highly recommended everyone that needs these courses plan to attend. There is no cost to attend. Region 3 is sponsoring the classes.

Mr. King noted that he met with the Town of East Hampton's Emergency Management Committee. This group has been very inactive in recent years. The meeting was to establish a schedule, meetings will be held on a quarterly basis. Mr. King stated that the Public Health Response Plan is to be incorporated into the Town's Emergency Operation Plan. Mr. King requested that if the other towns have these committees to please let him know.

6. Cancer Control Planning Update

Mr. King stated that the first BCAP meeting was held last week. A group of survivors from Griswold that Vickie worked with in her prior position presented her with a quilt that they had made. They are hopeful that the quilt can be raffled off to support outreach programs in the area. The idea is to raffle the quilt off at the Pumpkintown Prom in October, with tickets to be sold throughout the summer.

Vickie will be attending some events in Cromwell and the District to conduct outreach; participating in the Susan G. Koman Race for a Cure, East Hampton Strawberry Festival, Travelers Championship, mailings are going out to Cromwell residents. A press release will be out very soon.

Ms. Bransfield recommended contacting the Middlesex Chamber to attend a breakfast. Ms. Casale suggested the Higganum Farmers Market, River Days and Lions Car Show.

7. Director of Health Report

-Food Service Inspection Report

Mr. King noted that 40 out of 47 inspections were completed, 85%. Mr. King stated that we have been utilizing a contractor for inspections in East Hampton and Portland.

-Killingworth Contract

Mr. King presented the Board with the proposed contract that was sent out yesterday. Mr. King has had many conversations with Lucinda Hoggerty, Acting Director of Health. Mr. King requested that any comments or concerns be conveyed prior to this meeting, however he has not received any at this time. Mr. King discussed key elements of the contract; there are no specific office hours for the Director of Health, no responsibilities to the existing contractors, an audit is to be conducted of the private water supply and onsite septic systems (by a third party). Mr. King will work with the Killingworth Public Health Committee. Mr. King stated that Health Education services will also be offered. Brief discussion was held regarding the process of auditing and funding. The contract is for a 12 month contract, broken into quarters.

8. Public Access to Web-based System

Mr. King stated that the Garrison program is moving forward and a policy will be needed regarding access to information. Discussion was held regarding the viewing of the entire reports versus a rating system as presented previous to the Board. Consensus of the Board was to provide full access to the Board, with notification to the establishments. Motion was made by Chairman Hughes, seconded by Mr. Walter, to hold a public hearing at the next meeting (June 29th) at 10:00 for the purpose of establishing a policy of full access to restaurant establishment inspection reports. Vote was unanimous in favor. The public hearing will be held at the East Hampton Town Hall meeting room.

9. Unified Housing Code

There is no update to the housing code. Currently the State is not ready to move forward.

10. Flu Vaccination Announcement & Fee

Mr. King stated that Middlesex Homecare as ordered the vaccine for school age population clinics in the fall. Middlesex Homecare will provide vaccinations and process billing for the clinics. Discussion was held regarding insurance, cost associated with holding the clinics and administration fees. We are currently in the process of sending out notices in the schools to register. Another notice will be sent out in

the fall. We are hoping to establish a database of those interested in receiving vaccination. Following discussion the consensus of the Board was to send out the announcement that there will be no co pay for those insured, a minimal fee will be required for those uninsured in and to negotiate with Middlesex Homecare for reimbursement of an administrative fee for those that are insured.

11. Old Business

New District Member Town(s) Discussion

There is no further update regarding Colchester. The budget was approved and a Public Health Committee has been established and meeting to investigate their options.

12. New Business

Mr. King will be sending out the policy regarding donations to soup kitchens for the board to review.

13. Adjournment

Following no further business, motion was made by Mr. Walter and seconded by Ms. Bransfield to adjourn the meeting. Meeting was adjourned at 11:05am.