



# 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 DIRECTORS** **MEETING MINUTES**

### **Regular Meeting**

**Date:** June 8<sup>th</sup>, 2023

**Time:** 5:00 pm

**Location:** Community Center, Room 3  
405 Main Street, Middlefield, 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

**Absent:** -

Meeting called to order at 5:17 pm by Mr. Sciota

### **I. Roll call**

The roll call showed a quorum was present at 5:20 pm.

### **II. Approval of minutes**

MOTION

Mr. Sciota made a motion to accept the minutes from the April 6, 2023 BOD meeting. Mr. Yamartino seconded motion.

Motion approved by unanimous vote.

### **III. Comments by the Chair /Vice Chair**

None

### **IV. Introduction of new board member - Betsy Gaudian (Plainville)**

Ms. Lonczak provided an introduction of Ms. Gaudian to the Board. She is a Plainville resident with many years of nursing and community health experience. She has been an active member of the Medical Reserve Corp. (MRC) for the Capital region since 2007 which services 41 towns and cities including our member towns with volunteers for public emergencies and basic needs. Ms. Gaudian visited the office prior to her first meeting and Ms. Lonczak provided an 'orientation.'

## V. New Business:

### i. Nomination and election of new Board Chair

- a. Mr. Sciota made a motion to nominate and elect Mr. Colasanto as the Board Chair and Mr. Yamartino as the Board Vice Chair. Mr. Marino seconded the motion. Motion approved by unanimous vote.

### ii. Proposal of District name change:

Ms. Lonczak proposed '*South Central Health District*' as the new name for the health district. The current name does not include Middlefield which was added in 2019. She explained that this name can represent the current member towns and also allow for future growth and expansion if new towns were to join. Ms. Lonczak provided an overview of the legal process to change the name and the anticipated hurdles to be navigated. A tax attorney and the State DPH have been used as resources in the planning process. She provided information to support the need for expediting this process. Current grant funding allows for purchase of branded promotional items with a limited time frame. Her goal is to rebrand and utilize funding while available. Ms. Lonczak explained the rebranding process and provided the BOD with concepts for logos. She also indicated an interest in using a local marketing firm to assist with the process.

Mr. Marino provided the board historical insight on previous name change suggestions and asked additional questions of Ms. Lonczak to better understand her conceptual process. She provided answers for all questions regarding the name and how it would fit the district long term. Mr. Yamartino asked about adding 'regional' to the name and if there is a requirement for a specific 'public health' logo. Ms. Lonczak explained that the BOD has the authority to choose the name and logo. They are not held to a specific requirement by the state with regard to banding and name change.

#### MOTION

Mr. Yamartino made a motion to change the name from the '*Plainville-Southington Regional Health District*' to the '*South Central Health District.*' Ms. Conaty seconded the motion.

Motion approved by unanimous vote.

### iii. Ad hoc Committee Proposals

Ms. Lonczak provided an overview of the process for drafting the *Cosmetology/Salon code* and the amendment of the *Personnel Policy* for the district. She and her staff have been working on initial drafts for consideration. She proposed the involvement of any interested BOD members in this process and asked for volunteers.

1. Mr. Colasanto and Ms. O'Brien volunteered to be on the *Code Updates committee*.
2. Mr. Sciota and Mr. Paulhus volunteered to be on the *Personnel Policy committee*.

Ms. Lonczak will coordinate with both committees to set up scheduled future meetings.

## VI. Report by the Director of Health:

### i. Staff promotion and addition of three new hires.

Ms. Julia Burdacki was promoted to Chief Sanitarian to replace Ms. Davis who left mid-May. Ms. Gillian VanderVliet was hired as the Community Health Program Director. Ms. Aria Swan was hired as the Part Time Public Health Nurse. Ms. Fallon Foreman was hired as the new Sanitarian. The district is fully staffed at this time.

### ii. Request for letter endorsing ‘Acting Director’ (Chief - Julia Burdacki)

Ms. Lonczak informed the BOD that she will be requesting formally to the state for Ms. Burdacki to be considered ‘*Acting Director*’ for the district. She will draft a letter for the BOD to sign that complies with state requirements and will submit to DPH on behalf of the board.

### iii. ELC grant update

#### *ELC1*

Ms. Lonczak explained she will be spending all remaining funds through the remainder of the year. Her extension ends December 2023. The primary use of the remaining funding will go towards supporting the salary of the newly hired Public Health Nurse.

#### *ELC2*

A signed contract will be coming from DPH within the next week. All budgeted items have been lined up and ready to purchase once documents are signed.

### iv. Office update

Ms. Lonczak discussed modifications within the office to accommodate for new staffing needs and over all work flow performance. Painting updates and floor polishing were completed. New furniture options are being quoted and drawn up to create the new ‘Community Health’ division area. Floor plan design options were shared with the BOD.

### v. Scanning Project Update

Ms. Lonczak will be moving along swiftly with the approved scanning project to digitize street files for all three towns. She briefly went over the process that will occur and expects to have the project initiate in early July. The scanning portion of the project should be completed in 8 weeks. Software and website development will follow after to provide a portal open to the public and internal access to staff. Off-site storage ideas for existing file cabinets will be explored.

## VII. Next meeting: Thursday, September 14, 2023 – Plainville Municipal Center

## VIII. Adjournment

### MOTION

Ms. O’Brien made a motion to adjourn the meeting at 6:20 pm. Mr. Marino seconded motion.

Motion approved by unanimous vote.

Respectfully submitted,

Ms. Lisa Bennett