

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*

September 28, 2010

9:00 AM

Chatham Health District Main Office (240 Middletown Avenue East Hampton CT)

SPECIAL MEETING OF THE CHATHAM HEALTH DISTRICT BOARD OF HEALTH

| | | | |
|----------|------------------|-----------------|--------------|
| Present: | Mark Walter | Candace Casale | Peter Hughes |
| | Susan Bransfield | Bonnie Therrien | Kate Morris |

Other: Thad King

1. Call to Order

Chairman Hughes called the Regular meeting of the Board of Health to order at 9:10am.

2. Approval of Minutes

Motion was made by Ms. Bransfield, seconded by Ms. Therrien, to approve the minutes of the August 25, 2010 Regular meeting and Public Hearing as written. Vote was unanimous in favor.

3. Public Remarks

There were no comments from the public.

4. Communications

The District is beginning the school based flu clinics later this week starting in Marlborough with about 300 registrants. Currently there are approximately 2000 student and family members registered overall. Mr. King presented the Board with a schedule.

Killingworth Public Health Agency is in the process of reviewing WPCA regulation and pumpout and permit to discharge. The regulation makes the Director of Health in charge of septic systems under the WPCA. Mr. King would not recommend adopting the regulation. The Board of Selectmen's meeting is October 6th.

An audit has been conducted of the District's records. Approximately 60 files were reviewed throughout the district. Overall the audit went well, there are some record keeping issues.

Colchester is currently in the process of determining which direction they will go. Ledgelight is not being considered. It is anticipated that they will choose to join a District rather than establish their own. A decision is not expected until December.

Mr. King informed the Board of acknowledgement from DPH that he has been appointed as acting Director of Health for Killingworth.

5. Emergency Response Planning Update
-Public Health Emergency Preparedness Grant Revised Budget

Mr. Kramer stated that there are still positions that need to be filled in the charts for the POD's. Mr. King discussed the top positions of the chart; Clinic Coordinator/Operator, Liaison, Public Information Officer, and Safety Office. Additionally, on the next level, the towns should also fill the next four positions; Finance, Logistics, Planning, and Operations. Brief discussion was held regarding storage of SNS supplies. These supplies would require 24 hour security.

Mr. King stated that the District has the opportunity to apply for an additional \$100,000. The Board was presented with a proposed budget to be submitted to DPH. There are two requirements involved with the funds; improvements on H1N1 distribution from last year and update our influenza plan. Optional requirements are; establish a school based influenza vaccination program, the funds must be used up this year. The centerpiece of the proposed budget is a part-time public health nurse to plan and develop the vaccination program between now and next August. Other budget items are; offset of staff salary; supplies, Everbridge (call out system, currently using AlertNow), website management, credentialing system (badging) and funds for towns conducting clinics. Ms. Bransfield expressed concern for auditing of these funds. Mr. King explained audits are conducted annually and the process for demonstrating that the funds are being utilized correctly is the Technical Assistance Review (TAR) and the H1N1 After Action Report. Concern was also expressed for additional budgeting for website development.

Due to members needing to depart, consensus of the Board was to move agenda item 10. New Business ~Discussion and Possible Action on Transfer of Funds

10. New Business
~Discussion and Possible Action on Transfer of Funds

Mr. King explained that there are two funds tracks for the District budget; 12 Operational and 14 Grants. Based on the District audit the fund balance is currently down to approximately \$5000 - \$8000, which is lower than the recommended level. All administrative funds collected for the flu vaccine are being held in fund 14. \$64,000 was received; \$12,000 is required to be refunded to DPH. Approximately \$13,000 was expended leaving approximately \$41,000. Mr. King requests moving \$40,000 to fund 12. Mr. King also requests moving funds received from CADH for Lead follow up from fund 14 to fund 12. There is no reporting requirement. A budget is prepared offsetting staff salary for lead follow up. The amounts are \$3592 from 08-09 and \$7873 from 09-10.

Motion was made by Ms. Therrien, seconded by Ms. Morris, to approve the requested transfers. Vote was unanimous in favor.

Mr. King discussed the status of the school flu clinics. Clinics have been scheduled for all towns. Mr. King will be meeting with Marlborough regarding their clinic during which time Mr. King will be asking Mark Merritt to assist with the clinic in Hebron. Mr. King stated that he had not heard from East Hamptons EMD regarding the clinic, he will be requesting one of the other EMD's for assistance. Portland and East Haddam are all set to go. Haddam will be coordinating volunteers for their clinic. Mr. King reiterated that these clinics are not open to the general public and the dates and locations should not be posted.

Ms. Therrien and Ms. Bransfield departed 10:10am.

6. Cancer Control Planning Update

Mr. King stated that Ms. Han has had approximately 50 referrals to the early detection program. Outreach has been very successful with approximately 1300 women contacted in Cromwell and throughout the District. Approximately 300 tickets have been sold for the quilt.

7. Director of Health Report

-Food Service Inspection Report

Mr. King stated that the report for July and August were not good. September has been busy with temporary events. Organizationally Jim Karrenberg has been assigned to food service completing approximately 20 inspections thus far. This will continue until the return of Liz Davidson on October 12th. Mr. King will be assigning one day per week for all Sanitarians to complete two inspections.

Mr. King presented the Board with a final count for last year; 621 routine inspections were scheduled, 375 were completed (60% completion rate).

Mr. King also presented the Board with a draft annual report; increase of septic repairs, permits to discharge, commercial vendors; decrease in soil testing and fixed facility renewals. Approximately \$92,000 was collected in fees this year.

Mr. King noted the close out for last years' budget – net overage of \$18,763 in expenses.

8. Unified Housing Code Update

Tabled to the next meeting, there is no update.

9. Old Business

~Continue Service Fee Discussion

Tabled to the next meeting, meetings will be held with the budget and policy committees.

10. New Business

~Discussion and Possible Action on Transfer of Funds

Item discussed previously.

11. Adjournment

Following no further business to discuss motion was made by Ms. Therrien, seconded by Ms. Morris, to adjourn the meeting. Vote was unanimous in favor. Meeting adjourned at 10:20am.