

Eastern Highlands Health District Board of Directors

Regular Meeting Minutes

Virtual meeting Via  
Zoom\*

Thursday October 21, 2021

**Members present:** E. Anderson (Andover), R. Aylesworth (Mansfield), J. Elsesser, (Coventry), L. Hancock (Tolland), E. Paterson (Mansfield), S. Powers (Scotland), C. Silver-Smith (Ashford), D. Walsh (Coventry), M. Walter (4:50 pm Columbia) E. Wiecenski (Willington)

**Staff present:** Director of Health R. Miller, Office Manager M. Brosseau, Medical advisor K. Dardick (5:20pm) , Finance Director C. Bradshaw-Hill, Human Resources Director H. Schaeffer

E. Paterson called the meeting to order at 4:30 pm.

J. Elsesser expressed gratitude and appreciation for E. Paterson's service to the Board as she finishes out her term with the EHHD Board of Directors.

E. Wiecenski made a MOTION seconded by J. Elsesser to approve the minutes of the August 19, 2021 meeting as presented. MOTION PASSED unanimously.

**Public Comments**

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

**New Business**

**Personnel Committee Report**

Due to R. Aylesworth, Chair of the Personnel Committee, needing to leave the meeting early this item was moved up in the agenda by general consensus of the board.

R. Aylesworth presented an overview of the personnel committee meeting held on October 14, 2021.

Director's performance evaluation was discussed and the instrument used for evaluation will be reviewed. In addition, the salary survey was reviewed and discussed. Personnel Committee recommended approval of the proposed salary changes by the full board pending review by H. Schaeffer, director of Human Resources.

R. Miller presented additional detail on the survey. He reviewed the steps on implementation which include a separate action by the board to authorize exceeding the one-time payment threshold for two staff persons in FY21/22.

H. Schaeffer informed the board that she reviewed the survey and felt that the recommendations are adequate.

D. Walsh made a MOTION seconded by C. Silver-Smith to approve the median proposed broadband pay ranges as presented on October 21, 2021, in the report titled, "FY2021/2022 Salary Survey and FY2022/2023 Proposed Broadband Pay Ranges", with an effective date of July 1, 2022. MOTION PASSED unanimously.

L. Hancock initiated discussion about adding a cost of living increase to the minimum and maximum of each range. R. Miller noted that the personnel rules stipulate the fixed 35% range and periodic salary surveys.

### **Proposed 2022 Regular Meeting Schedule**

E. Wiczenski made a MOTION, seconded by D. Walsh to adopt the Eastern Highlands Health District Board of Directors 2022 regular meeting schedule as presented. MOTION PASSED unanimously.

### **Subcommittee Reports**

#### **Finance Committee**

R. Miller noted that there was not a quorum at the finance committee meeting 10/21/21. Items were discussed, but not acted on. Therefore it would be appropriate for the board to act on these items.

#### **Quarterly Financial Report – period ending 6/30/21**

R. Miller presented an overview of the quarterly financial report for the period ending 6/30/2021.

E. Anderson made a MOTION seconded by M. Walter to accept the quarterly financial report for the period ending 6/30/2021. MOTION PASSED unanimously.

#### **FY 2021/2022 Budget Changes**

R. Miller presented an overview of the changes to the 2021/2022 budget. L. Hancock made a MOTION, seconded by J. Elsesser to approve the changes to the 2021/2022 operating budget as presented on October 21, 2021, with total authorized spending of \$939,534. MOTION PASSED unanimously.

### **Town Reports**

**Coventry** J. Elsesser report that a grant has been submitted under ARP to extend sewers in Bolton. The Senior Housing task force has put together a report on senior housing needs in the town. The town will be holding Trunk or treat in the Village on Saturday.

J. Elsesser note that the Town Council refunded equivalent of 2 years of fees to Food Service Establishments. With ARP funding premium pay was given to first responder team & some money allocated to the Culture and Arts community.

J. Elsesser also noted that a no vaping/smoking on town property ordinance has been adopted. Additionally, Coventry has set a 9 month moratorium on cannabis sales.

**Ashford** C. Silver-Smith reported that there was an incident at the last BOE meeting, where a teacher was accosted. Future meetings will have police presence.

Additionally, C. Silver-Smith informed the board that all the lighting in Pompey Hollow Park has been replaced.

**Tolland** L. Hancock informed the board that there is a scarecrow exhibit on the town green. The town purchased a "grass mat" which has increased accessibility to the green. The mask mandate in town is still in place. L. Hancock inquired as to what other towns are doing.



Columbia and Coventry are keeping the policy for masks indoors; Willington has a policy for masks required in town buildings. Ashford has a policy for masks within all town buildings. Andover is keeping the mask mandate in place in the town hall and library.

**Columbia** M. Walter informed the board that there have been arrests made in the catalytic converter thefts.

The first allocation of American rescue funds passed through the Board of Selectmen. M. Walter asked for the premium pay for first responders plan done by Coventry. M. Walter informed the board that Columbia's social worker has put together a list of areas in town here ARF money could help residents. C. Silver-Smith expressed interest in seeing that list.

**Andover** E. Anderson informed the board that a flu vaccination clinic was held in Andover. An additional flu and Covid vaccination clinic will be held later in November. The town of Andover has hired an architectural firm and civil engineering firm for the design of the new Community/Senior Center. E. Anderson noted that there has been a lot of work done upgrading the Andover Veterans Monument. BOS supported the addition of a marijuana dispensary in the town and are actively recruiting. Proposal of banning smoking and vaping on town property was not supported.

D. Walsh requested that an updated roster be sent out to members. Additionally D. Walsh initiated discussion on the mask mandate and polling places.

**Dr. Dardick** commended Rob and staff for the numerous clinics they have stood up and the service provided. Advocating flu shots. Uncertain about how much flu will be seen this year.

### **Director's Report**

#### **COVID-19 Response Activities Update – October 18, 2021**

R. Miller presented highlights from his report.

R. Miller reported that a part-time contact tracer has been hired.

R. Miller informed the board that a vaccination clinic plan for 5-11 year olds has been presented to the superintendents. R. Miller noted that there may be an increase amount of vaccine hesitancy among parents. R. Miller further noted that it may be difficult finding vaccinators due to the fact this is pediatric vaccines being administered.

R. Miller reported that the plan to provide boosters is still developing. Priority is to vaccinate 5-11 and those that are unvaccinated, due to limits in resources.

#### **Town of Mansfield Facilities Study**

R. Miller noted that Eastern Highlands Health District main office will be included in the comprehensive facilities plan being conducted by the Town of Mansfield. R. Miller further notified the board of the significant spatial constraints in the main office, which affect day to day to operations, service quality, and capacity to apply for grants.

R. Miller informed the board that a 5 year spending plan will be reviewed by the Finance Committee in the near future. R. Miller noted that it will include a proposed equity fund transfer with, among other items, monies earmarked for main office new space costs.

**D. Walsh** left the meeting at 5:52PM.

### **Staffing Update**

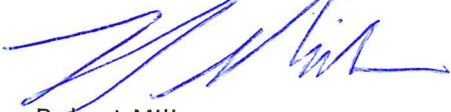
R. Miller noted that a part-time contact tracer has been hired. Additionally, a full-time Environmental Health Inspector has been hired. There is still a Public Health nurse vacancy.

R. Miller informed the board that Governor Lamont congratulated and recognized state and local staff using the Contact CT platform. R. Miller recognized his staff that utilized the platform.

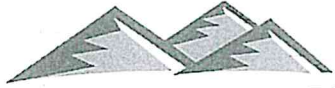
R. Miller presented a plaque to E. Paterson and thanked her for her years of service to the Eastern Highlands Health District. Gratitude and appreciation was expressed by all members of the board.

M. Walter made a MOTION, seconded by E. Wicenski to adjourn at 5:58pm. 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:** 10/25/2021  
**Re:** Approved 2022 Regular Meeting Schedule

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Respectfully submitted for your review and approval is the proposed regular meeting schedule for 2022 calendar year:

January 20 (Typically, Budget Public Hearing)

February 17

April 21 (Last day of Passover is April 23)

June 16

August 18

October 20

December 8

The time of each meeting will be scheduled for 4:30pm. The Coventry Town Hall Annex will be booked as the physical location for these meetings, with the understanding that alternatively these meetings may 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 8, all dates fall on the third Thursday of the Month.)

*Recommended Motion: Move to adopt the Eastern Highlands Health District Board of Directors 2022 regular meeting schedule as presented.*

