



SOUTH CENTRAL HEALTH DISTRICT

196 North Main St.
Southington, CT 06489
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Regular Meeting

Date: Thursday, December 11, 2025
Time: 12:30 PM
Location: Southington Municipal Center
196 North Main St., Southington, CT
Public Assembly Room

Present: Elliott Colasanto, Chair
Robert Yamartino, Vice Chair (arrived at 12:45 pm)
Ann Marie Conaty
Betsy Gaudian
Joseph Marino
Sharon O'Brien
Alex Ricciardone

Susan Lonczak, DOH
Lisa Bennett, Recording Secretary

Absent: Michael Paulhus

Meeting called to order at 12:37 pm by Mr. Colasanto.

Special Meeting

I. Roll Call

The roll call showed a quorum was present at 12:38 pm.

II. Minutes of meeting

MOTION

Mr. Marino made a motion to approve October 23, 2025 meeting minutes.
Ms. O'Brien seconded the motion.

Mr. Ricciardone abstained, was not present for previous meeting.

Motion approved by unanimous vote.

III. Comments by the Chair /Vice Chair:

The Chair thanked members for their participation and efforts and extended holiday well-wishes.

IV. New business:

i. Body Care and Personal Services Code Amendment

Ms. Lonczak reviewed the plan to amend the Body Care & Personal Services Code to incorporate med spa services. She explained that the amendment is intended to address a regulatory gap in which med spas are statutorily required to meet certain standards, but enforcement authority at the state level is limited.

Ms. Lonczak noted that draft amendment language is nearing completion. The South Central Health District plans to conduct a pilot with a local establishment that offers IV therapies and has expanded into services currently regulated under the District's existing code, such as waxing. The pilot will allow staff to work through the plan review and permitting process, refine application forms and procedures, and strengthen compliance and communication with operators.

Discussion included operational considerations such as physician consultation requirements, the potential role of virtual consultations, and the need to establish clearer and more practical compliance pathways for affected establishments. The Board also discussed public hearing outreach options, including direct notification to impacted businesses and encouraging written public comment in addition to in-person participation. It was noted that the February public hearing may be conducted in a hybrid format, provided an in-person public location is maintained in accordance with statutory requirements.

Action Items:

- Finalize amendment language and updated application/forms.
- Distribute draft amendment language to the Board upon completion.
- Coordinate pilot participation with the identified establishment.
- Consult with CT DPH and practitioner licensing staff for technical input.
- Prepare public hearing notice and outreach strategy, including a written public comment option.

2026 Board Meeting Dates

Ms. Lonczak presented proposed 2026 meeting dates.

MOTION

Mr. Yamartino made a motion to approve 2026 Board Meeting Dates as presented.

Mr. Ricciardone seconded the motion.

Motion approved by unanimous vote.

ii. Financial Mid-Point Review: Budget vs. Actual

Ms. Lonczak reviewed the mid-year Budget vs. Actual report from QuickBooks (through November month-end) and explained that revenue appears low at approximately 23% while the fiscal year is approximately 41% complete, primarily due to timing. Major revenue sources are received later in the fiscal year rather than evenly throughout.

Annual food service license renewals for approximately 500 establishments are invoiced with a February 1 due date, and the majority of that revenue is received shortly thereafter. Salon and other body care renewals, representing approximately 170 establishments, follow a similar seasonal collection pattern later in the year.

Several grant revenues are also timing-dependent. Preparedness (PHEP) funding is reimbursed quarterly, resulting in mid-year totals that underrepresent full-year revenue. The final ELC2 payment is still pending but expected. In addition, the state per capita grant, which totaled approximately \$153,000 in the prior year at roughly \$2.35 per resident, has not yet been received and is typically disbursed between January and March. Preliminary information suggests this rate may increase to \$3 per capita in the upcoming cycle.

On the expense side, Ms. Lonczak noted that some line items appear elevated due to one-time or front-loaded annual costs. Other budgeted items, such as the education reimbursement fund, are unlikely to be fully utilized this year and may help offset variances elsewhere. She also routinely reviews and adjusts expense coding to ensure costs are reflected in the appropriate categories.

Ms. Lonczak also discussed payment methods and efficiency improvements. Credit card payments currently carry an approximate 3% processing fee, which is passed on to the payer, but the existing system requires staff to manually calculate and apply the fee. A new payment system will automate this process and cap fees above a certain threshold. Over time, the District intends to move toward online renewals to reduce staff time and errors, while still maintaining cash and check payment options. A Board member shared experience with pricing strategies that encourage online payments by modestly increasing in-person payment costs, which may be explored in the future.

Overall, Ms. Lonczak reported that the District remains on track at mid-year, with a clear understanding of seasonal revenue timing and strategies in place to manage expenditures.

iii. Personnel Policy

Ms. Lonczak provided an overview of the current Personnel Policy and the need for a comprehensive update. The existing policy dates back to 2011 and includes handwritten or partial amendments that were never fully integrated. It predates the District's union contract and does not clearly address distinctions between union and non-union staff, full-time and part-time employees, or current PTO and leave accrual practices.

Ms. Lonczak noted that the union contract language is clear, current, and legally sound, and serves as a strong reference point. She outlined a plan to use the personnel policies of the three-member towns, particularly Southington's recently updated policy, along with the union contract, as a framework. She will consult with town HR staff as appropriate and utilize available resources such as Connecticut Conference of Municipalities (CCM) personnel tools, sample policies, and other state-provided HR templates.

The goal is to develop a cleaner, more efficient, and consistent personnel policy that aligns with union language, applies appropriately to non-union staff, and provides clarity around PTO, benefits, and general personnel practices. Ms. Lonczak plans to begin drafting over the winter and anticipates bringing a draft policy to the Board in the spring for review and potential adoption. Board members expressed confidence that this is a management-level function and supported Ms. Lonczak leading the update using CCM and HR resources.

V. Report by the Director of Health

Ms. Lonczak noted that her written Director's Report had been distributed prior to the meeting and provided a brief overview of key updates.

Ms. Lonczak provided an overview of operational and programmatic updates, noting that a full written report had been provided to the Board.

She reported that Inspect2GO digital inspections are nearing launch. District iPads have been configured with assistance from Southington IT, and the District anticipates beginning digital inspections in January. Over time, this platform will connect with online permitting to streamline renewals, records management, and public access.

Ms. Lonczak summarized the District's fall immunization efforts conducted in partnership with Stop & Shop Pharmacy. A total of 607 vaccinations were administered, including COVID, influenza, shingles, pneumococcal, and other adult vaccines. Nine vaccinations were provided to homebound individuals through visits conducted by the District nurse with support from the Community Health Specialist/EMT. Multiple clinics held at senior centers and community locations allowed for series completion and flexibility for individuals who declined COVID vaccination but requested other vaccines.

Ms. Lonczak addressed the evolving public health guidance landscape, noting frequent changes to CDC guidance and online resources. She explained that Connecticut and several neighboring states, including Massachusetts, Rhode Island, and New York, are coordinating to maintain consistent standards where they diverge from federal guidance, particularly to protect funding and maintain stricter requirements. Local health districts have raised concerns regarding public messaging, including how to acknowledge positive policy changes while navigating controversial issues. The Commissioner has acknowledged these concerns, and additional guidance on messaging is anticipated.

Ms. Lonczak also informed the Board that Connecticut has confirmed its first measles case in approximately four years. The case involved an unvaccinated 10-year-old from Fairfield County with recent travel history. The Department of Public Health and the local health department are conducting contact tracing and risk assessment. Communication efforts will utilize the District website, social media platforms, and town communication channels, with targeted outreach to schools, childcare providers, senior centers, and other affected populations as appropriate. Ms. Lonczak will also explore incorporating regular public health education content into senior center newsletters and town-wide mailed newsletters where available.

She noted that January will be recognized as Radon Awareness Month, with planned public messaging, distribution of free radon test kits, and educational materials and events.

Ms. Lonczak outlined continued and upcoming community trainings, including QPR suicide prevention, Narcan and opioid overdose response training, Mental Health First Aid, and Community Life-Saving Skills initiatives.

She also highlighted new and expanded programming for older adults. The District received state funding to train two staff members in Bingocize, a licensed fall-prevention program that integrates exercise with bingo-style activities and is tailored for seniors. In addition, the Community Health Specialist holds a senior Zumba certification focused on fall prevention. These programs will be implemented through senior centers to support balance, mobility, and social engagement.

Ms. Lonczak described the DASH to Better Blood Pressure pilot program, funded through a \$5,000 state grant. The six-week pilot will begin in February 2026 at the senior center and target individuals with diagnosed hypertension. Weekly sessions will include nutrition education, physical activity, medical education from the District Medical Advisor, and a hands-on cooking class in partnership with Foodology. Mid-week staff check-ins and home blood pressure tracking support will be incorporated. Due to timing, most initial slots will be reserved for senior center participants, with limited availability for the general public. Future expansion may include evening or virtual options and broader outreach using reusable marketing materials such as QR-coded signage. A Board member suggested considering Every Door Direct Mail as a cost-effective outreach strategy for future program rollouts.

Ms. Lonczak also noted positive feedback from a Board member regarding the District's online public records portal, which has reduced staff time spent responding to routine document requests. Staff continue to encourage greater public use of the portal.

Ms. Lonczak concluded by reminding the Board that budget discussions will begin at the February meeting and that a draft personnel policy update is anticipated later in the spring.

VI. Old business – None

VII. Next meeting

The next regular Board meeting is scheduled for **Wednesday, February 12, 2026**, and will include the public hearing for the proposed Body Care & Personal Services Code Med Spa amendment.

VIII. Adjournment

MOTION

Ms. Conaty made a motion at 1:49 pm to adjourn meeting.

Mr. Marino seconded the motion.

Motion approved by unanimous vote.

Respectfully Submitted,
Susan B. Lonczak