



SOUTH CENTRAL HEALTH DISTRICT

196 North Main St.
Southington, CT 06489
860.276.6275 | schd-ct.org

BOARD OF DIRECTORS **MEETING MINUTES**

Regular Meeting

Date: April 25, 2024
Time: 5:00 pm
Location: Southington Town Hall – Lower Level Conference Room
75 Main Street, Southington, CT

Present: Elliott Colasanto, Vice Chair
Ann Marie Conaty
Betsy Gaudian
Joseph Marino
Sharon O’Brien
Michael Paulhus
Mark Sciota
Robert Yamartino
Susan Lonczak, DOH
Lisa Bennett, Recording Secretary
Athalie Bastien, Community Health Specialist
George Sinnamon, CPA, Auditor

Absent: -

Meeting called to order at 5:04 pm by Mr. Colasanto

I. Roll call

The roll call showed a quorum was present at 5:05 pm.

II. Approval of minutes

MOTION

Mr. Sciota made a motion to accept the minutes from the December, 2023 BOD meeting.
Ms. O’Brien seconded motion.

Motion approved by unanimous vote.

III. Comments by the Chair /Vice Chair

Chairman Colasanto welcomed the SCHD Auditor, Mr. Sinnamon as a guest to the meeting. He also welcomed Ms. Bastien to the meeting as the newly hired Community Health Specialist.

IV. FY23 Audit presented by Mr. George Sinnamon (SCHD Auditor):

Mr. Sinnamon completed the FY23 audit for SCHD. The document was submitted to State Office of Policy Management in January of 2024. Mr. Sinnamon provided a brief overview of the audit process. He also elaborated on areas board members should focus on and answer questions from board members. Mr. Sinnamon stated that South Central has a good identity as a district, and that they are operating responsibly and serving their communities well.

V. New business

i. Proposal of FY25 Budget

Ms. Lonczak presented the proposed budget for FY25. A three (3) year incremental increase to the town per capita was presented. These rates have been accepted by all member towns to meet municipal budgeting time-frames. FY25 town rate will be \$7.50. FY26 rate will be \$8.00. FY27 rate will be \$8.25. Ms. Lonczak explained reasoning for the need to increase town contribution. She also provided documentation to confirm SCHD will remain below the State average which is currently \$9.89, and will continue to search for grant funding and alternative sources to support district initiatives. The fee schedule has not been updated since 2022. Ms. Lonczak will prepare research and propose modifications to the current one in 2025. Current grant funding and projected end dates were discussed. Board members posed questions about the budget document and provided feedback for draft edits. A public hearing will be held prior to the vote to approve during the June meeting.

ii. Presentation of draft Cosmetology Code

Ms. Lonczak provided board members a draft 'Cosmetology' code. This code was created by SCHD staff and will be used district-wide to enforce local requirements for business owners who provide salon services, massage, tattooing, barbering, and esthetician services. The new code will provide uniformity as well as cover many newer services and licensure changes within the state that have continually evolved over time.

Mr. Marino, Ms. O'Brien and Ms. Gaudian have agreed to be on the committee to review and edit draft materials. A committee meeting will be scheduled early June to finalize the document. A public hearing will be held prior to the vote to approve during the June meeting.

VI. Report by the Director of Health

i. Operations update

1. Acting DOH request: CTDPH Commissioner approved SCHD's request for Ms. Julia Burdacki to be named as 'Acting Director of Health' effective April 24, 2024. The district was provided a letter acknowledge Julia's approval to serve as Acting DOH when Ms. Lonczak is not available.
2. Payment options: Mr. Lonczak discussed with BOD the need to start accepting credit card payment. Current methods remain cash or check only. She also expressed the need for online options for the new website to offer more accessible payment methods. These new options will be researched and executed after July 1, 2024.
3. New Website update: Ms. Lonczak provided an update on the new website design. She and Ms. Bastien have been working on this project in-house and want to ensure it has the most user-friendly options for visitors along with up-to-date information. The site is near completion and will be launching in May.
4. Fleet update: Ms. Lonczak provided plans for 2 new vehicle purchases by end of summer. Board members discussed future fleet management plans and Ms. Lonczak confirmed she has developed a schedule for purchasing and all vehicles (with the exception of the truck) will be replaced every 5 years. This follows the town of Southington's vehicle replacement policy.
5. Office Remodel (Phase 2) – Ms. Lonczak has secured a company who provides state-bid pricing for new and refurbished office furniture and installation. They were used in 2023 to outfit the community health employee stations. Phase 2 planning will start this fall with an anticipated September completion time.

ii. Grant update

1. ELC 1: Ms. Lonczak informed the BOD that the ELC1 grant cycle ended December 2023. Supporting documentation and expense reports have been submitted and approved by DPH. This grant has been closed out.
2. ELC 2: Ms. Lonczak informed the BOD that a request for extension has been approved and grant funding will now available through June, 2026.
3. Workforce Development: Ms. Lonczak informed BOD that the WFD grant used to support existing staff, aid in retention efforts, and encourage recruitment, has been executed. Grant funding will be used through 2027 to support IT upgrades for staff, office improvements geared towards a healthier environment, well-being initiatives, and conferences (to name a few items.)
4. Immunizations: Ms. Lonczak informed the BOD that this grant contract was executed March 2024 and runs through June 2025. A large portion of the grant was allotted for marketing. The grant may not used to purchase vaccines, Ms. Lonczak discussed vaccination plans for the fall within the three towns and the goal of expanding services.
5. Mainstreet Foundation General Grant Cycle: SCHD applied for a small grant to support the district with offering *Basic Life Saving skills* courses to the community. SCHD currently is offering limited classes for CPR, AED, Stop the Bleed, and BLS. This grant could offer funding to expand services. SCHD staff met with members of the foundation to answer questions and provide explanation for the application in April. A determination on funding has not been made yet.

Mr. Colasanto asked about additional grants to support the district in the future. Ms. Lonczak is currently researching additional sources for grant funding and will seek out new opportunities.

iii. Division Updates

1. Environmental – Ms. Lonczak provided a basic overview of happenings in the environmental health division. She discussed the work an intern has been doing for the district and provided advocacy for the addition of a PT inspector position which has been added to the FY25 budget for review. Local newspapers are reporting on restaurant inspections. SCHD has provided the requested information and three articles have been published with inspection details on Southington establishments.
2. Community Health – Ms. Lonczak provided an overview of the Community Health programming which has been expanding. Ms. Bastien was newly hired as the Community Health Specialist in March and will be managing health promotion programming. She is a certified EMT and has a Master of Public Health. Ms. Swan has been providing vaccination clinics and blood pressure clinics to the district since the fall. QPR trainings have been provided to assist Southington STEPS embark on a high school initiative with staff and students working together. Programming plans are being made for the upcoming seasons and event participation requests have been ramping up. Clinic licensure is nearing completion, along with our reinstatement of the Connecticut Children’s and Adult Vaccine program. A blood drive was held in March at the Southington Municipal Building with the Red Cross. This event was well attended and SCHD will be planning to hold bi-annual drives to support this initiative to save lives.

3. Emergency Preparedness- Ms. Lonczak provided an overview of EP news. Mr. Hunt, ERC for the district, conducted a Point of Dispensing (POD) full-scale exercise on Thursday, April 18th. The exercise was well attended with 17 outside participants from the district, along with all staff members. Mr. Hunt has held multiple trainings which included educating Southington staff members on Basic Life Saving Skills, using an AED, and 'Stop the Bleed.' Mr. Hunt will be working to provide trainings to Middlefield staff in the near future.

VII. Old business

None

VIII. Next meeting: Regular Meeting: June 13, 2024, 5pm, Middlefield Community Center
Public Hearings for FY25 Budget and Draft Cosmetology Code to be scheduled prior to meeting.

IX. Adjournment

MOTION

Mr. Sciota made a motion to adjourn the meeting at 7:09 pm. Mr. Paulhus seconded motion.

Motion approved by unanimous vote.

Respectfully submitted,

Ms. Lisa Bennett