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(Approved working notes)

**BOARD OF HEALTH
MEETING OF JANUARY 21, 2010
WETHERSFIELD COMMUNITY CENTER**

I. CALL TO ORDER AND ATTENDANCE

Vice Chairperson Pat Checko called the Thursday, January 21, 2010 meeting of the Central Connecticut Health District Board of Health to order at 6:41 p.m. in Room S-3 of the Wethersfield Community Center, Wethersfield, Connecticut.

Present: Kevin Borrup, Chairperson (arrives at 7:23 p.m.)
Pat Checko, Vice Chairperson
Grant Golub
Dianne Doot
Nancy Klatt
Judith Sartucci (arrives at 6:45 p.m.)
Carolyn Wysocki
Art Yoaps
Ray Jarema
Amanda Hurwitz (leaves at 7:42 p.m.)
Paul Hutcheon, M.P.H., R.S. Director of Health

Excused:

Staff: Eileen Knapp, Recording Secretary

Quorum

II. PUBLIC FORUM

None.

III. REVIEW AND REORDER OF AGENDA

Paul asked that an Executive Session be added at some point to talk about pending legal matters. Carolyn asked to add National Public Health Week and the CRCOG Grant for the digital health department to the agenda.

A MOTION was made by Amanda Hurwitz to accept the Agenda as amended. Seconded by Dr. Grant Golub. MOTION CARRIED UNANIMOUSLY.

IV. COMMUNICATIONS

Carolyn said CPHA has been informed that they received a startup grant from NALBOH to create a Connecticut Association of Local Boards of Health.

The Governor's report recommends that the per capita be based upon performance standards.

Paul handed out the latest version of the NAACHO Dispatch publication. An e-mail query supported sending a letter to Senator Dodd asking him to ensure that we supported the core public health infrastructure.

(Judy Sartucci arrives at 6:45 p.m.)

V. APPROVAL OF MINUTES AND WORKING NOTES (December 17, 2009)

A MOTION was made by Art Yoaps to accept the minutes and working notes of December 17, 2009 with changes. Seconded by Dr. Grant Golub. MOTION CARRIED UNANIMOUSLY.

VI. REVIEW AND APPROVAL OF FINANCIAL REPORTS (November and December 2009)

All grants are now included in the Financial Report. Revenues are up primarily due to the H1N1 clinics.

Carolyn noted that there were a lot of changes to the budget and she would like changes noted so the Board knows what they are. Paul said he included a memo in a previous packet that detailed the changes and where they came from. This budget attempted to bring everything up to date with all the authorized changes over the course of the fiscal year.

A MOTION was made by Nancy Klatt to accept the revised November 2009 and December 2009 Financial Reports. Seconded by Dianne Doot. MOTION CARRIED UNANIMOUSLY.

VII. COMMITTEE REPORTS

a. Financial (Proposed FY 10/11 Budget)

The Finance Committee presented a proposed FY 10/11 Budget and they are recommending approval to go to a public hearing. Pat said there really aren't a lot of changes. The Per Capita amount remains the same for the 6th year in a row.

Carolyn questioned whether or not they should be discussing the budget because they don't have the information about the CRCOG grant and the figures in the budget don't coincide with the actual figures from the auditor.

Pat said the budget also shows a 3% raise for staff and it proposes taking \$55,638 from the Operational Fund to balance the budget.

Carolyn again said she didn't think they should be discussing the budget because they didn't know whether or not the Health District would have to contribute an additional \$6,000 for the town of Berlin. Pat said they included the anticipated \$6,000 District charge for continuing participation. Paul said the four towns have authorized the pursuit of this grant opportunity. He said the Board also took a vote to sign on to this project.

Judy said she agreed that they should be participating in the CRCOG Grant and feels this is a good opportunity but she would like to know how it was approved. In looking back over previous minutes she wasn't able to find anything related to approving participation in this and she said it is the Board that has to approve this, not the town. She is also concerned that Berlin won't be able to participate because they aren't part of the Capital Region Planning Area. Judy said if they had known about this they could have included it in their Strategic Plan. She is also concerned about protecting confidentiality.

Paul said it is clear that all towns in the Central Connecticut Health District would get the Digital Health Department. There would be no way to create a Digital Health District without including Berlin as part of the District because data for all towns is combined. Pat pointed out that Town involvement and approval is needed because the District utilizes town IT systems. She suggested dealing with the issue of Board approval under New Business.

Judy said according to the grant, maintenance would be approximately \$2,000 per town, which would work out to \$8,000 for the District. Paul said they haven't figured out exactly how they will divvy up the \$36,000 maintenance fee yet. They are estimating \$6,000 per local health department.

Carolyn said she would like to see the money for the Salon Inspector used to increase the Emergency Preparedness Coordinator to a full-time position. She is concerned about increasing salaries by 3% in the current economic times. She would like to see the \$6,000 taken out of the budget if they aren't sure they will be using it. She is also against spending money for the CADH dues and the Annual Report. For the above reasons Carolyn said she would not be supporting the budget.

Judy said at some time they will have to consider raising the per capita amount but she doesn't support it at this time.

(Kevin Borrup arrives at 7:23 p.m.)

A MOTION was made by Art Yoaps to approve the 2010-2011 Budget to be sent to Public Hearing. Carolyn again mentioned that the actuals in the budget did not match the actuals in the Auditor's report. Paul said not to focus too closely on the actuals due to problems with the software at the moment. He said what is more important is to look at the cash flow analysis. **Seconded by Nancy Klatt. 9 in favor (Borrup, Checko, Sartucci, Doot, Klatt, Jarema, Hurwitz, Golub, Yoaps) 1 opposed (Wysocki), MOTION CARRIED.**

Vice Chairperson Pat Checko turned the meeting over to Chairman Kevin Borrup.

Paul noted that included in the packet was a memo showing the current year per capita rates from the State for the current year. The average is \$7.18 and the District is the third cheapest health district. If the proposed budget is approved this would be the 6th year the per capita membership remained the same.

b. Governance

The current members of the Governance Committee (Carolyn, Kevin, Nancy and Judy) met recently and established an agenda for the year. They discussed how to move forward with Strategic Planning and are recommending bringing in an outside consultant and finding funding for this project. Dianne said she would like to see more committee work getting done before moving on to the Strategic Plan. Judy agreed to continue with committee work but bringing in the consultant would take time and they wouldn't start work on

the Strategic Plan for a while.

Carolyn noted that there are three components of accreditation that they need to be working toward and now is the time to start discussing them. This includes having a Strategic Plan, a Quality Improvement Plan, and doing a Community Needs Assessment.

The Board agreed by consensus to allow the Governance Committee to look into hiring an outside consultant and to get prices.

(Amanda Hurwitz leaves at 7:42 p.m.)

Judy said the Governance Committee is also working on several By-Laws revisions. The first is regarding amendments to the budget. Also in reviewing the Board Terms a change is being proposed to require that resignations be made to include the Town Clerk of the member town as well as the Board Chair. The third revision to the By-Laws that we are looking at, this is related to participation in meetings of the Board or of the Committees by means of telephone conference, computer or other similar communications. Judy also discussed continued Board Development and periodically bringing in people to make presentations during meetings. She said she would like to have someone come in to discuss Director's and Officer's insurance with the Board. The Board agreed by consensus that they would be interested in this type of presentation. These revisions will be added to the next month's agenda for approval.

The Committee also discussed the issue of separate legal counsel for the Board and Agency but no recommendations were made at this time.

Judy said she would like to discuss the need for an attorney during the Executive Session.

c. Human Resources

No report.

d. Special Committees

Assessment Committee - Pat said the Snapshot report on the Health of the District is being printed and will be available shortly. This is *not* the assessment. They will be meeting to start work on the assessment soon.

Capital Improvements – This group has met and will be distributing a report for the next meeting.

Contingency Planning – No report.

Program Evaluation- No report.

VIII. OLD BUSINESS

None.

IX. HEALTH DIRECTOR'S REPORT

a. H1N1 Update

The demand for H1N1 vaccines is waning. We are approaching 6,000 doses administered. The State has a lot of money left over for the administering of vaccines and DPH may increase the reimbursement amount to \$23 instead of \$15.

There was a discussion of how to thank the volunteers for their extra efforts this year. Paul suggested spending a little more this year to hold a catered luncheon or early dinner for the volunteers along with a gift. Kevin suggested finding a gift that was a little more high profile in the community.

A MOTION was made by Pat Checko to direct Paul to look into the cost of having a catered event and some kind of gift for volunteers. Seconded by Dianne Doot. Carolyn suggested holding this during National Public Health Week along with the ceremony giving out the scholarship. **8 were in favor (Borrupt, Checko, Golub, Jarema, Klatt, Doot, Wysocki, Yoaps) 1 abstention (Sartucci), MOTION CARRIED.**

b. Revised monthly report program measures for environmental health

Paul noted that changes were made to the totals on the environmental health report because numbers were being carried over from the last fiscal year.

c. Report on complaints

Paul included a listing of the types of complaints the District receives by town. Carolyn said she would like to see the report sorted by type of complaint.

d. Food Safety Toolkit

e. Foodservice Training Handbook

The Environmental Health Staff and Nancy created these two books. The Food Safety Toolkit contains ways for food service operators to get materials they may need but not know where to find. The Foodservice Training Handbook helps the QFO provide the training to their staff. All new class 3 and class 4 establishments will be given these manuals.

A MOTION was made by Pat Checko to go into Executive Session at 8:24 p.m. to discuss potential legal issues. Seconded by Dianne Doot. MOTION CARRIED UNANIMOUSLY. The following people went into Executive Session: Borrupt, Checko, Doot, Yoaps, Sartucci, Wysocki, Jarema, Golub, Klatt and Hutcheon.

The Commission came out of Executive Session at 8:56. No motions were made.

A conversation continued about the issue of the use of legal counsel generally by the District. Judy raised the question as to whether or not we need to have legal representation for things that are not related to the towns. Most Board members agreed that there might be a need for that in the future but that it wasn't necessary to expend resources on that right now.

X. NEW BUSINESS

a. Asthma grant contract amendment

A MOTION was made by Art Yoaps to accept the amended Asthma Grant Contract and to authorize Paul to execute it. Seconded by Pat Checko. MOTION CARRIED UNANIMOUSLY.

b. Wood smoke

Carolyn presented that two bills are going to be presented to the Legislature related to wood burning. One bans outdoor wood burning furnaces and the other is a bill specifically adding “wood smoke” to the Public Nuisance Health Code. Right now there are 8 towns in Connecticut that have banned outdoor wood burning furnaces. The DEP has set up training programs for sanitarians related to controlling wood smoke. She is looking for support from the Board for these bills. As Advocacy Committee Chair for CADH, Paul said he is planning on meeting later this month with Nancy Alderman, President of Environment and Human Health Inc. to talk about this issue. As a certified smoke reader for approximately 20 years he said he doesn’t see the need to amend the public health code. It is in writing from the State Health Department that they have the authority to investigate and order abatement of Public Health Nuisance conditions caused by exposure to wood smoke. Adding the term “wood smoke” to the list of public health nuisances will likely not change what occurs. The smoke school classes are dealing with “opacity”, which is the thickness of the smoke and your ability to view through it but many times that is not the real issue. Carolyn suggested waiting to discuss this issue further at the February meeting after Paul had his meeting with Nancy Alderman.

c. National Public Health Week

Carolyn suggested holding an annual District meeting every year while at the same time recognizing the volunteers for the H1N1 Clinics and any other District Volunteers. Pat said they had discussed potentially getting proclamations from the four seats of government on Public Health Week. Carolyn said she would like to see them expand it beyond what they have done in the past. Pat said it is a good time to get newspaper coverage. Judy said she would again like to have the Board members go before the Town Council to ask for a proclamation regarding National Public Health Week. She offered to help the staff right the proclamation. She also agreed to take on National Public Health Week under the Governance Committee. The Board agreed to this by consensus.

d. CRCOG Grant

A MOTION was made by Judy Sartucci to authorize the CCHD to participate in the CRCOG Regional Performance Incentive Grant and its Digital Health Department Initiative. Seconded by Art Yoaps. Carolyn wanted to make sure that Berlin was included. Paul said they wouldn’t be involved with the program if Berlin were not included. MOTION CARRIED UNANIMOUSLY.

IX. OTHER

None.

A MOTION was made by Dr. Grant Golub to adjourn. Seconded by Nancy Klatt. MOTION CARRIED UNANIMOUSLY.

Meeting adjourned at 9:22 p.m.

Respectfully submitted,

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