



**SPECIAL MEETING MINUTES
ASPETUCK BOARD OF DIRECTORS**

June 5, 2023

Subject to change until approved by the Board of Directors.

The Special Meeting was called to order by Chairman Shaum at 7:03 pm.

The following voting Board Members were present in the room: Chairman Paul Shaum, Director Paul Fonteyne, Director Nussbaum, Director Collins, and Director Edward P. Mally.

Also, present was Mark A.R. Cooper, Director of Health, Vice Chairwoman Catherine Revzon was present via Zoom.

Approval of Minutes

Chairman Shaum asked if there were any comments on the April 10, 2023, Budget Public Hearing and Regular Meeting Minutes.

Director Fonteyne noted that on page 2, 7th paragraph it states that “Chairman Shaum welcomed Director Fonteyne to the Board.....”, that sentence was a carryover from the previous year and should be removed. Mr. Cooper indicated he would do so.

On a motion made by Director Fonteyne and seconded by Director Colleens, the Board voted to approve the corrected April 10, 2023, Budget Public Hearing and Regular Meeting Minutes. Chairman Shaum voted yes, Vice Chairwoman Revzon voted yes, Director Mally voted yes, Director Nussbaum, Director Collins, and Director Fonteyne voted yes.

Motion was approved 6 to 0.

Communications

Mr. Cooper noted that the letter dated 4/24/23 from Easton confirms the reappointment of Director Collins as a member of the Board.

Mr. Cooper indicated that the QPR Instructor Training announcement was included in the meeting package as an example of one of the new responsibilities the state is transferring to local health jurisdictions. There was general discussion on a number of topics CT-DPH is expecting local health to take responsibility for.

Community Needs Assessment Update

Mr. Cooper stated that he included the May 3, 2023, CHNA Kickoff Meeting presentation slides in the meeting package because they contain good community information and to keep the Board informed of the proceedings. He summarized the needs assessment process and the two working committees that have been set up with the goal of developing a needs assessment for the District. The consultants have been gathering demographic and social determinants of health data on the Health District's member towns. Director Collins asked if some of the data being collected wasn't more in the preview of one of the social services alliances. Mr. Cooper agreed there does seem to be some overlap, but the needs assessment looks at all the potential need in a community and perhaps outlines ways the Health District might be able to help, with either existing or perhaps new programs.

There was general discussion on some of the data presented, how the data is collected, and interpreted. The consultants are looking at national, state, and local data sources. Comparatively, the Health District's member town's health status is well above state and national averages.

Chairman Shaum added that the assessment is just beginning, there are several more meetings planned, focus group sessions with target populations, and a community forum.

Strategic Planning Update

Mr. Cooper noted that he has been incorporating the Harvard Business Club Strategic Plan outline approved by the Board at the last meeting into a report narrative which he hopes will be done by the next meeting. As part of this work, he has been mapping strategic initiatives to their foundational capacity, assigning responsibility, defining deliverables, and setting priorities. Included in the Board's package are 4 examples: Assessing & Improving Employee Recruitment Strategies; Increasing Partnerships and Collaborations with Community, Faith-based, Healthcare, and other Organizations; The Retention of Consultants to Help Access & Identify Technology Upgrades Needed in Environmental, Community Health, and Administration; Hire a consultant to Facilitate and Complete AHD Community Needs Assessment and Health Improvement Plan. These are examples of some of the highest priority strategic initiatives already underway and will be added to the strategic plan narrative that is being worked on, as an annex.

There was general discussion on implementing the Strategic Plan over the next few years. Mr. Cooper stressed the importance of addressing leadership needs by deepening "bench strength" and developing a succession plan for key managers. He thinks the Board needs to be involved in this process because of the anticipated staff turnover in the next few years.

Director of Health Report

Mr. Cooper summarized the Operational and Permit Activity reports for March and April. He noted that the number of application submittals was 142 in March and 108 in April, the trend seems to be downward. Reports for May were not done because the Board meeting is a week earlier than usual, and the past Monday was a national holiday. Director Forteyne asked if the review time has improved. Mr. Cooper responded by saying that it has improved because the number of plan submittals has declined, however, at this time of year the number of requests for

public pool opening inspections, temporary food event inspections and other seasonal work has increased keeping review time longer than desired. The goal has been to complete a review within 2 weeks of submittal, it is currently taking about 3 weeks to complete. The addition of a food sanitarian would be a big help.

Regarding the Operating Report, Mr. Cooper noted that an accounting firm is coming in to be interviewed for CPA services as suggested by the auditor, Charles Costello. The idea is to engage a CPA firm as quickly as possible, but at a reasonable cost.

Mr. Cooper noted that the current Sanitary Code needs to be revised to reflect the name change as well as changes to various state codes such as the food code. Now that Connecticut has adopted the FDA Food Code, the local Sanitary Code only needs to reference it so that FDA's periodic updates won't create the need to update the local Sanitary Code every couple of years. Mr. Cooper indicated he started working on this but an MPH student in need of an internship to graduate has offered to work on the updates. The Rabies Protocol has been recently updated requiring all submittals be deceased prior to bringing them to the Health District. Previously, specimens could be submitted alive, and staff needed to put them to sleep. There was general discussion on how bat specimens are prepared and submitted to the state lab. Mr. Cooper is proposing the Board adopt local lead regulations in response to the Legislature's adoption of new lead standards and shifting more responsibility to the local level. He had an attorney review all the pertinent information, draft the proposed regulation which will be inserted into the Health District's Sanitary Code, and outline the Board's authority to adopt it. There was general discussion on blood lead levels and the process of correcting lead problems.

Included in the Board's meeting package was a copy of the Health District's By-laws approved by the Board on 11/14/22.

Executive Session to Discuss the Hiring of a Food Inspector and Staff Compensation

On a motion made by Director Fonteyne, and seconded by Director Nussbaum, the Board voted to go into an executive session at 8:05 pm to discuss the hiring of a food inspector and staff compensation. Chairman Shaum voted yes, Vice Chairwoman Revzon voted yes, Director Mally voted yes, Director Nussbaum, Director Collins, and Director Fonteyne voted yes.

Motion was approved 6 to 0.

Chairman Shaum declared the executive session over at 8:20pm.

There was consensus of the Board to make a formal offer to the individual that has applied for the food inspector position, at the requested salary and with an additional 8 vacation days.

On a motion made by Director Mally, and seconded by Director Nussbaum, the Board voted to approve a 3.5% salary increase for all full and part-time regular staff currently employed by the Health District. Chairman Shaum voted yes, Vice Chairwoman Revzon voted yes, Director Mally voted yes, Director Nussbaum, Director Collins, and Director Fonteyne voted yes.

Motion was approved 6 to 0.

Adjournment

Chairman Shaum asked if there was any additional business to come before the Board. Hearing none, on a motion made by Director Mally, and seconded by Director Fonteyne, the Board voted to adjourn at 8:24 pm. Chairman Shaum voted yes, Vice Chairwoman Revzon voted yes, Director Mally voted yes, Director Nussbaum, Director Collins, and Director Fonteyne voted yes.

Motion was approved 6 to 0.

Respectfully submitted.

A handwritten signature in blue ink that reads "Mark A.R. Cooper". The signature is written in a cursive style with a large, prominent "C" at the end.

Mark A.R. Cooper Director of Health
Aspetuck Health District