

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
Bonnie Therrien

DISTRICT HEALTH DIRECTOR

Thad D. King, *MPH, RS*

June 29, 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	Howard Dean
	Kate Morris		

Other: Thad King

1. Call to Order

Chairman Hughes called the meeting to order at 9:10am.

2. Approval of Minutes

Motion was made by Ms. Bransfield, seconded by Mr. Walter to approve the minutes of May 25, 2010 as written. Vote was unanimous in favor.

3. Public Remarks

Members of the Colchester Health District Task Force were in attendance for observation.

4. Communications

Mr. King noted that Thank You letters were received by Jeff Catlett for his participation in the annual East Haddam School Community Day. Mr. Catlett was "shadowed" by two 6th grade students for the day.

Mr. King noted that there were no new orders issued this past month. An agreement was made for 16 East High Street East Hampton regarding the housing issues. The apartment is currently unoccupied and will remain unoccupied. The stipulation only applies to the apartment in which the order was issued.

5. Emergency Response Planning Update

Mr. King stated that the Technical Assistance Review (TAR) was conducted on June 16th. The review lasted approximately six hours. Mr. Kramer stated the TAR score increased significantly due primarily to the H1N1 clinics. Key areas that need to be completed are the security plan and breaking the clinics out to cover institutional settings. The federal standard for the TAR is a score of 80 or better. The District has not yet met the standard but has made significant improvement. If the standard is not met, materials/supplies/vaccines would be received and distributed on a regional level.

Ms. Bransfield expressed concern for the recent changes in the East Hampton Police Department and impact that it has, will have, on security planning and security forces.

Mr. Kramer noted that ICS 300 and 400 are scheduled. The course will begin with 300 on Thursday September 2nd. Classes will run Thursday evenings 6pm-10pm through October 21st. The training is free.

Mr. King stated that he, Mr. Kramer and Mr. Mitchell will be reviewing the Standard Operating Guideline with the EMD's to discuss incorporating it into the Town's Emergency Operating Plan.

Mr. King stated that he received notice that the District will be receiving \$64,000 level grant funding for this year. A budget has been prepared and will be submitted. The budget is very similar to last year's grant, however the monies allocated to the towns for the clinic coordinator has been moved. Mr. King stated that the idea is to utilize funds from the new school vaccination program to cover the costs to the towns. Mr. King stated that he would send out a more detailed description of change.

Mr. Walter expressed concern for developing a long range water plan in the event of a hurricane or tornado. Mr. Kramer stated that he could meet with Craig Mansfield to discuss Mr. Walter's concerns.

6. Cancer Control Planning Update

Mr. King stated the next BCAP meeting is scheduled for July. Mr. King informed the Board that municipal agency were ineligible to conduct raffles, therefore the raffle permit for the quilt was actually applied for and received by Paul's and Sandy's. Currently there is no agreement or contract with Paul's and Sandy's for the usage of the funds raised. The District will be working to develop recommendations for the monies.

Mr. King briefly discussed the continuing block grant funding, approximately \$7000 to support the Cancer Control Coordinator.

Brief discussion was held regarding data collection and CT Cancership data sets.

Chairman Hughes noted that due to an error in noticing the Public Hearing it will be tabled to the next meeting.

7. Director of Health Report

-Food Service Inspection Report

Mr. King stated that 62% of the inspections had been completed for the month May. Mr. King stated that the two towns that dropped off were Hebron and Marlborough. Additional inspection support was requested due to the increase in sewer connection inspections in Marlborough. Mr. King was unable to get the contractor to cover the food service inspections.

Mr. King stated that Ms. McAuliffe has been steadily conducting training for civic organizations participating in temporary events.

-Killingworth Contract

Mr. King sent out a revised contract to the Board for review. There were two significant changes; added Director of Health to Killingworth's liability insurance and the removal of reference to community nursing services. Clarification was made that Mr. King would have no direct sanitarian oversight. Mr. King stated that the revisions have to be approved by Killingworth Board of Selectmen, our attorney and Local Health Administration.

8. Unified Housing Code Update

Mr. King stated Mr. Mitchell has been working on the code and attending a lot of training. However, there has been no progress with the state proposed regulation.

9. Access to Food Establishment Inspections

Tabled due to the postponement of the Public Hearing.

10. Old Business

No new business discussed.

11. New Business

~Per Capita Discussion

~Service Fee Discussion

Mr. King discussed the land use department's issues with fees the Districts charges and their involvement in explaining programs the District provides. Mr. King proposed phasing in per capita and reimbursing land use fees, the District would receive the fee income up front in the per capita and the Towns would compensate back through receipt of the fee revenue. Mr. King discussed the audit concerns and the fee collections with all the different towns, there is no standardization. Additionally, the District has been fortunate to utilize the Town of East Hampton's financial services and Jeff Jylkka is very familiar with the workings of the District. Discussion was held regarding developing a contract for financial services with the Town of East Hampton.

Mr. Walter requested that a discussion regarding moving forward with a move to the East Haddam Middle School be added to the next agenda.

Brief discussion was held regarding maintaining a percentage of the budget with fees and increasing the per capita rate. The per capita rate has not increased in a few years.

Mr. King suggested the Budget Committee meet to continue this discussion.

12. Adjournment

Following no further discussion motion was made by Ms. Bransfield, seconded by Mr. Walter, to adjourn the meeting. Meeting adjourned at 10:45.