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**BOARD OF HEALTH  
MEETING OF JANUARY 17, 2008  
PITKIN COMMUNITY CENTER  
Minutes**

**I. CALL TO ORDER AND ATTENDANCE**

Chairman Nancy Klatt called the Thursday, January 17, 2008 meeting of the Central Connecticut Health District Board of Health to order at 5:36 p.m. in Room S-3 of the Pitkin Community Center, Wethersfield, Connecticut.

**Present:** Nancy Klatt, Chairperson  
Arthur Yoaps, Vice Chairman (arrived at 5:40 p.m.)  
Kevin Borrup  
Andrea Urciuoli  
Dianne Doot  
Judith Sartucci  
Carolyn Wysocki  
Amanda Hurwitz (arrived at 6:05 p.m.)  
Paul Hutcheon, M.P.H., R.S. Director of Health

**Excused:** Patrick Kelly  
Lynn Gavelek

Quorum

**II. AUDIENCE OF CITIZENS**

No one was present from the public. The Town Managers will be invited to the February meeting.

**III. COMMUNICATIONS**

The CCHD was given honorable mention in the State's Newsletter for their Asthma Program.

Carolyn Wysocki has been elected to serve on the NALBOH Board as the New England Regional Director. She is also the Chairperson for the Committee on Performance Standards. As a member of the user group for Performance Standards in Public Health she noted that training sessions are being held each month so people can become more familiar with what performance standards mean.

**IV. REVIEW AND APPROVAL OF MINUTES (December 20, 2007)**

**A MOTION was made by Kevin Borrup to accept the Minutes of December 20, 2008 with changes. Seconded by Andrea Urciuoli. 7 were in favor (Klatt, Borrup, Urciuoli, Hurwitz, Doot, Yoaps,**

**V. COMMITTEE REPORTS**

a. Financial

**Review and approval of Financial Report (December 2007):** The Capitol Expenditure Reserve Account is now shown on the Financial Report as a STIF account for \$50,000.

**A MOTION was made by Judith Sartucci to accept the December 2007 Financial Report as presented. Seconded by Kevin Borrup. All were in favor, MOTION CARRIED.**

Paul presented a new grant that was received that required the Board's approval. This is a \$9,862 grant and the District is required to match it 50%. This is an 18 month program called Smart Dining in the District addressing community level policy change intervention involving Class IV restaurants to incorporate healthy cooking techniques and healthy eating options into regular restaurant practice.

**A MOTION was made by Kevin Borrup to approve the Smart Dining Grant. Seconded by Carolyn Wysocki. All were in favor, MOTION CARRIED.**

**Draft FY 08/09 Budget:** The budget is being balanced with a transfer of \$86,166 from the Reserve Account. Expenses are at a 1.87% increase compared to the current fiscal year. The salary for the Community Health Coordinator reflect working full-time for the remainder of this fiscal year and working full time schedule for 08/09. The District is switching to the Teacher's Plan being used in Wethersfield for benefits to take advantage of the better rates. There is a projected 20% increase in the cost of the premiums. We have received the responses from all three contractors for the District's Health Promotion Clinic. There was a slight increase in the charges from Berlin, Rocky Hill and Wethersfield. 25% fewer flu vaccines are being ordered next year.

**A MOTION was made by Kevin Borrup to send the Draft Fiscal Year 08/09 Budget to Public Hearing. Seconded by Andrea Urciuoli. Six were in favor (Klatt, Urciuoli, Borrup, Yoaps, Sartucci, Doot) two abstentions (Wysocki, Hurwitz), MOTION CARRIED.**

**Carolyn Wysocki asked to make a friendly amendment to find out the information from a lawyer about sending out RFP's. Kevin Borrup did not accept the friendly amendment.**

Paul handed out the budget for the Emergency Preparedness Funding showing two fiscal years. The Budget was broken out into Emergency Preparedness Planning and Pandemic Flu. The budget will be amended to include the District's cell phone costs. Paul noted that the monies from this program are not included in the budget. There was a discussion about how this program could be integrated into the other budget. Paul said the auditor advised them to keep it separate but he would talk to her about it again.

**b. Governance: By-Laws update**

No report.

**VI. Old Business**

a. Salon Ordinance

The attorney sent back a response to the Salon Ordinance and he made no changes. The ordinance is now ready to go to public hearing.

**A MOTION was made by Carolyn Wysocki to send the Salon Ordinance to a Public Hearing in March. Seconded by Dianne Doot. All were in favor, MOTION CARRIED.**

## **VII. HEALTH DIRECTOR'S REPORT**

### **a. Strategic Plan Update**

Paul suggested creating a spreadsheet to track progress on the Strategic Plan process. He provided a list of where the District is applying their new logo.

Kevin said he has worked on Goal 1, #2 – Select a Fiscal Accountability Model. He suggests using the Carver's Policy Governance Model, which addresses how Boards operate. He also suggested following the Governing Accounting Standards Board recommendations for how governmental and quasi-governmental agencies should conduct audits and issue public reports. Carolyn suggested checking the National Public Health Performance Standards (N.P.H.P.S.). She also would like to do another assessment using the Governing Instrument this year.

The new website should be up and running tonight or tomorrow. Paul showed what adjustments were made to the Dental Screening Grant relative to the grant going from \$26,000 to \$5,000. The State is sending 3,000 Pandemic Flu leaflets to the District, which will be distributed to all fifth graders in the District.

The Town of Plainville is interested in joining the CCHD. Paul sent out a proposal but is waiting for additional information on this before the Board can take action. Right now the expenditures are exceeding the revenues. In order to take on a community of 17,000 people they would need another full-time secretary along with another part-time Health Educator. One of the advantages of taking on Plainville would be that the District would go from \$94,000 in grants to \$111,000. There was a discussion about creating a sub-committee to work on this issue.

Carolyn Wysocki asked if the District has received any complaints regarding artificial turfs. Paul said there have not been any complaints. The Agricultural Experiment Station worked on a report indicating that volatile organics were being dispersed from the rubber in in-fill. They are concerned that it may pose a risk to children. The State's position is that it does not.

Carolyn said she has information she can pass along to Linda regarding toy safety. Paul said the State Health Department has a lead program and they send out a master list of all recalled toys that contain lead. Carolyn said there is an XRF machine available that will identify the contents of toys. The Coalition for a Safe and Healthy Connecticut is offering the use of this type of machine during February to communities who may want to run a program to test toys. Paul said there are still questions about the validity of the findings from these machines.

Carolyn asked about the child that was found to have high lead levels and whether or not the toys were tested for lead. Paul said any time a child is found to have an elevated blood level (EBL) over 20 the local health departments are mandated to conduct an epidemiological investigation and an inspection. In January of 2009 that level is dropping to 15.

### VIII. NEW BUSINESS

Paul talked to the Rocky Hill Finance Director about the appropriateness of the process the District follows for contracting with their nursing vendors for the Senior Health Promotion Clinics. He wanted to know if they needed to go out to bid for these services. In the Finance Director's opinion the District does not need to go to bid. There are no laws, or regulations requiring that they bid this service. The Board agreed to continue contracting these services as they have been doing. Carolyn suggested making a policy to that effect. After a brief discussion the Board agreed to not create a policy at this time.

The Reserve Fund Policy is being sent to the Finance Committee for review. Judith submitted two drafts of proposed resolutions for the Board's review. After the Finance Committee reviews and modifies it, Paul will put together a final draft.

### IX. OTHER

Carolyn said she would like to have the minutes received sooner.

**A MOTION was made by Carolyn Wysocki to have the minutes available within 10 days of the meeting. Seconded by Judith Sartucci. One in favor (Wysocki), one opposed (Yoaps) six abstentions (Borrup, Doot, Urciuoli, Sartucci, Hurwitz, Klatt), MOTION FAILS**

The Board agreed to comply with the Freedom of Information Act requirements. Judith suggested having a discussion at the next meeting about posting the CCHD minutes on all the member town's websites. Paul said the towns are going to start doing this immediately.

**A MOTION was made by Amanda Hurwitz to adjourn. Seconded by Kevin Borrup. All were in favor, MOTION CARRIED.**

Meeting adjourned at 7:22 p.m.

Respectfully submitted,

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

