



PLAINVILLE-SOUTHINGTON REGIONAL HEALTH DISTRICT

Serving the communities of Middlefield, Plainville and Southington

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Susan B. Lonczak, M.P.H., R.S., Director of Health

BOARD OF HEALTH MEETING MINUTES

MUNICIPAL BUILDING

April 6, 2023

Special Meeting

Mr. Sciota called the meeting to order 5:15 pm.

Present: Board Members –Ms. Anne Maire Conaty, Mr. Michael Paulhus, Mr. Mark Sciota,
Mr. Robert Yamartino, Ms. Sharon O’Brien Staff – Ms. Susan Lonczak

Absent: Mr. Elliott Colasanto, Mr. Joseph Marino

Approval of minutes – Motion made to approve minutes from December 8, 2022 meeting. Motion carried

Comments by the Chair /Vice Chair: None

*** Due to one member running late, Budget and Fee Schedule proposals moved to later in the meeting.*

Report by the Director of Health:

FDA Food Code adoption – FDA Model Food Code has been adopted and went into effect February 16, 2023. Regulations were changed to reflect new code requirements. The database used to log food inspection reports does not conform to new inspections or regulations. PSRHD is working with other local districts to look at options for updating or changing food databases to be compatible with the FDA Code. Staff attend regular State DPH meetings to work with the new changes and continue with training. There is a learning curve

Grant Funding updates – There are four grants this fiscal year each with different amounts and ending dates. A portion of these grants will cover a part-time nurse, a full-time Community Health Program Director and marketing for the Health Department. Mr. Yamartino asked what happens to staff that are grant funded, Ms. Lonczak replied that funding for the positions may look different year after year, depending on the available grants. Ms. Lonczak will be providing job descriptions to the Board prior to job posting next week.

Office update – File Maker Food Service phase is complete. The database consultant has since retired. Additional phases have not been completed. Ms. Lonczak will be looking into other companies to complete the project.

General update – Ms. Lonczak has been in communication with the Durham Health Department. A retirement in July 2023 will result in the department not being staffed. Conversations have commenced regarding options for the town to join our district. Ms. Lonczak has reached out to DPH for specific guidance on a potential transition as well as information regarding legally changing the name of the district to better represent the towns currently and in the future served.

New Business:

Election of new Board Chair – Ms. Politis resigned in January 2023 as the Board Chair. Ideally the appointed Chair person should be from Middlefield or Plainville. Mr. Colasanto accepted the appointment of Vice Chair at the December 2, 2022 meeting. Next meeting election of chair will be placed on the agenda.

Personnel Policy – Ms. Lonczak discussed need to update current personnel policy. Policy was adopted in 2011 and has not been updated. It does not address Union that was formed in 2019 or more current policies and procedures.

Cosmetology code Future proposal – A draft cosmetology code is under development in the office. Draft may be available to provide to board for review during June meeting.

2023-2024 Budget Proposal – Ms. Lonczak delivered a fully detailed explanation of the FY2024 Budget for the district. The budget increased significantly from previous years due to grant money being awarded. A request for utilizing a portion of the fund balance to invest in 2 new vehicles to update the fleet along with a request for using funds to complete a scanning project. Ms. Lonczak highlighted her use of grant funding to create and support new community health staff and office equipment and work spaces. It was highlighted that these positions are needed in the future to effectively perform the 10 essential services required of a local health district and once funding is no longer available, a plan must be in place to sustain staffing. She indicated that although the town per-capita rate would remain at \$6.65 this year, she intends to increase the rate received from the towns in the following year(s). Mr. Sciota indicated that this amount would need to be reviewed with the towns prior to January 2024 for municipal budgeting purposes. Mr. Paulhus noted that the fund balance has grown significantly, Ms. Lonczak highlighted that staffing levels were low when she was hired and there was a large portion of a year where salary budgeted funds were not spent. She also explained her approach to modifying the existing QuickBooks program to better capture expenses and all money in and out for future growth and planning. Additional information about logistics of the scanning project were provided to the board. Ms. O'Brien asked where the paper files would go after the scanning project is complete. Ms. Lonczak stated that they would potentially be stored off site to allow for expansion within the main office. Ms. Conaty asked if files are kept forever. Ms. Lonczak stated files will remain in the cloud but will also be kept in paper form for reference. Mr. Yamartino asked if there would be a fee increase to offset per capita increases. Ms. Lonczak will evaluate per capita and fee increases. State wide per-capita data was provided to the BOD for reference.

Motion to approve budget by Mr. Paulhus, Mr. Yamartino seconded motion – all in favor, motion carried.

Fee schedule amendment, Effective July 1, 2023 - Ms. Lonczak discussed minor administrative changes. All changes were based on using the schedule for one year and adjusting for clarity and consistency. Late renewal for restaurants will be \$25.00 a day, new fee added for annual permit of supermarkets of \$525.00 per year. Supermarket inspections are lengthy.

Mr. Sciota suggested increasing Per Capita as opposed to raising fees yearly. Ms. Lonczak said that the fee schedule increases for 2022 have brought the district into a very comparable place with other health districts and there is not a large margin to increase at this time.

Motion to approve fee schedule change by Mr. Paulhus, Ms. Conaty seconded motion, all in favor, motion carried.

Motion to enter to Executive Session at 6:26pm by Ms. Conaty, Ms. O'Brien seconded motion, all in favor, motion carried.

Motion made to adjourn Executive Session at 7:16 pm by Ms. O'Brien, seconded by Ms. Conaty, all in favor, motion carried.

Motion made by Mr. Paulhus to approve negotiated Union Contract, Ms. O'Brien seconded motion, all in favor, motion carried.

Motion to adjourn meeting at 7:24pm by Mr. Sciota, motion seconded by Ms. O'Brien.

Next meeting: Thursday – June 8, 2023 – Middlefield

Respectfully submitted,

Ms. Lisa Bennett