

**SPECIAL MEETING OF THE FINANCE COMMITTEE  
OF THE BOARD OF DIRECTORS  
Thursday, June 14, 2018 – 4:30 p.m.  
Ledge Light Health District, 216 Broad St., New London, CT**

***AGENDA***

- I. CALL TO ORDER
- II. APPOINTMENT OF AUDITOR FOR FY19
- III. ALLOCATION OF FY18 FUND BALANCE
- IV. ADJOURNMENT

***POSTED: District Office / Town of East Lyme Clerk's Office / Town of Groton Clerk's Office /  
City of Groton Clerk's Office / Town of Ledyard Clerk's Office / Town of Lyme Clerk's Office /  
City of New London Clerk's Office / Town of North Stonington / Town of Old Lyme Clerk's Office /  
Town of Stonington/ Town of Waterford Clerk's Office***

**REGULAR MEETING  
OF THE BOARD OF DIRECTORS  
Thursday, June 14, 2018 – 5:30 p.m.  
Ledge Light Health District, 216 Broad St., New London, CT**

**AGENDA**

- I. CALL TO ORDER
  - a. Adoption of the Meeting Minutes of 5/10/18
- II. PUBLIC PARTICIPATION
- III. REPORT FROM THE CHAIRPERSON
- IV. COMMUNICATION FROM BOARD MEMBERS
- V. REPORTS FROM SUBCOMMITTEES
  - a. Personnel   b. Finance   c. Bylaws   d. Health Equity
- VI. REPORT FROM THE DIRECTOR OF HEALTH
- VII. FINANCIAL REPORTS
- VIII. OLD BUSINESS
- IX. NEW BUSINESS
  - a. Appointment of Auditor for FY19
  - b. Allocation of FY18 Fund Balance
- X. OTHER
- XI. ADJOURNMENT

**POSTED: *District Office / Town of East Lyme Clerk's Office / Town of Groton Clerk's Office / City of Groton Clerk's Office / Town of Ledyard Clerk's Office / Town of Lyme Clerk's Office / City of New London Clerk's Office / Town of North Stonington Clerk's Office / Town of Old Lyme Clerk's Office / Town of Stonington Clerk's Office / Town of Waterford Clerk's Office***

**DRAFT**  
**REGULAR MEETING OF THE BOARD OF DIRECTORS**  
Thursday, May 10, 2018 – 5:30 p.m. Ledge Light Health District

The Regular May meeting of the Ledge Light Health District Board of Directors was held on Thursday, May 10, 2018 – 5:30 p.m., at Ledge Light Health District, 216 Broad Street, New London.

Present were Chairperson Kent Sistare, Treasurer Ken Nogacek, Secretary Sue Vincent, Candace Devendittis, Danielle Gelinis, Susan Graham, Stephenie Guess, Bonnie Reemsnyder, Sally Ritchie, Kevin Serpa, Director of Health Steve Mansfield, and Supervisor, Administration/Finance & Special Projects Jen Muggeo, and Estelle Harrison, Supervisor of Environmental Health Ryan McCammon, and Old Lyme Resident Tom Gotowka.

Absent excused were Vice Chair Jackie Massett, Steve Carlow, Robert Carlson, Barbara Gerrish, Tracee Reiser, Frank Silva, Rob Simmons, and Karen von Ruffer Hills.

- I. CALL TO ORDER- Chairperson Sistare called the meeting to order at 5:33 p.m.
  - a. Adoption of the Meeting Minutes of April 12, 2018 - After a motion by K. Nogacek that was seconded by S. Vincent, the minutes were unanimously approved.
- II. PUBLIC PARTICIPATION– none.
- III. STAFF PRESENTATION- Ryan McCammon, Supervisor of Environmental Health, provided an overview of Digital Health Department.
- IV. REPORT FROM THE CHAIRPERSON- none.
- V. COMMUNICATION FROM BOARD MEMBERS- none
- VI. REPORTS FROM SUBCOMMITTEES
  - a. Personnel- none. b. Finance- none. c. Bylaws- none; d. Health Equity- none
- VII. REPORT FROM THE DIRECTOR OF HEALTH- S. Mansfield provided detail on his written May report.
- VIII. FINANCIAL REPORTS- J. Muggeo presented the financial report.
- IX. OLD BUSINESS
  - a. Town of Lyme- Sue Vincent moved that the Ledge Light Health District Board of Directors offers District membership to the Town of Lyme and authorizes Stephen Mansfield, Director of Health, to sign a formal Operations Agreement, contingent upon Lyme voting to join the District at a public meeting scheduled for Thursday, May 17, 2018. B. Reemsnyder seconded the motion which was approved unanimously.
- X. OTHER- none
- XI. ADJOURNMENT - After a motion by K. Serpa that was seconded by K. Nogacek, the meeting adjourned at 6:31 p.m.

**Director's Report / Staff Report**  
**Stephen Mansfield REHS, MPH**  
**Director of Health**

June, 2018

**Preparedness Fiduciary/Administrative Agent**

As the Region 4 Healthcare Coalition fiscal year ends, we are focused on the completion of final program and financial reports, ensuring that sub-contractor grant deliverables are met and budgeted funds are expended. Concurrently, we are concentrating on fiscal year 2018-2019 workplans and budgets. At the Region 4 Healthcare Coalition (HCC) May meeting, coalition members made a motion that Director Stephen Mansfield be reinstated as HCC Co-Chair beginning at the end of the May 17<sup>th</sup> meeting, which passed unanimously. Steve previously chaired the HCC for approximately 6 years. We are seeking a hospital member as HCC Co-Chair.

**Environmental Health**

Staff

Chris Seery and Gabriella Watstein recently completed their State of Connecticut Lead Inspector training, a three-day course which covers the state regulations and statutes concerning childhood lead testing and inspections. They will both attend the two-day Lead Risk Assessor training which includes background on producing epidemiological reports and risk assessments.

Chris and Charlene Swink challenged the State of Connecticut Registered Sanitarian exam last Friday, an extensive environmental health exam covering topics such as food safety, septic, pools, rabies, radiation, water chemistry and air/water/land pollution.

LLHD welcomed back Senior Sanitarian George Calkins with the Town of Lyme voting to join LLHD in mid-May. George retired from LLHD at the end of December after more than eleven years with LLHD and more than forty years in CT public health and will rejoin our team as a part time sanitarian, assigned mostly to the Town of Lyme Land Use activities (septic and wells).

Senior Sanitarian Kimberly White will be leaving LLHD after more than 11 years to work with the FDA (Boston Office). Kimberly has headed up our East Lyme/Waterford land use activities and coordinated our bathing water, shellfish and some emergency preparedness activities for the last few years. Kim will be the fourth LLHD sanitarian who has gone on to an environmental health position with a state or federal agency and we wish her the best. With the recent expansion of the district and Kimberly's departure, LLHD is in the process of hiring new staff to provide services to ten municipalities.

Licensing

Tyler Do-Taylor has coordinated the distribution of licensure invoices and collection of fees for our >1500 regulated facilities (foodservice, cosmetology, lodging, and pools). The relicensure process has been very smooth and our delinquency rate is very low.

Land Use

Spring rains and warm weather has brought an increase in the already busy land use activities, with our staff responding to new construction, additions, and numerous failed septic systems. Large construction projects have also continued across the district including new or renovated schools in Ledyard, New London, North Stonington, and Stonington.

### Food

Charlene Swink, Katie Baldwin, and Chris Seery will present the final versions of our newly updated plan review guidelines for food establishments and mobile food vendors at the June Environmental Health Staff Meeting. We are modeling our new documents on plan review documents provided by FDA, the 2017 FDA Food Code and plan review documents created by other CT health departments/districts. The State of Connecticut recently established Public Act 18-168, which modified language from last year's Public Act 17-93 (An Act Concerning the Department of Public Health's Recommendation Regarding Adoption of a Model Food Code). Changes include a modified definition for Class I facilities, exemption of residential care homes with thirty beds or less, extending the states time to implement and approve regulations to adopt the current FDA Food code by no later than January 1, 2019, extending the time period for existing Connecticut Inspectors to complete the necessary training to become an inspector under the new code by January 1, 2019, and instituting a Designated Alternate for the Certified Food Protection Manager in all Class 2-4 facilities. Katie Baldwin is the LLHD Food Inspector Training Officer (FITO) who will be coordinating the new code implementation and training of staff. Katie has also been asked to assist the Chatham Health District's FITO concerning her recent training with the CT Food Protection Program's FITO pilot training.

The Spring/summer LLHD farmers market season has begun with markets opening in all but three of our municipalities in the last few weeks. LLHD offers annual training to market masters (who run the markets) in the spring concerning the latest information on activities that require (or do not require) permits, inspections and potential fees. We then conduct inspections of the markets to ensure the health code is enforced and necessary permits are obtained. In Spring 2017, LLHD coordinated a meeting of all Eastern CT health districts to discuss how we all implement licensing and inspections of farmers markets. LLHD has one of the least costly and most permissive permitting systems of any district in Eastern CT (exempting fees for all farmers, licensed LLHD food service facility or booth conducting simple sampling and extending our temporary permit license to all LLHD Certified Farmers market for the entire calendar year).

### **The Health Enhancement Community**

The Health Enhancement Community (HEC) initiative is part of Connecticut's comprehensive State Innovation Model (SIM) to promote healthier people, better care, smarter spending, and health equity. It focuses on creating the conditions that promote cross-sector community-led strategies focused on prevention that can be sustained through sharing in the healthcare cost savings they generate. The Health Improvement Collaborative of SECT has been selected as one of four coalitions across the state being asked to provide recommendations on HEC design and community-specific solutions to support development of an actionable HEC strategy. As part of our first "Deep Dive" session on June 7th, members of our collaborative reviewed evidence-based interventions that have been shown to result in healthcare cost savings and narrowed them down to those which best fit our community health priorities. In July, we will have a second "Deep Dive" which will focus on defining our geographic area for purposes of this initiative, defining accountability for our project, and mapping assets in our community.