

East Shore District Health Department  
688 East Main Street  
Branford, CT 06405

Executive Special Board Meeting Minutes  
Thursday March 16, 2017

Present: Dennis Nastri, Angela Carrano, Elaine Anderson, Chris Manna, Michael Pascucilla, Lois Lehr (conference call)

Absent: Elias Najjar (Medical leave), Darlene Zimmermann

Meeting called to order at 5:45 by Dennis Nastri.

- I. Public Comment: No members of the public present
- II. Approval of the January 12, 2017 Minutes: Motion to accept minutes was made by Elaine Anderson. Angela Carrano 2<sup>nd</sup>. All in favor.
- III. Correspondence: A mock up of the new sign was presented. Cost will be \$1600
- IV. Presentations:
  - A. Joyce Forte – Human Resources Consultant – Her resume and proposal was presented to the Board. She will be reviewing policies and procedures for ESDHD which is also required for the accreditation application. She will be developing HR checklists, procedures for new hires and orientations. The quote given was for 200 hours at \$50 per hour. She is aiming to have the job completed by June, 2017. After she left the meeting a vote was made. Angela Carrano made a motion to hire Joyce Forte, Elaine Anderson 2<sup>nd</sup>. All in favor
  - B. Credit Card/On-line Business Transactions – Jeremy – East Commerce Solutions – His company is a third party, not a bank. Since ESDHD is a municipality credit card fees can be passed on to the consumer. For the first three months, all monthly fees and equipment fees will be waived. After three months there will be a \$7500 minimum to avoid the fees. If the \$7500 is not met there will be a \$20 monthly fee as well as a \$6.95 equipment rental fee. The money will be deposited into ESDHD's bank account 48 hours after transactions. After contract is signed it will take 5 business days to implement. On-line payment capabilities will be set up as well. Michael Pascucilla will go ahead with setting this up.
- V. State 2017 Legislative Session:
  - A. Public Health Committee Bills: DPH Regionalization – Michael Pascucilla testified on the budget, food allergy bill, regionalization. FDA code – CT has it's own code currently. Will be adopting the FDA code. Angela Carrano discussed other bills – Opioid bills, marijuana legalization bills
  - B. State Per Capita Funding – 10% cut proposal – Michael Pascucilla testified against it. The per capita rate will be lowered from \$1.85 to \$1.44.
  - C. Public Health Legislative Breakfast – March 24, 2017 – Michael Pascucilla and Angela Carrano will be attending. Will discuss public health funding
- VI. Business
  - A. Grant Status
    1. PO Boat 2017 Season – Finalizing. ESDHD is scheduled to get shy of \$250,000.00 as well as \$90,000.00 towards the operation of two boats.
    2. FDA Grant Award – Environmental Health/Food Safety Summer Position – ESDHD has made it through the first two stages. An environmental health student has chosen the district, will have a conference call with Michael

Pascucilla next week. If both sides are in agreement she will be placed at ESDHD for 10 weeks this summer. All paid for by FDA. Kudos to Alex Cinotti who wrote the grant.

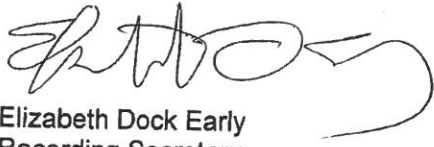
3. CDC Fellowship Application & Yale New Haven Health Hospital – ESDHD was not awarded this grant.
- B. ESDHD Office Enhancement/Costs- Status. The landlord has been working with ESDHD to bring the offices up to code. He has been paying for most of the costs incurred. ESDHD will be responsible for the cost of window treatments, change of lighting in the large conference room. Lois Lehr donated a painting that she did of the trolley trail. All thanked her.
- C. Spring Semester Water Quality Project – Yale University – 3 MPH students and 1 PH undergrad have been working on crunching the numbers. State and local data to come up with a pre-emptive closure numbers. At end of project will present a white paper to area directors.
- D. ESDHD Staff Vacancies Status –
  1. Cosmetologist has resigned. His position will be rolled into the sanitarian position.
  2. PT Front desk position is not filled yet. Fran has been putting in more hours to assist until position has been filled. She is now working 29 hours, she will go back to 20 hours when the new person is hired.
  3. Lois Lehr asked about the APRN position – Due to the amount of hours needed (approximately 4 hours per week), Michael Pascucilla is now discussing sharing an APRN with other districts.
- E. Community Foundation Grants – 2017 Solar-Electric PO Boat Match – There have been several grants submitted. 75% of the \$200,000.00 will be paid by the state. ESDHD will need to raise \$50,000.00. This money will come from grants, selling of the old boat and possible fund raisers. Most of the use of the PO Boat is from Branford residents. West Haven and New Haven are covered by the Boat's territory so they will be approached for donations.
- F. ESDHD Revised Cosmetology Ordinance – Status – The revised ordinance has been drafted. The focus group meeting was rescheduled (due to the snow storm) to next week. It will then go to a public hearing.

#### VII. Director's Report

- A. 2017-2018 Budget Process – Meeting scheduled with the budget committee on April 6, 2017 at 11:00am.
- B. PHAB Accreditation Status –
  1. Had a CHP meeting today and discussed how to address social problems in the community. The Community Dining Room is supporting members from other towns.
  2. Working on documentation for accreditation. Each person has a list of domains. Joyce Forte will be assisting with the process.
  3. Strategic Plan will be ready in the Fall. Will be presented to the Board for their recommendations. Pre-application target date is Spring 2018.
- C. Union Contract Negotiation Schedule/Committee – Meeting on March 21, 2017 with the labor attorney to put the best strategy with compromise together.
- D. ESDHD PH Activity Reports – passed around to Board

VIII. Adjournment – Elaine Anderson made a motion to adjourn, 2<sup>nd</sup> by Chris Manna. All in favor. Meeting adjourned at 7:11 PM.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Elizabeth Dock Early', with a long, sweeping flourish extending to the right.

Elizabeth Dock Early  
Recording Secretary

Next meeting will be held on April 13, 2017 at 5:30 PM.

