**BOARD OF DIRECTORS**

**MEETING MINUTES**

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| **Regular Meeting** |
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| **Date:**  | September 14, 2023 |
| **Time:** | 5:00 pm |
| **Location:**  | Plainville Municipal Center |
|  | One Central Square, Room 302 |

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| **Present:**  | Ann Marie ConatyBetsy GaudianJoseph MarinoSharon O’BrienMichael PaulhusMark SciotaRobert Yamartino |
|  | Susan Lonczak, DOH |
|  | Lisa Bennett, Recording Secretary |
|  |  |
| **Absent:** | Elliott Colasanto, Vice Chair |

Meeting called to order at 5:10 pm by Mr. Sciota

1. **Roll call**

The roll call showed a quorum was present at 5:12 pm.

1. **Approval of minutes**

MOTION

Mr. Paulhus made a motion to accept the minutes from the June 8, 2023 BOD meeting. Ms. O’Brien seconded motion.

Motion approved by unanimous vote.

1. **Comments by the Chair /Vice Chair**

None

1. **Amendment and Restatement of the Bylaws**

Members of BOD were provided 30 days’ notice pursuant to the PSRHD bylaws to make amendments and restatement of the existing bylaws. This notice included an outline of the changes as well as a draft version with proposed changes. An opportunity to offer comment was offered prior to and during the meeting. In addition to the proposed changes, Mr. Marino suggested modifying Article III, Section 2. a and c and f, along with Article VI, Section 7.

Changes proposed:

**Article I – Name**

Omit *‘Plainville-Southington Regional Health District’* and replace with *‘South Central Health District.’*

**Article II, Section 1. – Mission**

Omit existing mission statement and replace with the following:

**Mission:** The South Central Health District is committed to improving the health and well-being of the communities served through prevention of disease, promotion of healthy living, and protection of the environment.

**Vision:** Healthy people in safe communities.

**Core Values:** Professionalism

Prevention of disease and injury

Promotion of healthy living

Advocacy for individuals and communities

 Community Partnering

 Education for everyone

 Respect and integrity

**Article III, Section 2. Board of Directors**

Omit the word *‘desired.’*

1. Replace with: *‘Enforcement of applicable state, district, and local laws, regulations, codes, and ordinances pursuant to Section 19a-241(a) of the Connecticut General statues.’*
2. Add the word *‘conduct’* before *‘periodic performance evaluation.’*

**Article VI, Section 7.**

Omit the following excerpt: *‘including at least one affirmative vote of a Board member from each town’*

MOTION

Mr. Paulhus made a motion to accept the Amendment and Restatement of Bylaws. Ms. O’Brien seconded motion.

Motion approved by unanimous vote.

1. **Community Health Program Staff Introductions**

Due to scheduling conflicts, Community Health Program staff were unable to attend. They will be added to a future agenda.

1. **New Business**
	* 1. **‘South Central’ name change status**

Ms. Lonczak will complete all necessary DPH, IRS, and remining entity notices regarding name change. New logos, letter head, signatures, car decals, and email signatures have been developed and finalized. All items that require a change in logo (forms, applications, educational materials, etc.) are currently being modified to meet the October 1 deadline. Promotional items have and will continue to be purchased to ensure a seamless promotion and rebrand in the communities served. Website redevelopment, social media, and town websites will be modified to reflect the change.

* + 1. **Immunization Grant update**

The district will be awarded with a grant totaling $152,334 for the use of promotion of immunizations and vaccinations in the community. The grant will go through June 30, 2024 with the possibility of an extension through 2025. Ms. Lonczak shared that the application and budget have been submitted. She anticipates a contract being issued this fall with funding available as early as September. A portion of the total allotment must be used for media engagement. Initial meetings with marketing firms have been held to work towards meeting this deliverable.

* + 1. **Workforce Development Grant update**

The District will be awarded with a grant totaling $166,330 for the use of workforce retention, training, recruitment, and promotion of the Public Health Field. Staff have been invited to provide feedback on what is important to them personally. This grant may be used over a four-year period. The application has been submitted. Once approved, a budget will be submitted.

1. **Report by the Director of Health:**
2. **ELC 1 & 2 Grant update**

Ms. Lonczak reported that the ELC1 grant extension will be ending December 31, 2023. The remaining funds are currently being used to employee the PT Public Health Nurse. The ELC2 Grant contract was executed in July of this year and has been used primarily for staffing of a newly created community health position, creation of the division to support the grant deliverables, and will cover the nurse position starting in January 2024.

1. **Office update**

Ms. Lonczak reported updates on new furniture and office modifications to accommodate newly created positions through ELC grant funds. The office transition is still in process, but is expected to be complete this fall. An existing storage unit housing remaining PPE (some expired) has been donated to a Ukraine Organization and all usable items have been shipped to those in need. The storage unit will be closed out and no longer used. An offsite location has been secured in walking distance to the office to move paper files, promotional materials and items not used every day in order to make space for additional staff and allow for a more organized work environment.

1. **Scanning Project Update**

Plainville and Southington files were collected by ScanOptics in August. All files are no off-site being scanned. The office staff are able to request digital copies from the company while the project is underway. This allows for continued service to the public. Middlefield files will be part of phase 2. A focus on separating land records in order to scan health related files will be prioritized in the new year. Once scanning is complete, staff will be trained on a new data base system where all files will be moved to. A link for public access will be provided on the district and member town websites.

1. **Division Updates**
2. **Environmental**

Ms. Lonczak commented on the continued large volume of inspections, complaints, active new construction and complicated hoarding and lead paint cases. Staff collaboration and high-level execution have continued.

1. **Community Health**

A public health nurse and Community Health Program Director were hired in May. Throughout the summer, both staff members have hit the ground running to stand up a division designed to provide education, communicable disease response, programing and execution of future vaccination services. The transformation is inspiring! Both staff have prioritized meeting community partners, understanding the community needs, and building programs based on each specific town. A blood pressure screening program was held in Middlefield at the community center with seniors. This program will continue throughout the community at many different locations as well as during upcoming vaccination clinics. In the next few months, many new developments will be happening. We met with Dr. Bogdanski to go over ways we can utilize his expertise as our medical advisor and forecast future collaboration.

1. **Emergency Preparedness**

Mr. Hunt has been providing CPR/AED training to community partners. Classes have been provided to town employees of Plainville, members of the Southington Fire Department and the Southington CERT Team. Planning for future classes for more community-based offerings are being explored. Ms. Lonczak and Mr. Hunt are in the planning process of a table-top exercise with community partners to be completed in March of 2024.

1. **Old Business**
	* + - 1. **Continuance of Ad Hoc Committee formation**

Ms. Lonczak requested a continuance of committee formation and execution until after the new year.

1. **Executive Session – Contractual Matters**

MOTION

Mr. Paulhus made a motion to enter into Executive Session at 6:43 pm. Ms. O’Brien seconded motion.

Motion approved by unanimous vote.

Executive session ended at 6:49pm

1. **Next meeting: Thursday, December 7, 2023 – To Be Determined**
2. **Adjournment**

MOTION -

Mr. Paulhus made a motion to adjourn the meeting at 6:51 pm. Ms. O’Brien seconded motion.

Motion approved by unanimous vote.

Respectfully submitted,

Ms. Lisa Bennett

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