August 9, 2018

Bristol Burlington Health District Office, 240 Stafford Ave., Bristol, CT 06010

Members in attendance: Phyllis Amodio, Heather Oatis, Maryam Hosseini, Mindy Chambrelli, Erica Mikulak, Scott Cook, Debbie Schober, Suzanne Blancaflor, Jessica Fletcher, Steve Maskara, Matt Payne

12:33pm Phyllis called to order

Corrections to agenda – None

Approval of minutes

    Motion – Maryam Hosseini, Second - Mindy Chambrelli, Abstain Matt Payne

Secretary Report – Minutes received 8/8/18

    Minutes to be sent prior to future meetings for earlier review

    Motion – Jessica Fletcher, Second – Maryam Hosseini

Treasurer’s Report

    Account balances

    Yankee Conf. scholarship account – not controlled by CEHA; money to be returned

    Paypal Discrepancies to be straightened out by Scott

    Transactions – Yankee Conference registrations, Wild Apricot; paid out for summer meeting

    starred transactions are where reconciliation issues are with Quicken (fee reversals); Scott

    working on discrepancies

    Banking Summary – Summer meeting paid out $2,044 (over budget); paid out for President to

    go to NEAC

    Budget – Adjustments; deposit down for Annual Meeting that falls in next budget; next big

    expenditure will be sending President to Yankee Conference and insurance payment

    Wild Apricot has new payment system in place, Scott to follow up for transition

    Motion to accept – Jessica Fletcher, Second – Maryam Hosseini

President’s Report

    Official statement from Governor’s Office – Changed date to August 24th

    Create special newsletter to commemorate

        Share photos of field work and other highlights
Suzanne to check with Ethics Committee re: sending out the info through state channels; can draft letter through Office of Communications for statement to Commissioner

Info to be sent to CADH and CPHA for distribution to all local health departments

To be celebrated after the annual meeting

Facebook post to be drafted and shared

May go to capitol on 8/24/18 to receive proclamation – Phyllis to check

NEHA Conference

Environmental Health Professionals, HUD, Healthy Homes

Theme or more professional recognition; #environmentalhealthmatters and #invisibilitycrisis

Certificates of Merit – NEHA Affiliate Certificate of Merit received; copy to be handed out to board members at annual meeting

NEHA Newsletter shared – credentialing of work force; 2 bills that mention Environmental Health Workforce

Vince Radke – Current president of NEHA is a former DOH from CT

Presentation to be shared from NEHA about the Sanitarian Study and work with FMO for food trucks

Letter sent to Laurie Matheiu re: speaker request for annual meeting; will work through Vicky Carrier

Card to be sent to Christine for participation at Summer Meeting

Most current Circular Letter – redundant information received; CEHA can send out additional information?

Education

Annual Meeting – Summer Meeting notes shared

Tentative agenda for 11/1/18 Event

Chloride topic was too heavy, so presentations cut down; will be covered at 11/14/18 workshop

Draft regulations for food should be available for viewing by the meeting
Foodborne Outbreak – Goats
Phyllis to draft agenda and see if there are gaps that need to be filed with speakers
Commissioner to be invited for opening remarks – Dana Jenson (secretary)
Board members to make brief reports to group at meeting
Appoint photographer; ask participants to check in on social media and share photos
Retirement – Elouise Hazelwood (Steve to speak about her) and Dave Rogers (Dave Knauf to speak about him) and John Deckert (Dave Boone to be asked to speak about him)

Jessica Fletcher – Motion to offer honorary memberships to John, Eloise, and Dave to be presented at annual meeting

Matt Payne Second

Saint Clements Castle – Jessica Fletcher
Booking for 2019 needs to happen shortly
60 guest minimum, $40/person in Prince Edward ballroom; pay difference for other rooms
Continental breakfast, snack, lunch buffet with dessert; coffee and beverages are extra
Traditional deposit is $2,000; would request $800 deposit
Technology package – screen, podium, and mic for no charge; would have to provide a laptop
Jessica to ask them to hold date; vote to be in September to pay deposit

Well Conference
Agenda shared
To be added to sign up form on website – caveat about no refunds

Legislation – No report

Membership

246 members; 209 active, 8 corporate, 24 honorary, 4 retired, 1 student (waiting for verification)

SCSU School of Public Health did a corporate membership in years past
Nominations/Elections

No application from Luigi for Secretary
Kevin’s application received
Vicky has been acting as an Education Chairperson without official designation
Blast email to be sent re: Secretary position and Education chair and Publicity chair

   Attend annual meeting for free as incentive

Publicity

Jessica and Christine to send articles for upcoming newsletter
Include posting about open positions/Committee openings
Yankee Conference info to be sent from Scott
Raffle shirts/hats for Proclamation at meeting

   $650 in budget for promotions

   Pads/Journals

   Magnet/Stickers “I love Env. Health”

   Thanking Heather for transitioning website

Scholarships/Awards

Decisions made on scholarship awardees
In previous years – Board member would present the decision to the board with applications for vote; Erica to present at September meeting

No awards have been brought forward for nominations
Erica to send language to Heather re: emailing to membership for nominations to be sent out to members

Yankee Scholarship funds won’t come out of their account, CEHA is giving it out of general fund; to be mentioned at the conference

Technical Advisory Committees

Housing/Lead/Body Arts/Cosmetology

   Memo to Brian re: conversation with rep from NBC; referred to Mindy and Brian
No follow up due to inconsistent enforcement across state

4-minute story re: pedicures and lack of regulations coming soon

Consistent regulations needed statewide

License violations reported to state?

Food

Correspondence with DPH shared by Jessica Fletcher

Clean up procedure shared

1/1/19 Concerns – Jessica emailed Tracy

  Timeframe for corrections discussed – 21-day timeframe
  Issues will be addressed in final draft of regulations; time for comments will be allowed upon release
  Risk categories were altered (losing flexibility on specific issues)
  CFPM – Always being on site is the issue Dunkin Donuts brought to the state

Training – FITOs

  Every department will have someone field standardized; special workbook used for training each subsequent inspector will be utilized
  Jessica offered to visit any department for a training inspection

New FDA Code – each establishment has to have written plan in place for vomit removal

  Kits can be purchased online
  Procedure to be sent to Food Committee for review to be shared with small businesses on inspections
  Requirements spelled out in Annex
  Posters shared with Kevin re: kit contents

SSDS – Report submitted in hand outs to be reviewed

Water

  Steve Knauf may be interested in taking over Chair position
  John retiring, Don very busy and can no longer participate
Maura (Chesprocott DOH) – sent letters through Plumbing and Piping Board re: well exceptions

Looking at DCP variance – hardship can be given at any time, but have to abide by DPH regs, direct conflict; looking for DCP variance with DPH consultation, not agreeable to DPH; conversation is ongoing

Old Business

Bylaw – Has to be sent to membership for vote

Changes to policies do not need to be voted on

Difficult to review draft changes with different versions of Word being used by other board members

To be sent to HO to be PDFed and shared with Scott prior to being shared with membership/board

New Business

Yankee Conference Update from Scott Cook:

Scott has had difficulty planning this event since it will be held in ME but folks from MA are also involved in the planning.

It will be a joint event between FDA and the Yankee Conference. FDA will provide the Food Safety track.

In addition to the Environmental track, the Emergency Preparedness track was approved so there will be 2 tracks provided by the Yankee Conference.

Scott will be sending out reminders while he waits for the finalization of the agenda, which will appear in the fall edition of the CEHA Newsletter.

Motion to adjourn the meeting by Jessica Fletcher, Second by Maryam. Meeting ended at 3:22 PM.