

**WEST HARTFORD-BLOOMFIELD HEALTH DISTRICT**  
**APPROVED BOARD MEETING MINUTES**  
**March 8, 2023**

**I. CALL TO ORDER**

The meeting was called to order at 9:33 AM

**Members Present:** Scott Aronson, Rick Ledwith, Stanley Hawthorne, Tanya Barrett, Karen Harrington, Seth Pitts

**WHBHD Staff Present:** Aimee Krauss, Christopher Hansen, Suzette Brown

**II. CHAIRPERSON REPORT**

Chairman Aronson congratulated Megan Westcott, Janice Gibson and Nancy Dumont on being the National Association of County & City Health Officials (NACCHO's) Infection Prevention and Control Champions. Chairman Aronson asked the Bloomfield Town Manger to provide an update on his new position. The board thanked Town Manger Hawthorne for his support on the board as he moves into a new role in Georgia.

**III. DIRECTORS REPORT**

Director Krauss provided updates on the adoption of the FDA food code and the immunization program. Late invoices for food service establishments have been sent out. Salon and Pool license information has been sent out. Director Krauss provided a brief update on the district's role in the Millstone Drill for West Hartford. The district has created a monthly newsletter which will highlight different public health topics. Director Krauss and staff have been moving forward with the adoption of the new Bloomfield Housing Code. Final comments are being made and it's moving forward to their subcommittee for approval. Chairperson is requesting that the newsletter go out to the board and that the new health educator present at the next board meeting.

**IV. APPROVAL OF THE WHBHD FISCAL YEAR 2021-2022 AUDIT**

Agenda item was tabled at last board meeting and updates were provided by Auditor. It was noted on Page 23 that the debit number was to be updated and addressed by the Auditor. Chairperson Aronson made a motion and Member Harrington seconded.

**V. APPROVAL OF PROPOSED FISCAL YEAR 23-24 BUDGET**

Chairman Aronson provided the process for the district approval of the budgets. Director Krauss provided a review of the proposed budget. Chairman Aronson commented on the ELC 2 grant funds ending and commented on the district being in a good financial status. Chairman Aronson made a motion, seconded by Member Pitts.

**VI. APPROVAL OF THE PROPOSED BY-LAWS**

Chairman Aronson made a motion to approve the proposed By-laws, seconded by Member Pitts. No discussions.

**VII. APPROVAL OF THE MINUTES**

Chairman Aronson made a motion to approve the December 14, 2022 board meeting and February 16, 2023, Executive Committee and March 1, 2023 Public Hearing meeting minutes. Director Krauss amended the December 14, 2022 minutes to reflect the fee schedule. Seconded by Member Harrington

**VIII. AUTHORIZATION OF THE DOH TO ACCEPT FUNDING FROM NACCHO-  
THROUGHOUT THE BUILDING LOCAL OPERATION CAPACITY FOR COVID-  
19 HEALTH ASSOCIATED INFECTIONS AND ANTIMICROBIAL  
RESISTANCE**

Chairman Aronson made a motion, seconded by Member Harrington

**IX. AUTHORIZATION OF THE DOH TO CONTRACT WITH MEDICAL  
ADVISOR, DR. NEIL STEIN**

Chairman Aronson made a motion, seconded by Town Manager Ledwith. Member Harrington asked Director Krauss to provide an explanation about a medical advisor's role.

**X. OTHER BUSINESS**

Chairman Aronson discussed new Ad Hoc committee roles and proposed having a food safety Ad Hoc committee. Member Pitts would like to be on the committee. Chairman Aronson will reach out to others.

**XI. ADJOURNMENT**

Meeting adjourns at 10:06 am.