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(Approved working notes)

**BOARD OF HEALTH
MEETING OF FEBRUARY 17, 2011
ROCKY HILL COMMUNITY CENTER, ROOM 3**

I. CALL TO ORDER AND ATTENDANCE

Chairman Kevin Borrup called the Thursday, February 17, 2011 meeting of the Central Connecticut Health District Board of Health to order at 6:35 p.m. in Room 3 of the Rocky Hill Community Center, Rocky Hill, Connecticut.

Present: Kevin Borrup, Chairperson
Pat Checko, Vice Chairperson
Grant Golub
Nancy Klatt
Judith Sartucci
Carolyn Wysocki
Art Yoaps

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

Excused: Ray Jarema, Dianne Doot

Staff: Eileen Knapp, Recording Secretary

Quorum

II. PUBLIC FORUM

No comment.

III. REVIEW AND REORDER OF AGENDA

- Under New Business add a request of the District to support Medicaid's coverage for smoking cessation.
- Add an Executive Session under Human Resources Committee Report.
- Add a discussion of new bills under New Business.
- Add National Public Health Week under Old Business.

A MOTION was made by Dr. Grant Golub to approve the Agenda with changes. Seconded by Pat Checko. MOTION CARRIED UNANIMOUSLY.

IV. COMMUNICATIONS

Carolyn announced that NALBOH is holding the 12th Annual Ned E. Baker Lecture in Public Health on March 31, 2011. The topic is "Using Social Marketing to Strengthen Public Health Policies. It will be available on a web cast.

Carolyn announced that PHAB is going to begin taking applications for Accreditation in the fall of this year. There will be a short survey on line at the end of February asking for some general information on Health Departments. Paul said he has already completed that survey.

Carolyn asked that Paul bring the APHA Newsletter and Journal to Board meetings.

Paul distributed an article that was published about the District's Community Health Assessment.

V. APPROVAL OF MINUTES AND WORKING NOTES (January 20, 2011 Board Meeting)

A MOTION was made by Dr. Grant Golub to amend the approved minutes of December 16, 2010 and to repost them on-line. Seconded by Art Yoaps. 6 were in favor (Borrup, Checko, Yoaps, Sartucci, Wysocki, Golub), 1 abstention (Klatt), MOTION CARRIED.

A MOTION was made by Pat Checko to approve the minutes and working notes of January 20, 2011 with changes. Seconded by Dr. Grant Golub. 5 in favor (Borrup, Checko, Sartucci, Klatt, Golub) 1 opposed (Wysocki), 1 abstention (Yoaps), MOTION CARRIED.

VI. REVIEW AND APPROVAL OF FINANCIAL REPORT (January 2011)

Paul distributed an updated January Financial Report coincide with the budget spreadsheet for the current year. Right now they are anticipating using \$20,286 from the Reserve Fund to balance the budget. Carolyn requested to postpone any action to the next meeting to allow time to review the report.

A MOTION was made by Dr. Grant Golub to approve the January 2011 Financial Report. Seconded by Nancy Klatt. 6 were in favor (Borrup, Checko, Klatt, Golub, Yoaps, Sartucci), 1 opposed (Wysocki), MOTION CARRIED.

VII. Committee Reports

a. Finance

Pat said she spoke with the accountant and he plans to prepare the calculations regarding the retiree medical benefits for the Director. Pat sent him a copy of the employment agreement for review. The accountant said he doesn't believe this process will be lengthy.

Changes were made to the Draft Budget based on comments made at the last Board meeting. They are

showing a transfer of \$105,331 from the operating reserve fund to balance the budget.

Judy asked about the significant increase for employee benefits. Pat said that is mainly for the Health Educator's position. The previous Health Educator did not accept benefits and they did not budget the dollars for those benefits. Judy suggested looking at other options or plans for medical benefits to save money. Paul said they are looking at the various options that are available through the Town of Wethersfield.

Judy asked if the District is paying for one membership for CEHA or if they are paying for individual memberships. Paul said they are paying for individual memberships and that CEHA did not offer an agency membership. Judy said she was concerned because they are doing that for one "block" of employees but not for others for example, nurses, emergency preparedness or health educator personnel. She suggested sending this issue to Human Resources for them to look at it.

A MOTION was made by Nancy Klatt to bring the proposed 2011/2012 Budget to a Public Hearing on March 17, 2011 at 6:30 p.m. Seconded by Dr. Grant Golub. Carolyn said she is not able to support such a huge deficit budget. She feels it is fiscally irresponsible. She is also concerned because the Community Health Educator position isn't mandatory. If they don't need the position, then it shouldn't be included in the budget. She would also like to wait until they have more information about how much money needs to be put into the post-retirement benefit plan for the Director of Health. She said they also don't have the information about the benefits from the Town of Wethersfield's Retiree Health Insurance Trust Fund. She feels there are many areas where they can cut spending, consolidate positions, and increase fees to balance the budget. Carolyn asked that the budget be referred back to the Finance Committee. Kevin said they talked about raising the per capita rate but given the financial condition of the State and Towns they decided to keep the per capita rate the same. They are not going to have clarity in time for this budget as far as the Retiree Health Insurance Trust Fund is concerned. If they chose not to use money from the Reserve Account to balance the budget they would end the year with over 50% of their operating budget in reserve. Judy said there are a lot of things around the Director's retirement that they haven't planned for. She said they really need to be specific as to why they set up the Reserve Fund and what it is to be used for. She said she will vote to send this to a public hearing but until more questions are answered she can't approve it. She asked that they hold the meeting at the Newington Senior Center and said the Board should be more sensitive to where they hold the meetings to be more accommodating to handicapped people. Paul said he would try to move all Newington meetings to the Senior Center. **MOTION CARRIED UNANIMOUSLY.**

b. Governance

The Governance Committee continues work on the strategic plan and review of our readiness status for accreditation. The Committee is also working on an advocacy role for the Board and it is reviewing and suggesting revisions to the Board orientation and resource manuals. It also looked at whether a formal policy is needed for waiving of District fees.

Carolyn asked where the public hearing notice was advertised. Paul said it was in the Hartford Courant. Carolyn said she thought they decided last year to also publish it in the local papers.

Judy said they had decided to publish an article or press release in the local papers so that the public knows they are invited while continuing to post the notice in the Courant. She said the Board needs to look more broadly at how they get this message out, including Berlin Patch. She also would like to include a summary page with the budget that highlights the changes that were made. Paul said that was already done.

d. Community Assessment

Pat said the assessment is complete and they have started to run the data. More information will be available for the next meeting.

c. Human Resources

A MOTION was made by Dr. Grant Golub to go into Executive Session for the purpose of discussing the Director of Health's Employment Agreement and to answer specific questions about salaries of certain employees. Seconded by Carolyn Wysocki. MOTION CARRIED UNANIMOUSLY. (The following people were present for the Executive Session: Borrup, Checko, Yoaps, Klatt, Sartucci, Wysocki, Golub, Hutcheon)

Into Executive Session at 7:51 p.m.

Out of Executive Session at 8:20 p.m.

VIII. OLD BUSINESS

a. National Public Health Week

Carolyn suggested that they hold the Volunteer Recognition as part of National Public Health Week along with a display in the Libraries and the issuing of proclamations. She said the Board volunteered to help plan the events. Paul said he already picked a date for the Volunteer Recognition event for April 13, 2011.

Judy said several Board members have offered to help with these activities for the past 3 years. This year National Volunteer Week is back to back with Public Health Week. She is suggesting that they hold their Volunteer celebration during Public Health Week as one of a number of activities they hold that week. A lot of the volunteers are busy with other activities going on during the National Volunteer Week. Also, with one less staff position they don't have the same amount of manpower they have had in the past. Judy said she would like to use the fall September annual meeting to have an event to acknowledge the District's 15th anniversary.

Paul said during National Public Health Week, Hilary is going to have an open house at the teen driving simulation center on April 7, 2011. At that function they will be providing a mature driving program. Three of the four towns have already said they would hold child safety seat checks during the week.

Pat suggested including a program on Senior Fall prevention.

Judy said Board members offered help with these events a long time ago and she asked to be included early on in the planning process. Paul said they don't need any help with the events that have already been planned. Board members can work on additional events coordinating with Hilary and the Senior Center staff.

The Board had a discussion about whether or not to change the Volunteer Recognition event to coincide with National Public Health Week. The Board decided by consensus to keep it on April 13, 2011 during

National Volunteer Week.

A MOTION was made by Judy Sartucci to move the celebration of the 15th anniversary of the Central Connecticut Health District to September and to include the Board in the planning. Seconded by Carolyn Wysocki. Paul said he did talk to the State Health Department and they are willing to recognize the District's 15th anniversary at the May Semiannual meeting. 2 were in favor (Wysocki, Sartucci), 3 opposed (Checko, Golub, Klatt) 2 abstentions (Borrupt, Yoaps), MOTION FAILED.

Kevin suggested Board members talk to Paul and Hilary if they have additional ideas about the celebration of National Public Health Week.

Judy said she didn't think the Solomon Wells House was easily accessible for people who have trouble getting around. Paul said he would look for another venue.

IX. HEALTH DIRECTOR'S REPORT

a. CT DPH H1N1 Report MDA 28

Paul said the problem DPH had with their reporting of the H1N1 information is that their scanning system had limitations. The actual totals are not accurate and the reliability of the data is off by some factor.

Carolyn said it at least gives them some sense as to whether they reached their target population.

Judy asked if the District was considering doing any STD education. Paul said the reason why Manchester needed to address this issue is that they had a lot of cases and a high rate. Paul said the CCHD rates are not that high.

Carolyn was disappointed that they aren't getting numbers on STD's as often as they used to. She said she would like to see the information on a semi-annual basis. Kevin said this is something that they could send to the Community Assessment subcommittee.

X. NEW BUSINESS

a. Smoking Cessation and Medicaid

Judy Sartucci made a MOTION that the CCHD support efforts of MATCH and other groups for legislation that would make smoking cessation therapies available and accessible to Medicaid clients through submission of testimony, letter writing and other measures. Seconded by Dr. Grant Golub. MOTION CARRIED UNANIMOUSLY.

b. Legislation

A MOTION was made by Judy Sartucci to send a letter to Congressman Larson on behalf of the CCHD Board in strong opposition to any cuts to public health, food safety, environmental protection and other key public health programs in the upcoming vote on the Continuing Resolution for FY2011 and to also urge the Congressman to oppose any efforts to block funding for implementation of the

Affordable Care Act. Seconded by Pat Checko. MOTION CARRIED UNANIMOUSLY.

A MOTION was made by Judy Sartucci that CCHD support Proposed Bill 5618, AA Concerning the Establishment of a Council to Promote Enhanced Communication between State and Local Public Health Officials through submission of testimony, letter-writing and other measures; and further, that it recommend the inclusion of a local board of health member in the Council. Seconded by Carolyn Wysocki. MOTION CARRIED UNANIMOUSLY.

A MOTION was made by Judy Sartucci that CCHD support Raised Bill 830, AA Prohibiting the use of Certain Wood-Burning Furnaces, through submission of testimony, letter writing and other measures. Seconded by Carolyn Wysocki. MOTION CARRIED UNANIMOUSLY.

A FRIENDLY AMENDMENT was made by Dr. Grant Golub to change the above motion to support the *total ban of outdoor wood burning furnaces*. Judy Sartucci accepted the Friendly amendment.

Pat said she would be having a meeting in the near future to discuss strategy concerning the hookah bill.

XI. OTHER

No discussion.

A MOTION was made by Art Yoaps to adjourn. Seconded by Pat Checko. MOTION CARRIED UNANIMOUSLY.

Meeting adjourned at 9:03 p.m.

Respectfully submitted,

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