

**REGULAR MEETING
OF THE BOARD OF DIRECTORS
Thursday, January 11, 2024 – 5:30 p.m.**

MINUTES

Present: Chair Danielle Steward-Gelinas, Vice-Chair John Kiker, Treasurer Ken Nogacek, Secretary Susan Vincent, Steve Buttermore, Brian Clinton, Tom Gotowka, Ryan McCammon, Eugene Pfeifer (by phone), Tracee Reiser, Kent Sistare, Director of Health Jennifer Muggeo

- I. CALL TO ORDER
 - a. Chair Steward-Gelinas called the meeting to order at 5:36pm
 - b. J. Kiker moved approval of the Meeting Minutes of 11/9/23. B. Clinton seconded the motion which was approved unanimously.
 - c. K. Nogacek moved approval of the Special Meeting Minutes of 12/18/23. S. Vincent seconded the motion. The motion passed with D. Steward-Gelinas and T. Reiser abstaining.
- II. Public Participation – none
- III. Report from Chairperson – none
- IV. Communication from Board Members – none
- V. Reports from Subcommittees – none
- VI. Report from the Director of Health – presented as attached
- VII. Financial Reports – presented as attached
- VIII. Old Business
 - a. The Director of Health distributed copies of the latest draft of the Strategic Plan, which will be finalized and discussed at the March meeting
 - b. D. Steward-Gelinas moved that the Board hold a Public Hearing regarding proposed changes to the LLHD Cosmetology Regulation on March 14, 2024
- IX. New Business. T. Reiser seconded the motion which was approved unanimously.
 - a. D. Steward-Gelinas moved approval for the HVAC updates to move forward as presented. K. Sistare seconded the motion which was approved unanimously.
 - b. D. Steward-Gelinas moved that the Board authorize the Director of Health to sign Department of Public Health and Department of Mental Health and Addiction Services contracts from January 11, 2024 through December 31, 2024. K. Sistare seconded the motion which was approved unanimously.
- X. Other – none
- XI. Adjournment – J. Kiker moved adjournment at 6:04pm. K. Sistare seconded the motion which was approved unanimously.



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Report from the Director of Health

January 2024

Thank you all for your understanding that I am delayed with this report and a few other items due to a death in our family. Here are the administrative and policy items I have to update you on, please let me know if you have any questions.

1. **Capital Improvements on 216 Broad:**

-I shared in my last report that we would be beginning the project to replace the sewer line. Unfortunately that project plan fell through as the line runs across the park property next door and the City wants the new line to be contained on our property. The property manager and contractor are going back to the drawing board with a redesign proposal.

-Included on this meeting's agenda is a proposal to make some improvements to the HVAC system.

2. **74 Garfield:**

-Thank you for coordinating calendars for the Special Meeting that was held December 18. Based on our willingness to sign the lease and purchase and sale agreements the Community Land Trust is finalizing their financing and we expect they will close on the building next week.

-We've made some minor electrical repairs to address some safety concerns and are getting ready to open the food pantry (in a "Phase One" configuration where the food will be set up on tables in the meeting room) next week!

3. **Strategic Planning:** I'm sharing a draft of the Strategic Plan and Implementation Plan. I'll finish finessing these with the consultants and send you the final versions, along with a reporting template for you to formally adopt at the March meeting. Again, thank you for your understanding about the delay here.

4. **Grants and Finances:**

-The audit is almost complete; they are waiting for some information regarding our liability under the defined benefit plan from the Town of Groton's audit. The fieldwork went well and I don't expect there will be any significant findings in the final audit report.

-We learned this week that DPH received a no cost extension from CDC for the "ELC2" grant; this is great news because instead of figuring out how to spend a relatively large sum of money between now and May we are able to use the unspent funds to support the team's efforts over two years.

-As you know, per statute we use the population figures provided to us by DPH to calculate our member's contributions. On December 29 DPH announced that there were some data errors in the

latest population estimates and that OPM had directed state agencies to use the figures from the prior year. Since the Board approved my recommendation to keep the per capita rate flat for another year, this means each town will pay exactly what they paid for FY24. Thankfully I had not yet alerted all the towns to the amounts that were based on the faulty numbers and for the towns that had already received the budget packet the adjustments were very minor.

5. **Advocacy:**

-As I shared in my last report, we've entered into a monitoring contract with Gallo and Robinson to support collective advocacy efforts to advance health equity. They won't actively be lobbying for us but will help us be aware of public hearings and movement on legislation that will support health equity so we don't miss an opportunity to share information with our legislators. If you are individually interested in being part of these efforts please let me know.

-The Health Improvement Collaborative, New London Human Services Network and Eastern Connecticut Health Improvement Collaborative co-hosted a training today that was very well attended and beneficial to our collective advocacy and community building efforts.

6. **Information Technology:**

-The IT projects we undertook last month went very well.

-The Positive Pay system on the checking account is up and running.

-We did learn that we have to transition to a new phone system at the end of February; our current provider is leaving the market. We have some planning and coordination work to do and everyone will have to learn the new system but I hope it will be seamless to the community. The new system includes some great new features like the ability to text from our desk phones and video conferencing.

7. **Human Resources and Workforce Development:**

-We have successfully filled our Environmental Health Technician I position; Wendy Ireland started with us on 1/10 and will be a great addition to the team. We continue to welcome applications from Environmental Health Professionals who are already certified but may end up hiring another uncertified person in the absence of such candidates.

-We expect to make a decision about the Public Health Nurse position next week.

Respectfully submitted by Jennifer Muggeo, MPH, Director of Health