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(Approved working notes)

**BOARD OF HEALTH  
MEETING OF JANUARY 20, 2011  
WETHERSFIELD COMMUNITY CENTER, ROOM S-3**

**I. CALL TO ORDER AND ATTENDANCE**

Chairman Kevin Borrup called the Thursday, January 20, 2011 meeting of the Central Connecticut Health District Board of Health to order at 6:36 p.m. in Conference Room 3 of the Newington Town Hall, Newington, Connecticut.

**Present:** Kevin Borrup, Chairperson  
Pat Checko, Vice Chairperson  
Grant Golub  
Dianne Doot  
Nancy Klatt  
Judith Sartucci  
Carolyn Wysocki (arrived at 6:45 p.m.)  
Ray Jarema  
Paul Hutcheon, M.P.H., R.S. Director of Health

**Excused:** Art Yoaps

**Staff:** Eileen Knapp, Recording Secretary

**Quorum**

**II. PUBLIC FORUM**

'No one from the public was present.

**III. REVIEW AND REORDER OF THE AGENDA**

- Add discussion of waiving fees for food service establishments from out of town establishments that participate in the Taste of Wethersfield fundraiser under New Business.
- Add a discussion of a proposal to increase certain fees for septic and wells under New Business.

**A MOTION was made by Dr. Grant Golub to accept the Agenda with changes. Seconded by Nancy Klatt. MOTION CARRIED UNANIMOUSLY.**

**IV. COMMUNICATIONS**

Judy announced that there is a new Commissioner of Health, Dr. Jewel Mullen. Pat said Dr. Mullen is very committed to the Chronic Disease Model. She will taking over as of February 2, 2011.

Governor Malloy has appointed Jeannette DeJesus as a Deputy Commissioner of Health and she will be responsible for Health Care Reform in Connecticut.

Judy said Dr. Henry Lee is giving a presentation on Forensic Public Health on March 20<sup>th</sup>.

**V. REVIEW AND APPROVAL OF MINUTES AND WORKING NOTES (December 16, 2010 Board meeting)**

Judy said she would like to see a little more detail in the motions in the future so the public can better understand what is being voted on.

**A MOTION was made by Ray Jarema to approve the minutes and working notes with changes. Seconded by Dr. Grant Golub. 6 were in favor (Borrupt, Jarema, Wysocki, Sartucci, Doot, Checko), one abstention (Klatt), MOTION CARRIED.**

**VI. REVIEW AND APPROVAL OF FINANCILA REPORT (December 2010)**

**A MOTION was made by Pat Checko to approve the December 2010 Financial Report. Seconded by Dr. Grant Golub. MOTION CARRIED UNANIMOUSLY.**

\*\*Carolyn Wysocki arrives at 6:45 p.m.

**VII. COMMITTEE REPORTS**

**a. Finance draft FY 11/12 Budget**

Pat said Chuck Costello, the District Auditor has referred the District to another CPA to help them with trying to define the liability the District will have based on the post-retirement benefit that is in place. His price is \$125/hr and he didn't think it would take more than 4-6 hours.

There is no final budget to present at this time. But Pat went over some of the changes the Finance Committee is proposing. They are proposing a 2% raise for all staff. \$20,000 would be moved from an existing Reserve Fund into the new Retirement Trust Fund. Money would be added to the budget for a full-time Health Educator. There would be an increase in the Capital Reserve Fund to \$100,000, the added amount to be used for infrastructure development. The Finance Committee is recommending no increase to the per capita amount. These changes will bring the Operating Fund closer to a zero balance. Kevin clarified that as far as the Health Educator, they are leaving it up to Paul to decide whether or not to fill that position with a full or part-time employee.

Carolyn asked if \$56,000 would be transferred from the Reserve Account to balance the budget. Paul said there will be an added cost to the budget when the Health Educator's position is changed to a full-time position with benefits. When the District ends the fiscal year they will still have more than the 25% of the Operating Reserve on hand. There was a discussion about when to approve the budget to go to a public

hearing and also when to hold the public hearing. Judy said she thinks they should increase the per capita amount but not before they get some things in order first. She also feels they should not be giving staff across the board pay increases when member towns are cutting staff and cutting their budgets. She said she would like time to look at the proposed budget more closely before voting on it.

Judy said she would like to see a cover sheet added to the front of the budget bulleting the changes that are being made to help the public understand it better. Everyone was in agreement and Paul said he could add that to the budget.

Carolyn said she would like the grants from the State and Government separate from the private grants.

Carolyn asked if they know for sure that the Wethersfield Trust Fund does not pay for health benefits. Paul said they are waiting for the Wethersfield Finance Director to answer that question. Presumably the contributions made by Paul and Town Employees to the Wethersfield Trust Fund are there to help offset the cost of providing retiree medical insurance to retirees. The Finance Director didn't think those contributions would have much impact on the costs incurred.

The Board agreed to hold the public hearing on the proposed budget on March 17<sup>th</sup> before the regularly scheduled Board meeting.

#### **b. Governance**

**Strategic Plan:** Judy said the Governance Committee continues it's work on the Strategic Plan and the 5 Strategic Goals. Staff has submitted a draft of some suggested objectives and initiatives for the first 3 goals. The Committee is working on the last two goals. A draft Strategic Plan should be ready early this calendar year.

**Accreditation:** Paul and the staff continue to work on the self-assessment tool inventory.

The Governance Committee also took a look at the advocacy role for the Board, including ideas submitted by Carolyn. They are also looking at the Board Development manuals for updating. They sent some comments to Kevin regarding the NALBOH survey.

#### **c. Human Resources**

Ray said at their meeting they discussed one of the items on the Accreditation issue, Domain #8.

**A MOTION was made by Ray Jarema to go into Executive Session to discuss the Director of Health Employment Agreement. Seconded by Dr. Grant Golub. MOTION CARRIED UNANIMOUSLY. The following people were in the Executive Session: Borrup, Checko, Wysocki, Doot, Golub, Jarema, Sartucci, Klatt, Hutcheon.**

Into Executive Session at 7:30 p.m.

Out of Executive Session at 8:19 p.m.

**A MOTION was made by Pat Checko to approve the Employment Agreement dated January 20, 2011**

**between the Board and Paul Hutcheon with minor grammatical changes and to authorize the Chair to sign the Agreement. Seconded by Carolyn Wysocki. MOTION CARRIED UNANIMOUSLY.**

**d. Community Assessment**

Pat said the Community Assessment is ready to go. Paul said the final copy of the survey has been approved and sent to the contractor. Publicity is underway. Phone calls will be made starting the first week of February. Results are due mid to late March. Where possible comparisons will be made to the existing State analysis.

**VIII. OLD BUSINESS**

No discussion.

**IX. HEALTH DIRECTOR'S REPORT**

**A MOTION was made by Carolyn Wysocki to add Public Health Week and the District's 15<sup>th</sup> Anniversary to the Agenda under New Business. Seconded by Pat Checko. MOTION CARRIED UNANIMOUSLY.**

Judy asked if the Tools for Schools Program is moving along in Rocky Hill. Paul said the DPH representative gave a presentation to the Director of Facilities, Board of Education Finance Director and some other employees.

Judy asked about Paul's training on e-mail and record retention as far as any new changes that need to be made to the District's policies. Paul said they follow State guidelines for record retention.

Judy asked if there was anything on advocacy Paul wanted to share from the CADH Advocacy Committee meeting. Paul said he suspects a host of bills will be produced relative to wood smoke, hooka parlors, fees for local departments, etc. Judy said the Board might want to consider supporting some of these advocacy issues.

Dianne asked why the District had to resubmit the Komen Grant. Paul said the Komen Grant is now going to run for 18 months. Their initial strategy of working through the churches was not successful. They have designed a different approach and requested an extension of the grant. Judy and Pat have discussed different ideas with Hilary. They are recommending connecting with Community Health Centers and direct service groups to give out free mammograms.

**X. NEW BUSINESS**

**a. Wethersfield Historical Society – request for a waiver of fees**

The Wethersfield Historical Society has this Taste of Wethersfield fundraiser every year and they invite restaurants in to offer free samples of their wares. Vendors do not get paid to participate nor do they sell their food. Permits are issued to any vendor that comes from outside the District. The Historical Society is asking that the District waive that fee. Paul said this is a waiver that the Board has provided in the past. They do make sure the vendor is licensed in the Town they are coming from.

**A MOTION was made by Pat Checko to waive the temporary food service fee for out of District vendors participating in farmer's markets as long as they are licensed in the Town they are from and that in the future they create a policy to that effect. Seconded by Nancy Klatt.** Judy asked if this would apply to these events in each of the 4 member towns and how many vendors would be affected. Paul said he isn't sure of how many vendors would be affected but he thought it would be less than 10. **6 were in favor (Borrupt, Klatt, Doot, Jarema, Golub, Checko), 2 abstentions (Wysocki, Sartucci, both said they were not opposed but felt they didn't have enough information at this time), MOTION CARRIED.**

**b. Discussion of a proposal to increase certain fees for septic and wells**

Nancy Brault put together a spreadsheet comparing some of the well and septic fees compared to other fees in the area. She is recommending increasing well fees to \$110, new lot septic fees to \$350, and additional well testing fees of \$135. As far as ground water monitoring she is proposing that a professional engineer be required to do the monitoring.

**A MOTION was made by Pat Checko to accept Nancy Brault's January 18<sup>th</sup> memo regarding the proposed subsurface fee increases as recommended by Paul Hutcheon. Seconded by Nancy Klatt. MOTION CARRIED UNANIMOUSLY.**

**c. Public Health Week**

Carolyn said she would like to combine a number of events into one large event for Public Health Week. They can combine the 15<sup>th</sup> anniversary of the District with the Volunteer Recognition party. They can create not only a proclamation for the 15<sup>th</sup> anniversary instead of Public Health Week. Judy said one reason to focus and bring attention to this Health District is because regionalization and successful regionalization is a very hot topic right now. Paul said he would check to see what the CDH would do for a 15<sup>th</sup> anniversary of a District. Kevin pointed out that if they kept everything separate the District would have more opportunities for publicity for the District. He suggested giving out band-aids with the Districts logo on them. Pat said they could distribute the band-aids to school nurses. The Board agreed not to combine the celebrations.

Dianne Doot said she wasn't in favor of handing out a proclamation to the Town Councils unless they could combine it with an announcement of what the District is actually doing for Public Health Week.

Respectfully submitted,

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