Eastern Highlands Health District
Board of Directors Meeting Minutes - DRAFT

Thursday, October 15, 2026

Members present: J. Drumm (Coventry – Virtual 4:39pm), J. Elsesser (Coventry), J. Rupert (Bolton), B. Foley (Tolland-Virtual), C. Silver-Smith (Ashford-Virtual)

Staff present: Director of Health R. Miller, Office Manager M. Brosseau, Medical Advisor Dr. Dardick

Also present: M. Streeter, Town of Andover, Town Administrator

J. Elsesser called the meeting to order at 4:30 pm.

Approval of minutes

J. Rupert made a MOTION, seconded by B. Foley to approve the minutes of the 4/16/26 meeting. MOTION PASSED unanimously.

J. Rupert made a MOTION, seconded by B. Foley to approve the minutes of the 7/30/26 special meeting. MOTION PASSED unanimously.

New Business

Proposed 2027 Regular Meeting Schedule

J. Rupert made a MOTION, seconded by M. Walter to approve the 2027 Regular meeting schedule as presented. MOTION PASSED unanimously.

DPH FY27 Per Capita Grant Application – Ratification

R. Miller provided a highlight of the grant, noting that this grant funds the Environmental Health staff positions.

J. Rupert made a MOTION, seconded by M. Walter, that the board ratify the submission for the Eastern Highlands Health District State Fiscal Year 2027 State Connecticut Department of Public Health per Capita grant and aid funding application as already submitted. MOTION PASSED unanimously.

Personnel Committee–Director of Health performance review. Executive Session in accordance with CGS 1-200(6)(a)

J. Rupert made a MOTION seconded by C. Silver-Smith to enter executive session at 4:39 pm. MOTION PASSED UNANIMOUSLY.

Exited executive session at 4:49pm.

Board Action on Director's review and adjustments to compensation

J. Ruper made a MOTION seconded by C. Silver-Smith, that as a result of a very positive review, the board is happy to award Mr. Miller A 3.5% cost of living increase retroactive to July 1st, 2026. A one-time $4,000 award is also authorized by the board to be contributed by the Health District to an eligible retirement account selected by Mr. Miller subject to

applicable plan and IRS retirements. Furthermore, in response to cost increases, the board authorizes an increase of the vehicle stipend up to $6,000 to his annual allowance, which is also retroactive to July 1st, 2026. This action would bring Mr. Miller's current annual salary from $139,000 to $143,865.

Finance Committee

R. Miller presented the highlights of the financial report ending 6/30/26.

J. Rupert made a MOTION, seconded by J. Drumm to accept the financial report as presented. MOTION PASSED unanimously.

Medical Advisor's Report

Dr. Dardick referenced the Respiratory Reports compiled and distributed by A. Bloom. He noted that there is low activity of flu and covid.

Dr. Dardick informed the Board that the Agricultural Experiment Station in New Haven is embarking on a study related to the expansion of the lone star tick which is now established in some of the western areas of the state. The saliva from this tick can create a red meat allergy.

Director's Report

MIH/MCP Grant – Update

R. Miller reported that he has executed the contracts with the State of Connecticut. Hugh O'Callaghan has been hired as the Director of the Rural Health Transformation Program. A collaboration has been formed with North Central District Department of Health. They are in the process of hiring a program coordinator to work under the Director. An MOU will be created. A more formal presentation will be in the future.

Staffing

Judie Threatt has been hired as the Emergency Preparedness Coordinator/Project Health Specialist. There is still a sanitarian vacancy. Due to a lack of qualified candidates, the job has been reposted as an entry level position.

New EHHD Website

R. Miller informed the board that the new EHHD website has been launched. He noted that this was part of the strategic plan.

Measles update

R. Miller informed the board that EHHD has been called to help with the response to two active cases of measles in the district. Close contacts were identified b the state health department and our agency monitored the health of the close contacts over a 21-day period.

Quarterly Activity Report- period ending 6/30/26

R. Miller highlighted the support of a number of district towns in the issue of PFAS. This included educating the public.

Strategic Plan implementation – progress report

R. Miller offered to field any questions. No questions posed.

Communications/Other

R. Miller noted the cyclospora outbreak has been declared over.

R. Miller also noted that there has been an uptick in the number of bats who are positive for rabies. Staff has participated in DPH webinars for LHDs on how to respond to suspected cases and follow up on positive ones.

Adjournment

J. Rupert made a MOTION, seconded by C. Silver-Smith to adjourn the meeting at 5:29pm.

Next Board Meeting – December 17, 2026, 4:30 PM

Respectfully submitted,

Robert Miller

Secretary

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Memo

To: Board of Directors

From: Robert L Miller, Director of Health

Date: 10/8/2026

Re: Proposed 2027 Regular Meeting Schedule

Approved 10/15/2026

Respectfully submitted for your review and approval is the proposed regular meeting schedule for 2027 calendar year:

January 21 (Typically, Budget Public Hearing)

February 18

April 15

June 17

August 19

October 21

December 16

The time of each meeting will be scheduled for 4:30 pm. The Coventry Town Hall Annex will be booked as the physical location for these meetings, with the understanding that a virtual option may be provided for these meetings. (All dates fall on the third Thursday of the Month.)

Recommended Motion: Move to adopt the Eastern Highlands Health District Board of Directors 2027 regular meeting schedule as presented.