

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

Executive Board Meeting Minutes
Thursday May 11, 2017

Present: Dennis Nastri, Lois Lehr, Angela Carrano, Elaine Anderson, Chris Manna, Virginia Fallon, Michael Pascucilla

Absent: Elias Najjar (Medical leave), Darlene Zimmermann

Meeting called to order at 5:34 by Dennis Nastri.

- I. Public Comment/ESDHD Budget Hearing - No members of the public present
- II. Welcome to Virginia Fallon – new Board member from North Branford. 1971 UConn pharmacy graduate, sits on Library Board.
- III. Budget – Proposed budget 2017/2018 presented to Board. Total proposed capital expenditures \$1,539,479. Per capita \$7.98. State per capita has been cut by 20%. The district towns have accepted the budget. Michael Pascucilla noted that Marsha Davis' position had been increased from Part Time to Full Time to a salary of \$48,000. He recommended an increase for Marsha Davis' salary by 3% (\$1,440.00). She has been working with Joyce Forte the HR consultant and will be taking on more responsibility. A possible job title change will be discussed. There are no other major changes to the budget. The revenue for services/fees is expected to be \$180,151.00. Health insurance cost increase to \$119,713.00 due to a 6.75 increase from Blue Cross. Elaine Anderson made a motion to accept the budget as amended. Virginia Fallon 2nd, all approved. Budget passed.
- IV. Approval of the March 16, 2017 Minutes: Motion to accept minutes was made by Angela Carrano, Lois Lehr 2nd, Virginia Fallon abstained. All others in favor.
- V. Correspondence – Letter from North Branford Town Council appointing Virginia Fallon to the ESDHD Board of Directors for one year. Michael Pascucilla will write to them requesting an amendment to appoint her for three years.
- VI. Internship Presentations:
 - A. Two SCSU senior interns, Amanda Gemme and Mai Kader, presented about their experience at ESDHD. They worked on numerous projects; Biggest Winner, Falls Prevention booth at health awareness fair, assisted with Health Education Conference held at ESDHD, put together video about healthy sleep habits, took water samples, restaurant inspections, dropped off animal for testing. Both were very grateful to ESDHD for the opportunity and thanked the Board, Barbara Naclerio and the rest of the ESDHD staff.
 - B. Alison Tyliczszak presented for Danielle (MPH student) who was too ill to present. Met once per month regarding maternal child health. Designed several handouts regarding; childhood nutrition, breastfeeding tip sheet, age appropriate nutrition

guideline, father's roles in breastfeeding and child nutrition. She shared these with the families. Next step will be translating the handouts into Spanish.

- C. Alison Tyliszczak discussed how the Maternal Child Health Program is doing. They are at capacity now. Have 42 moms and 9 dads. Have submitted a letter of intent for a 2 year, \$65,000.00 grant. This will allow for hiring a lactation specialist. Will apply for other grants if denied.
- D. 4 MPH Yale Students –worked on pre-emptive closures. They also presented their project/data at the State Directors of Health Beach Water Quality Meeting.

VII. Old Business

- A. Grants – Status
 - 1. Shoreline PO Boat 2017 Season/Contracts – Grant has been executed. \$100,000.00 ~ to run the service. The PO Boat Services is up and running.
 - 2. FDA/NEHA Grant Award – Environmental Health Intern –Kellyn – Carolina State University – 10 week paid intern, paid for by FDA. Working on water quality testing program, PO Boat and other ESDHD projects.
- B. Credit cards – Program is up and running. Waiting for a final sign off from Joyce. Not being used yet. Needs policies and procedures finalized and signed off. Then will do the training. There will be a fee to the client of 3% + \$.25 per transaction. The fee will be clearly stated and on receipts.
- C. HR Policies and Procedures Update – Temporary Consultant Position – Joyce Forte – moving forward. Marsha Davis is being trained.
- D. ESDHD Staff Vacancies – Status – job descriptions are being finalized. Administrative Assistant and shared APRN.
- E. Have submitted an application for an Out Patient Clinical license. Still have to have a fire inspection, possible opening mid-summer. Have begun STD screenings already.

VIII. New Business

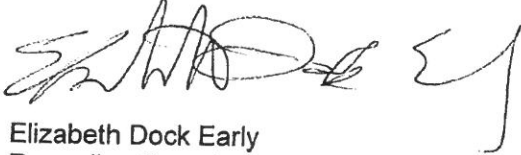
- A. ESDHD Proposed Cosmetology Ordinance Revisions – Status –Have had two focus group meetings – 4/3/17 and 4/26/17. The results have shown that the cosmetologists want training programs. Want to be certified. ESDHD will draft ordinances regarding training. If an establishment can demonstrate internal training they can opt out of the ESDHD training. Sanitarians are doing the inspections. The focus group showed that the establishments want professional freedom to self regulate. Health educators will do the training, there is no funding from the state. A possible intern project was discussed – developing an online training program. Will be addressed again in the future.
- B. 2017 Solar-Electric Shoreline PO Boat Fundraiser – Contract will be executed next year. Need to raise \$50,000.00. Planning a fundraiser. Sept 21 (rain date TBD). Golf tournament held at Pine Orchard Golf Course for 36-44 golfers. After the golf tournament there will be a Thimble Island cruise and then a dinner event. Will set up a Go Fund Me page to assist with fundraising. There is a fundraising committee. There will be a table at the Branford Festival with a raffle and an event on July 21 at the Stony Creek Brewery.

IX. Director's Report

- A. Executive Session – Lois Lehr made a motion to go into executive session at 7:10 PM, 2nd by Elaine Anderson. All approved. Angela Carrano made a motion to come out of executive session at 7:25 PM, Elaine Anderson 2nd, all approved.
- B. PHAB Accreditation Status – Poster on wall documenting progress. Have met a few domains. Plan to begin the strategic planning in the fall. Meetings are being held internally.

- C. Union Contract Negotiation – met with attorney today submitted a 2 year contract proposal. Awaiting response.
 - D. ESDHD PH Activity Reports – passed around to the Board members
- X. Adjournment – Angela Carrano made a motion to adjourn, Chris Manna 2nd, all approved.
Meeting adjourned at 7:43PM.

Respectfully Submitted,



Elizabeth Dock Early
Recording Secretary

Next meeting will be held on June 8, 2017 at 5:30 PM.

