

Eastern Highlands Health District
Board of Directors Regular Meeting Minutes Coventry Town Hall Annex
Thursday, October 18, 2018

Members present: R. Devito (Ashford), J. Higgins (Andover), D. Kennedy (Mansfield), J. Stille (Bolton), M. Walter (Columbia), T. Nuccio (Tolland)

Staff present: R. Miller, M. Brosseau, K. Dardick, C. Trahan

Call to Order: J. Stille called the meeting to order at 4:35pm.

Approval of minutes of August 16, 2018 M. Walter made a MOTION, seconded by D. Kennedy to approve the minutes of the August 16, 2018 meeting as presented. MOTION PASSED unanimously with T. Nuccio abstaining.

New Business

J. Stille called for a motion to add an item to agenda D. Kennedy made a MOTION, seconded by J. Higgins to amend and add to the agenda "Preventive Health and Health Services Block Grant – FY 19 Contract, Contract log #2019-0072" to the agenda as Item 3. MOTION PASSED unanimously. Item added as #3 on the agenda.

Memorandum of agreement for the DPH Public Health Preparedness Program, By and Between the LLHD and the EHHD – Ratification R. Miller presented a brief overview of the agreement that has been signed. D. Kennedy made a MOTION, seconded by M. Walter to ratify the Memorandum of Agreement for the DPH Public Health Preparedness Program, By and Between the EHHD and the Ledge Light Health District 2018-2019 as presented on October 18, 2018. D. Kennedy requested confirmation that the contract is 100% grant funded. R. Miller confirmed. MOTION PASSED unanimously.

Proposed 2019 Regular Meeting schedule T. Nuccio made a MOTION, seconded by D. Kennedy to adopt the Eastern Highlands Health District Board of Directors 2019 Regular meeting schedule as presented. MOTION PASSED unanimously.

Preventive Health and Health Services Block Grant – FY 19 Contract, Contract log #2019-0072 R. Miller presented a brief overview of the grant and the services it provides, highlighting the development of the tobacco free campus policy in Mansfield and the development of the Planning Toolkit for use by planning and zoning. D. Kennedy made a MOTION seconded by M. Walter to authorize the director of health to execute the Preventive Health and Health Services Block Grant – FY 19 contract, contract log #2019-0072 as presented on October 18, 2018. MOTION PASSED unanimously.

D. Kennedy initiated discussion regarding e-cigarettes and whether these items were included in the tobacco free policy.

Subcommittee Reports

Finance Committee

Quarterly financial reports for the period ending 9/30/18 The finance committee did not meet due to lack of quorum to review and approve the quarterly financial reports for the period ending 9/30/18, therefore it was presented to the full board for approval. R. Miller

gave a brief report of the salient points of the report. D. Kennedy made a MOTION, seconded by T. Nuccio to accept the report as presented. MOTION PASSED unanimously.

Personnel Committee

D. Walsh, chair of the personnel committee requested that R. Miller inform the board that the survey tool was updated this year to remove the item related to the director's supervisory activities. With the Personnel Committee's assistance R. Miller will complete a 360 evaluation.

Director of Health Performance Review J. Stille reminded the board that the deadline for completing the survey is October 25, 2018, and encouraged all members of the board to complete the survey.

Town Reports

Mansfield D. Kennedy reported that Mansfield is close to breaking ground on the 4 corners sewer project. C. Trahan reported that the tobacco free policy for Mansfield does include e-cigarettes.

Andover J. Higgins reported that the senior center has been closed after test results revealed high levels of mold.

Columbia M. Walter recognized the efforts of EHHD in closing a food service establishment that was potentially unsafe.

Bolton J. Stille reported that discussions continue between Bolton and Coventry regarding bringing sewers into Coventry. J. Stille recognized the assistance from EHHD during the recent algae bloom at Lower Bolton Lake.

Directors Report

Substance abuse in our communities' workgroup update R. Miller reported that data is starting to improve. R. Miller has been trained to use Epicenter which provides real time data of incidents presenting as a suspected overdose. R. Miller stated that he is still learning how to use Epicenter in a meaningful way.

Radon Testing Initiative R. Miller reported that EHHD has partnered with the state DPH for a radon testing initiative. EHHD will receive and distribute 50 kits.

Strategic plan progress report

R. Miller reported that a beta testing of the View Permit public portal will be commencing soon. A select group of contractors will begin using the system to submit applications and payments.

R. Miller reported that 3 staff have completed the FDA Food Code training. He also informed the board that he will be sending out communications regarding the FDA Food Code updates to existing and potential establishments affected by the FDA Food Code.

R. DeVito inquired about the status of updating the Sanitary Code. R. Miller informed the board that this cannot be done until the regulations are released by the state.

FY18 Annual Reports - Agency Report & DPH Report

R. Miller informed the board that the agency reports will be distributed to each of the town halls and libraries. R. Miller reported that the DPH annual report has changed to closely follow the general statutes outlining the Ten Essential Services for local public health. The changes in the mandated DPH annual report data and other oversight initiatives by DPH indicate an effort to collect data on the performance of local health departments.

R. Miller informed the board that EHHD recently dealt with a GI outbreak at a nursing home in the district.

R. Miller reported that he has been actively involved in a TB case.

R. Miller informed the board that he is part of a planning committee for a tabletop exercise that will be held at UConn, December 19.

K. Dardick reported to the board that his office has seen the first confirmed case of influenza this season.

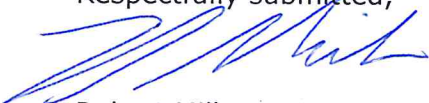
R. Miller informed the board that he participated in a conference call with State DPH where there was discussion of a Statewide Vaccine Day to be held December 1st & 8th. EHHD will work with VNA to participate in this event.

R. Miller noted that the **Next Board Meeting, will be December 12, 2018, 4:30 PM at Coventry Town Hall Annex** and the budget presentation will be an agenda item. The finance committee will meet several times prior to this meeting.

Adjournment

D. Kennedy made a MOTION, seconded by T. Nuccio to adjourn at 5:54pm. MOTION PASSED unanimously.

Respectfully submitted,



Robert Miller
Secretary

