

Eastern Highlands Health District Board of Directors

Regular Meeting Minutes

Virtual meeting Via Zoom*

Thursday October 15, 2020

Members present: E. Anderson (Andover), J. Carrington (Mansfield), J. Elsesser (Coventry), J. Kelly 4:57pm (Bolton), T. Nuccio 5:20pm (Tolland), E. Paterson (Mansfield), M. Rosen (Tolland), D. Walsh (Coventry), M. Walter (Columbia), E. Wiecnski (Willington)

Staff present: R. Miller, M. Brosseau, K. Dardick, H. Schaeffer, C. Bradshaw-Hill

J. Elsesser called the meeting to order at 4:32 pm.

Following roll call, R. Miller introduced Holly Schaffer, Director Human Resources for the Town of Mansfield and Charmaine Bradshaw-Hill, Director of Finance for the Town of Mansfield.

Approval of minutes

E. Anderson made a MOTION seconded by E. Wiecnski to approve the minutes of the 8/20/2020 meeting as presented. MOTION PASSED unanimously.

Public Comments

Outreach was done per Executive order. No comments were received.

Epidemiology & Laboratory Capacity (ELC) Enhancing Detection Cooperative Agreement Funding application

R. Miller presented an overview of the grant.

D. Walsh made a MOTION, seconded by E. Anderson to ratify the submittal of the Eastern Highlands Health District's Epidemiology and Laboratory Capacity (ELC) Enhancing Detection Cooperative Agreement Funding Application for the Enhanced Detection, Response, Surveillance and Preventions of COVID-19 to the state of Connecticut Department of Public Health, as presented on October 15, 2020. MOTION PASSED unanimously.

Proposed 2021 Regular Meeting Schedule

D. Walsh made a MOTION, seconded by E. Anderson to adopt the Eastern Highlands Health District Board of Directors 2021 regular meeting schedule as presented. MOTION PASSED unanimously.

J. Kelly joined the meeting.

Subcommittee Reports

Personnel Committee

D. Walsh reported that the Personnel Committee met on October 1, 2020 to discuss the evaluation of the Director. In the past a survey has been done. This year's evaluation was done differently. That decision was made based on the Personnel committee not wanting to burden the new Director of Human Resources and the Interim Town Manager. In addition, the Personnel Committee felt that the survey monkey tool is not a good vehicle forgetting the information needed and was planning to change the tool this year. The evaluation, for this year ONLY, has been done with the Director giving a presentation to the Personnel Committee and the Personnel Committee being allowed to ask questions. D. Walsh highlighted a few of the items in the Director's presentation. Recommendations from the meeting will be presented in Executive Session. Questions will be deferred to Executive Session.

Town Reports

Andover E. Anderson reported that the town hall is open by appointment. Andover is seeing a low community transmission. Andover will be doing a town-wide "trunk or treat" event utilizing state guidance.

Willington E. Wicinski reported that the town hall is open by appointment. She further noted that one polling place was moved to accommodate social distancing guidelines. The Willington library is beginning to open. The senior center remains closed. The Parks & Rec department will be having a fall-oween decorating event. Lights will soon be added to the basketball courts to accommodate outdoor basketball programs.

Mansfield J. Carrington reported that the town hall is open by appointment. There will be a Trunk-or-treat event held in Mansfield. There have been 2 positive cases of COVID-19 amongst town employees. Mansfield has seen an increase in numbers due to UConn students. Testing events have been conducted around town. A new town manager will be starting December 1st.

Tolland M. Rosen reported that the town hall remains open. The senior center remains closed. The town is researching how to move toward a hybrid approach for night meetings. There will be a scarecrow contest held and a virtual Halloween costume contest. M. Rosen reported that transmission seems to be ok in Tolland, with a slight boost due to UConn students returning.

Columbia M. Walter reported that the town hall is open by appointment. The senior center is serving primarily as a food bank. Senior Center workers are making weekly calls to seniors. There have been big improvements at Rec park. A Haunted trail will be held at Rec park. Family units will be socially distanced on the trail and goody bags will be handed out at the end of the trail. Steve Everett will be issuing a Halloween advisory.

Bolton J. Kelly reported that the town hall is open with 50% of the employees working from home and 50% in the office on a rotating basis. The Senior Center is serving primarily as a food bank and workers are calling seniors on a regular basis to make sure they are receiving the services they need. There will be no town sponsored Halloween events and a social media campaign will be continued to encourage people to stay home on Halloween.

Coventry J. Elsesser reported that the disc golf course is now open. Dr. Keenan is retiring and closing his office in Coventry. The microgrid project is still pending with PURA. The town was host to the PBS show "Legacy List" at the Hayes Museum grounds. No town sponsored Halloween activities. The annual Scarecrow contest will be held. Dollar General has gone through planning and zoning commission and planning to open by December 1st. The town hall is fully open. One polling place has been moved from the elementary school to the high school for better line queuing. Farmer's market winding down for the season. Discussions will held for the upcoming year. Winter market will be at the Community Center of Patriot's park. Emphasized how busy the town is with building projects. Shared concerns regarding how restaurants are going to survive the transition. Senior center will ease into reopening next month.

D. Walsh informed the board that they are not expecting any difficulties during election day. She is the moderator for district 1 polling place. Greeter will be present outside polling place reminding people to wear masks. Concern over possible poll watchers. J. Elsesser informed the board that a police officer will be present at the polling places.

Director's Report

COVID-19 Response Activities Update, 10/8/20

R. Miller provided an update on some of the activities with which the health district is involved with an overview of the surveillance activities. R. Miller informed the board that his office is providing support to Public schools as they reopen. He noted that the health district is still helping distribute PPE to healthcare provides. In addition 200 Kinsa thermometers were handed out to the public. R. Miller reported that his office is still working with businesses on reopening sector rules. R. Miller informed the board that Mass vaccination planning is underway. R. Miller stressed the need for the Health District to have a point of contact for each group identified in planning. There was discussion regarding when vaccine would be available.

Flu clinics will be held. The Health District is leveraging them as training opportunities for staff and volunteers.

Radon testing Initiative

DPH will provide kits that EHHD will distribute. Additional information will be forthcoming.

Communications

R. Miller noted the volume of newspaper articles.

Executive Session

D. Walsh made a motion to enter executive session at 5:53 pm to discuss personnel matters in accordance with accordance with CGS 1-200(6)(a), Director of Health Performance Review. Executive Session ended at 6:10pm.

Regular meeting resumed at 6:10pm.

D. Walsh, on behalf of the Personnel Committee made a MOTION to recommend the Eastern Highlands Health District Board of Directors authorize a 2.8% increase in Robert Miller's salary to \$113,199.47, retroactive to July 1, 2020. E. Wiczenski seconded the MOTION. MOTION PASSED unanimously.

D. Walsh, on behalf of the Personnel Committee made a MOTION recommending the Eastern Highlands Health District Board of Directors accrued vacation time in excess of the maximum accrual limit be rolled forward into the next annual period only. MOTION was seconded by E. Anderson. MOTION PASSED unanimously.

Adjournment

MOTION made by E. Paterson, seconded by J. Carrington to adjourn at 6:14 pm. MOTION PASSED unanimously.

Respectfully submitted,



Robert Miller

Secretary



Eastern Highlands Health District

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Memo

To: Board of Directors
From: Robert L Miller, Director of Health
Date: 10/20/2020
Re: **Approved** 2021 Regular Meeting Schedule

Respectfully submitted for your review and approval is the proposed regular meeting schedule for 2021 calendar year:

January 21 (Typically, Budget Public Hearing)

February 18

April 15

June 17

August 19

October 21

December 9

The time of each meeting will be scheduled for 4:30 pm. The Coventry Town Hall Annex will be booked as the physical location for these meetings, with the understanding that alternatively these meetings will be held virtually until such time board leadership determines it is appropriate and safe to go back to in-person meetings. (With the exceptions of December 9, all dates fall on the third Thursday of the Month.)

Recommended Motion: Move to adopt the Eastern Highlands Health District Board of Directors 2021 regular meeting schedule as presented.