

**WEST HARTFORD-BLOOMFIELD HEALTH DISTRICT
BOARD MEETING MINUTES
JUNE 3, 2026
9:30 AM**

I. CALL TO ORDER

The meeting was called to order at 9:34 AM

Members Present: Seth Pitts, Rick Ledwith, Al Schwapp, Karen Harrington, Scott Aronson, Chan Lieu

WHBHD Staff Present: Aimee Krauss, Stephanie Ramirez, Chris Hansen,

II. DIRECTOR'S REPORT

Director Krauss provided a brief update on infectious disease surveillance and upcoming flu clinic schedules. Discussions were held regarding immunization criteria for flu and COVID-19. Director Krauss also discussed upcoming grant opportunities.

III. APPROVAL OF THE MARCH 16, 2026 SPECIAL BOARD MEETING MINUTES

Chairman Pitts called for a motion to approve the March 16, 2026 Special Board Meeting Minutes. The motion was made by Member Aronson and seconded by Member Schwapp. Hearing no objections, the motion carried.

IV. AUTHORIZATION OF THE DIRECTOR OF HEALTH TO EXECUTE ANY AND ALL CONTRACTS OR AMMENDMENT THEREOF WITH THE STATE OF CONNICTICUT DPARTME OF PUBLIC HEALTH ON BEHLF OF THE WHBHD.

Chairman Pitts called for a motion to approve the Authorization to Execute. The motion was made by Member Harrington and seconded by Member Aronson. Hearing no objections, the motion carried.

V. AUTHORIZATION OF THE DIRECTOR OF EHALTH TO EXECUTE A CONTRACT WITH AMPLIFY FOR UNDERAGE NICOTINE PREVENTION PROGRAM IN THE AMOUNT OF \$7,150.

Chairman Pitts called for a motion to approve the contract with Amplify for Underage Nicotine Prevention program in the amount of \$7,150. The motion was made by Member Ledwith and seconded by Member Schwapp. Hearing no objections, the motion carried.

VI. AUTHORIZATION OF THE DIRECTOR OF HEALTH TO USE QUICKBOOKS

Chairman Pitts called for a motion to approve the use of QuickBooks. The motion was made by Member Harrington and seconded by Member Aronson. Hearing no objections, the motion carried.

VII. OTHER BUSINESS

Member Aronson asked about the posting of events. Director Krauss stated that she currently notifies both Town Managers and the Board Chairman of pressing issues. Member Schwapp inquired about the use of the District credit card. Director Krauss provided an explanation of the process for its use and payment. The statement is reviewed by the Office Manager and Accountant for the District. The financial audit reviews the use of funds and materials purchased for grants. Each month, the items are reconciled. Member Aronson asked about check fraud. Director Krauss provided information regarding Positive Pay.

VIII. ADJOURNMENT

Chairman Pitts called for a motion to adjourn. The motion was made by Member Ledwith and seconded by Member Schwapp. Hearing no objections, the meeting adjourned.