

**REGULAR MEETING
OF THE BOARD OF DIRECTORS
Thursday, February 14, 2019 – 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 1/10/19
- 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
 - a. Executive Session for Personnel Matters (Mansfield)
- IX. NEW BUSINESS
- 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 / 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, January 10, 2019 – 5:30 p.m. Ledge Light Health District

The Regular monthly meeting of the Ledge Light Health District Board of Directors was held on Thursday, January 10, 2019 – 5:30 p.m., at Ledge Light Health District, 216 Broad Street, New London.

Present were Chairperson Danielle Steward-Gelinas, Vice Chair Stephenie Guess, Treasurer Ken Nogacek, Secretary Sue Vincent, Robert Carlson, Barbara Gerrish, Tom Gotowka, Tracee Reiser, Kevin Serpa, Kent Sistare, Lucy Schlink, Director of Health Steve Mansfield, Supervisor Administration/Finance & Special Projects Jen Muggeo, and Project Assistant Estelle Harrison. Absent excused were Steve Carlow, Candace Devendittis, Susan Graham, John Kiker, Sally Ritchie, Frank Silva, Rob Simmons, and Karen von Ruffer Hills.

- I. CALL TO ORDER- Chair D. Steward-Gelinas called the meeting to order at 5:33 p.m.
 - a. Adoption of the Meeting Minutes of December 13, 2018 - After a motion by S. Guess that was seconded by B. Gerrish, the minutes were approved.
- II. PUBLIC PARTICIPATION– none
- III. REPORT FROM THE CHAIRPERSON- none
- IV. COMMUNICATION FROM BOARD MEMBERS- none
- V. REPORTS FROM SUBCOMMITTEES
 - a. Personnel- none; b. Finance-none; c. Bylaws- none; d. Health Equity- none
- VI. REPORT FROM THE DIRECTOR OF HEALTH- S. Mansfield provided detail on his written report.
- VII. FINANCIAL REPORT- J. Muggeo presented the financial report.
- VIII. OLD BUSINESS- none
- IX. NEW BUSINESS
 - a. Authorization for the DOH to Sign DPH Contracts: D. Steward-Gelinas moved that the District Director of Health be authorized to negotiate and sign contracts with the Department of Public Health and Department of Mental Health and Addiction Services and to negotiate and sign any future contract amendments effective January 10, 2019 through December 31, 2019. K. Nogacek seconded the motion which was approved.
 - b. Review and Approval of Update Cost Allocation Plan: After a review of the Cost Allocation Plan, D. Steward-Gelinas moved to approve the revised plan. T. Reiser seconded the motion which was approved.
 - c. Director of Health Evaluation: The evaluation will be sent to each board member by email. The online survey needs to be completed before the February meeting. The Finance and Personnel Committees will hold a special meeting to review and discuss the evaluation on February 14, 2019, at 4:30 p.m., before the regular board meeting.
- X. OTHER- none
- XI. ADJOURNMENT - After a motion by S. Vincent that was seconded by K. Nogacek, the meeting adjourned at 6:22 p.m.

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

February, 2019

Environmental Health

Staff

We are seeking to fill a vacant Sanitarian II position and have received many applications from various sources. Supervisors Wendy Brown-Arnold and Katie Baldwin will lead the hiring process for this position. We are also in the process of hiring at least one environmental technician to assist with routine complaint, lodging, cosmetology, public pools and daycare inspections.

Land Use

Sanitarians who have been assigned to assist with Land Use duties have been attending in-house training sessions led by Wendy Brown-Arnold. The initial session focused on the regulatory framework that governs our land use activities, and included a review of the LLHD responsibilities, procedures, forms, and templates. Session two covered the basics of soil testing, record keeping, septic system permitting, and B100a application review. During our third session, Amanda Clark, Environmental Analyst 3 at the DPH Environmental Engineering Program, provided a review and discussion of typical, and unusual B100a applications. Ms. Clark also reviewed the Non-Compliant Repair Minimum Leaching System Spread implementation for septic repairs. The fourth session was a hands-on workshop that focused on using a laser transit to determine elevations during a septic inspection. During the next scheduled session, Wendy will review previously covered concepts and their application to real-life situations and will include a discussion of how to best answer common questions asked by residents, town officials, installers, and engineers.

Sanitarians have also been shadowing other sanitarians and have participated in soil testing, percolation tests, and inspections. As our newer sanitarians gain more experience with land use activities they will be assigned more tasks in these areas.

Tobacco Cessation

The Tobacco-Free LLHD program is off to a great start. Our first 7-week program of 2019 is coming to a close and two more group programs are scheduled. Individual programs are available by appointment. Clients are offered support and coaching and FREE quit aids such as nicotine replacement therapy or FDA approved medicines (Rx required). All services are free of charge.

GASP

The Emerald Ball, held in January in partnership with Community of Hope (a faith-based sober house/transitional home for women in Groton) and Community Speaks Out (Grassroots organization providing family supports, substance abuse treatment navigation and recovery resources) was a great success! There were over 400 people in attendance, and the event raised funds for local prevention and treatment and recovery resources. GASP's portion of the proceeds will sponsor a Groton based-youth group to create a campaign for National Prevention Week in May. A date for next year's collaborative event has been set for February 15th and will be titled "The Serenity Ball: A Night Under the Stars". It will also mark GASP's 20th Anniversary.

Putting on Airs

Our DPH-funded in-home asthma program said farewell to Mary Buckley-Davis when she retired on February 8th. Mary was our "do-it-all" coordinator, asthma educator, and healthy homes specialist, and her departure has precipitated an evolution in the way LLHD delivers the intervention. Senior Health Program Coordinator Cindy Barry now coordinates the program. Her duties entail engaging providers, taking referrals, enrolling new clients, and completing grant reports. The in-home asthma management is now conducted by LLHD's new certified asthma educator, Raymond Tarvin, and through a partnership with L+M's community health worker, Jennifer Lemus. An LLHD environmental health specialist separately identifies potential asthma triggers in the home, and makes recommendations for mitigating their effects. This decentralized model has been used successfully in other parts of the state, and we are confident that we will continue to be able to provide our residents with the high-quality service they need and deserve.