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**BOARD OF HEALTH  
MEETING OF JANUARY 15, 2009  
WETHERSFIELD COMMUNITY CENTER**

**(Approved Working Notes)**

**I. CALL TO ORDER AND ATTENDANCE**

Chairman Nancy Klatt called the Thursday, January 15, 2009 meeting of the Central Connecticut Health District Board of Health to order at 6:40 p.m. in the Wethersfield Community Center, Wethersfield, Connecticut.

**Present:** Nancy Klatt, Chairperson  
Patricia Checko, Vice Chairperson  
Arthur Yoaps  
Ray Jarema  
Dianne Doot  
Amanda Hurwitz  
Kevin Borrup  
Judith Sartucci  
Carolyn Wysocki  
Paul Hutcheon, M.P.H., R.S. Director of Health

**Excused:** None

**Staff:** Eileen Knapp, Recording Secretary

Quorum

**II. AUDIENCE OF CITIZENS**

None.

**III. COMMUNICATIONS**

Board members received a copy of an e-mail from Carolyn about the Quality of Public Health Services Forum she and Judy attended. The focus of the forum was on quality improvement. The presentation included characteristics that should be kept in mind when doing quality improvement. Carolyn asked how National Performance Standards and accreditation relate to this and she was told there would be a meeting about this in the future.

Carolyn said at the last meeting she was asked to talk to the Berlin Town Manager about the Non-toxic Cleaning Resolution. She said she did meet with the Town Manager and things are moving along. There

have been some transitions to non-toxic cleaning products. As far as a written report regarding finances she will be sending one to Carolyn. The Berlin Town Manager also said she would be talking to the other Town Managers at their next meeting about supporting this resolution.

**IV. REVIEW AND APPROVAL OF MINUTES (December 18, 2008)**

**A MOTION was by Kevin Borrup to approve the minutes and working notes of December 18, 2008 with changes. Seconded by Pat Checko. MOTION CARRIED UNANIMOUSLY.**

**V. REVIEW AND APPROVAL OF FINANCIAL REPORT (November & December 2008)**

Carolyn asked if the November Financial Report showed expenditure exceeding income by \$82,905. Paul said if you were to subtract total expenditures from total revenues under the YTD budget balance column you would have a difference of \$82,905.

**A MOTION was made by Pat Checko to accept the November 2008 Financial Report. Seconded by Kevin Borrup. MOTION CARRIED UNANIMOUSLY.**

Carolyn again expressed concern about the revenue shown. Interest and income year-to-date is shown as \$4,000 but they budgeted for \$18,000. Also we are only half way through the year and we have already spent more than half of what was budgeted for mileage.

**A MOTION was made by Amanda Hurwitz to accept the December 2008 Financial Report. Seconded by Ray Jarema. MOTION CARRIED UNANIMOUSLY.**

**VI. COMMITTEE REPORTS**

**a. Finance (Draft FY 09/10 budget)**

The Finance Committee members are Pat, Kevin, Nancy and Art.

**Discretionary Programs:** The prior draft of the budget proposed a small increase in the per capita request from the communities and they were going to take a look at the visit with a nurse program. The entire cost of the visiting nurse program is \$15,286. Funds are primarily allocated by the demand for services in each community. There are approximately 3,500 visits per year to the nurses. The program workgroup will be meeting with the contracted nurses to ask more specific questions. The Finance Committee decided that eliminating the program would create a hardship to the residents of the district and put the towns in the position of having to come up with the money to continue the programs. The Finance Committee made the following recommendations:

- To continue the program for at least the following year.
- That the three visit with a nurse contractors document the services being provided and report on how many clients are unduplicated
- That the contractors advertise that this is a CCHD sponsored clinic.
- That the contractors provide an annual report, which would include the demographics of the people served.

Carolyn thanked Pat for a great job on this report.

**Proposed budget 09/10:** This budget has no increase in the per capita rate. Salaries for the employees will be increased at 2.5%. The contracted cost for the salon inspector was reduced by \$2,970. Whatever work was not completed by the contractor would be picked up by the staff. The hours for the part-time secretary have been reduced from 15 hours a week to 12 hours per week. The webmaster's stipend was increased slightly. Funding for the Board's Professional Development was reduced 92%. There were various small reductions made so they could balance the budget.

**A MOTION was made by Pat Checko on behalf of the Finance Committee that the Board accept this proposal as our proposed 2009/2010 Budget to be brought forward for a public hearing. Seconded by Ray Jarema.** Carolyn said she doesn't understand why they are adding \$44,000 into the budget for the Community Health Coordinator when they don't know if there will be funding for that position. She is not in favor of using \$91,000 from the Reserve Account to balance the budget. She doesn't feel they should spend so much money for an annual report to be printed. She is not in favor of a 2.5% salary increase because in these uncertain economic times they should be "tightening up" to balance the budget.

Pat said the Finance Committee discussed all Carolyn's recommendations at length. They didn't consider cutting the Community Health Coordinator's position because a commitment was made. Pat said the budget as it is represents bare bones. The Finance Committee felt the only way to balance the budget without raising the per capita rate was to go into the Reserve Account. There will be money available from the State lead grant this year. They should be receiving the six month 08/09 payment of \$10,471 before the end of June. Art said they did reduce the salary increases an additional quarter percent. The Finance Committee agreed that there was no way they could reduce the per capita rate and continue operating as they have been.

Paul noted that to start the 09/10 year they have \$365,817 and they end the year with \$275,495. 25% of operating expenses will be put aside so as they begin planning the budget next year they will have \$31,381 in the bank to help balance 10/11 budget. The State lead grant money is not included in the budget for next year (possibly \$20,000 for the full year). Any State lead grant monies received next year will help to reduce the use of reserve funds. Paul said they should end the year in pretty good shape. They budgeted \$81,795 from the reserve account to balance the budget and now it is down to \$13,760.

Judy pointed out that the District has not increased their rates in 5 years although their costs have increased. She thought they agreed not to use the Reserve Account to balance the budget. Art said they were hoping they wouldn't have to use it and also it is hard to have a large Reserve Account and not spend it in these difficult times. Judy said she isn't sure they will be able to get an increase from the towns in the coming years because of the difficult economic times they are facing. Judy also pointed out that their per capita rate is artificially low compared to other Districts. Nancy said once the budget is approved they plan to go to the towns to discuss all these issues.

Pat said using the Reserve Account is not unique to our District. Kevin also agreed that it would have been hard to increase the per capita rate for towns when they had so much money in their Reserve Account. Carolyn asked if they took into account that the Emergency Preparedness Grant may not be fully funded next year or the year after. She also said the Community Health Coordinator position was not started as a full time position and it was created with the understanding that the position be fully funded by grant money. Art said they have cut everywhere they could and if they cut anymore they will not have an effective Health District. Paul pointed out that the Emergency Preparedness Grant does pay for cell phones and Internet Service. If that grant were to go away they would have to find another way to cover that \$4,000. If they were to balance the budget without taking any money from the Reserve Account they would have to charge the towns \$5.02 for the per capita rate. Right now the average district per capita rate for the state is \$7.13.

Carolyn asked if the lead money from the state is going to be sent. Paul said that money is already set aside at the State Health Department but there is always a risk that they could take it back.

Judy said in the past they have looked at services the District receives from the town without any costs to them. These amount to about \$67,000 or \$70,000. She is concerned that as the towns start looking for ways to save money the District may not have access to these services in the future and by using the Reserve Fund to balance the budget won't have funds to pay for these lost services.

**7 were in favor (Klatt, Jarema, Borrup, Checko, Doot, Yoaps, Hurwitz), 2 opposed (Wysocki, Sartucci),  
MOTION CARRIED.**

**b. Governance**

The Governance Committee is focusing on completing action steps for the Strategic Plan. They are also working on several other items including creating a template for how to develop district policies and procedures, revising the Conflict of Interest Policy, and drafting procedures for the public hearing process. The Governance Committee also identified an error and made corrections to the Organizational Chart.

**c. Human Resources**

No report.

**VII. OLD BUSINESS**

**a. Strategic Planning**

Tabled until the next meeting.

**VIII. HEALTH DIRECTOR'S REPORT**

**a. Meals for One status report**

This program was the idea of Sanitarian, Ed Malik who is a graduate of culinary school. It is a program for seniors to teach them how to prepare healthy meals for one. A tape is being created so it can be shown on public access television.

**b. Visit with a Nurse report**

This was discussed earlier in the meeting. Paul spoke with the three contractors and asked them to provide the District with the total number of unduplicated clients for the last calendar year. A breakdown of services offered in Newington was provided. A similar breakdown is available for the other two contractors. It was noted that the Newington Senior and Disabled Center is one of the few certified senior centers in the state.

There was a discussion about slow responses to e-mails that Paul sent out. The Board asked that important e-mails be tagged with a "red alert" in the title if a quick response is needed.

Carolyn asked about a notation on the Director's Report stating that Paul met with Newington officials about renovations. Paul said the town of Newington has contracted with an architectural firm to draw up a redesign

of the town hall. As part of that project the Project Manager meets with all the departments to see what their needs are. Carolyn wondered if the District had an increase in square footage would there be an increase in rent. Carolyn asked about the discussion with CADH about a Public Health Council. Paul said there is a member of CADH who has brought forth a proposal to create a public health council. The idea is that this would be the “congress”, a collective group of people that would be recognized as the leaders of public health for the State of Connecticut.

**IX. NEW BUSINESS**

**a. Signature authority documentation for DPH contracts**

The DPH is allowing Health Districts to do a one-time resolution allowing Paul to sign contracts at will.

**A MOTION was made by Art Yoaps to accept this change in the way the Board does their signature authority documentation by making a resolution to authorize Paul to sign contracts to the Department of Public Health. Seconded by Amanda Hurwitz. MOTION CARRIED UNANIMOUSLY.**

**b. CY 2009 holiday schedule**

Printouts of the holiday schedule were included in the Board’s packets. All offices are now on the same holiday schedule.

Paul said the District’s auditor has resigned and made a recommendation for a replacement. The District can accept this recommendation or they could consider requesting proposals. This was referred to the Finance Committee for a recommendation on how to proceed. Nancy requested that Paul provide the Finance Committee information about the auditor’s suggested replacement.

**X. OTHER**

**a. Discretionary Program Workgroup report**

This item was discussed earlier in the meeting.

**b. Orientation Manual**

The Governance Committee recommended that the Orientation Manual be divided into two parts. One would be brought to meetings and the other would be a resource that could be left at home. Carolyn asked all Board Members to look at the index of the Orientation Manual and make recommendations as to which items should be in each book. Paul noted that there are currently two manuals, one with resources, and the other with meeting materials.

**A MOTION was made by Kevin Borrup to adjourn. Seconded by Amanda Hurwitz. MOTION CARRIED UNANIMOUSLY.**

Meeting adjourned at 8:05 p.m.

Respectfully submitted,

Paul Hutcheon, M.P.H., R.S. Director of Health