BOARD MEETING AGENDA

Date: 8/15/17
Location: Old Post Office (Drive way after Town Hall), 1530 Sullivan Ave., S. Windsor, CT

1. **Call to Order** 12:34pm (Matthew Payne)
2. **Additions or Corrections to Agenda** Correction of date of next meeting;
3. **Motion to accept the agenda** Merriam first, Mindy seconded
4. **Secretary’s Report**
   - Acceptance of minutes of May 10th, 2017 meeting Jessica first, Merriam seconded
   - Changes to be emailed to Luigi
   - Brian’s last name misspelled - Falkner
5. **Treasurer’s Report**
   - Review of Report
   - Disclaimer needed on website for policy re: repeat payments and fees incurred
   - Outstanding unpaid invoices and contact information not being current
   - Acceptance of Report Scott first, Phyllis seconded
     cehatreasury@gmail.com; new email address for treasurer position
6. **President’s Report**
   - Food Protection Program – FDA training events
     Tracy Weeks
     - Five locations for trainings secured; possible 6th; want an engaged audience, smaller groups if possible
     - Two each – November, December, January; one in February
     - DPH (Hartford), Darien, Wallingford Library, Tolland, Lyme
     - Torrington Area Health District – ask to schedule the 6th
     - Full day training; Email to be sent with time frame preferences
     - Will be mandatory; no training required prior to going
     - Steve Natrass will be assisting
     - Possible make up session afterwards if people miss?
     - Weather will be concern, snow dates to be picked
     - FITO classroom training to be scheduled in addition; pilot program wrapping up by December 2017
     - FDA Code classes – emphasize differences, relevant exercises, open to suggestions
     - Form walk-through; special processes (will require separate training)
     - 7/1/18 – DPH will handle variances; local HD will handle things without variance (ROP)
     - Special processes and plan review trainings were particularly good and worth trying to host again; DCP to host back to back with us to bring FDA in
     - Enforcement regulations required; scores eliminated, but how many violations is the criteria for closure or order?
At Foxwoods, Merriam has established that three priority violations requires a reinspection; if a repeat violation is not corrected repeatedly, fine is issued, if violation still exists, move to closure

Internal policies to be sent to Tracy for reference as she develops

Registration through TRAIN

Send questions to FPP to be answered in trainings or FAQ hand out to be developed

Food service classifications to be addressed further

Mandatory registration – one state-wide registry; electronic inspection system from FDA in addition to Maven being uniform for entire state; must register electronically before local permit is issued – clarification to be received

Inspectors need to sign up on Compliance Wire and allow for enough time to complete prior to 7/1/18

FPP trying to follow FDA protocol (re: ICS classes and others included in prerequisites) in interest of uniformity

One FITO per full time health department; part time department staff will have to work with a full time; DPH may have to provide oversight for self-assessment of inspections for part time departments

The one-day mandatory training will count as 6 CEUs

FPP sending out recertification letters; will reflect new protocol

Annual FDA northeast conference counts as 16 hours

Local health departments used to do regional trainings, could be done; FPP is open to suggestions for offering CEUs

Tracy trying to get copies of FDA Code for each department; at least available for reduced rate from state printer

7. **Standing Committee Reports**

   **By-laws**
   Recommendations completed and distributed; email Stacey with any suggestions

   To be voted on at next board meeting

   **Wild apricot charge backs; deadlines; Ad hoc committee for daycare/pool/etc**

   If electronic voting is wanted, language will have to be added

   To be sent electronically as well

   **Education**

   Pool training cancelled, not enough people signed up

   Tattoo training full (40 people); Eloise to be contacted to see how capacity could be raised

   ServSafe to be hosted by Jessica and Deborah

   Have to keep up on registration and who pays/doesn’t show; will prevent them from signing up for future trainings
Payment deadlines to be established for future events or make payments nonrefundable/nontransferable

Legislation
Liz sent report in advance
International Property Maintenance Code; resistance from Building Officials; may get adopted in Public Health
Liz attending SHIP planning meetings
Specific questions to be sent to Liz

Membership
Retirement gift card sent to Karen Weiss
Sharon Sharp passed away; sympathy card sent
Jonathan Best passed away, card to be sent

Nominations/Elections
Motion to approve slate of candidates
Jessica motion to approve Mindy as VP and Scott as treasurer; Kevin seconded

Publicity/Newsletter
CEHA merchandise store to be opened online again
Padfolios requested, but minimum order of 40; decided not to offer at this time
Website – Once contract up with iPage, could change WildApricot to be all encompassing (in about a year)

Scholarship/Awards
Eloise unavailable; no report

8. Technical Advisory Committee Reports
Housing/Lead
SHIP info reviewed already
Ron Kratz retired; LAMMP falling flat; CCMC to get ball rolling on outstanding cases

Food
Variance form online for food service to complete and submit to DPH
Restaurants leaning on Time and Temp instead of variance application
CEHA to share variance form via social media for inspector reminder

SSDS
Soils training; 65 people signed up (67 on website, to be fixed); 18 with outstanding payments
Deadline notice to be sent to those individuals who owe money as reminder (Jeff to write it up, Matt to send out)
Amanda Clark will not participate, but did a lot of work to organize
Half day wetlands officials training the day prior to soils training starting; Darcy takes care of all registration, but send fees through CEHA (not Wild Apricot)
Field equipment bought with grant; working on food order
Technical Standards revision upcoming; September subcommittee meeting will be devoted to this
Pump chamber inspections – no standing over chamber during test to eliminate shock risk?; chambers not usually filled during inspection, floats lifted manually to test pump activation and alarm
Water
Don and John not present; no report sent
Yankee Conference Planning (if applicable)
Rhode Island hosting; CT to try to get food credits; W9 to be posted so people can download
Emergency preparedness approval needed for Mass participants
New Hampshire 2018

9. **Old Business**
   Cosmo/Tattoo training (9/13/17)
   Add committee moving forward?
   Tattooing out of houses, other complaints; state only sending letters for requested compliance
   2000 practical hours required by state; New Haven academy opening with certificate that falls very short of this requirement; where will these people be practicing; time to look at local ordinance to combat home tattooing
   CEHA support for letter to state about program undercutting state requirements?
   DCP need to address shortcoming of advertisement
   Add to website? Inform CEHA membership?
   Brian Falkner to put together a letter to be shared through CEHA newsletter
   Soils Training (10/18/17)

10. **New Business**
    Annual Meeting
    New venue?
    Site fees waved at Anthony’s, $750 site fee plus additional hours fees
    Minimum 75 at event
    Stacey to ask them to waive technology fee
    Board members do not pay
    First Friday of November (11/3/17)
    Budget $4500 motion by Mindy, second by Scott
    Vote to approve deposit to Anthony’s for meeting -

11. **Adjournment**
    Next Board Meeting, Tentative September 19
    Motion to adjourn by Phyllis, second by Mindy