



Central Office: 505 Silas Deane Highway, Wethersfield, CT 06109 Phone (860) 721-2822 Fax (860) 721-2823
Berlin: 240 Kensington Road, Berlin, CT 06037 Phone (860) 828-7017 Fax (860) 828-9248
Newington: 131 Cedar Street, Newington, CT 06111 Phone (860) 665-8586 Fax (860) 665-8533
Rocky Hill: 761 Old Main Street, Rocky Hill, CT 06067 Phone (860) 258-2770 Fax (860) 258-2767
www.ccthd.org

(Approved working notes)

**BOARD OF HEALTH
MEETING OF FEBRUARY 18, 2010
ROCKY HILL COMMUNITY CENTER ROOM 2**

I. CALL TO ORDER AND ATTENDANCE

Chairman Kevin Borrup called the Thursday, February 18, 2010 meeting of the Central Connecticut Health District Board of Health to order at 6:34 p.m. in Room 2 of the Rocky Hill Community Center, Rocky Hill, Connecticut.

Present: Kevin Borrup, Chairperson
Pat Checko, Vice Chairperson
Grant Golub
Dianne Doot
Nancy Klatt
Judith Sartucci
Carolyn Wysocki
Art Yoaps
Amanda Hurwitz
Paul Hutcheon, M.P.H., R.S. Director of Health

Excused: Ray Jarema

Staff: Eileen Knapp, Recording Secretary

Quorum

II. PUBLIC FORUM

None.

III. REVIEW AND REORDER OF AGENDA

Judy suggested moving the discussion of the proposed By-Laws amendment under Governance. She asked to add a discussion of an e-mail request to support a letter to Senator Dodd and of the issue regarding cell towers. Kevin suggested putting those under Old Business. Judy asked to add National Public Health Week under Governance. Kevin asked Judy to cover the N.P.H.P.S. Governance Standards under the Governance report.

A MOTION was made by Pat Checko to accept the agenda as amended. Seconded by Carolyn Wysocki. MOTION CARRIED UNANIMOUSLY.

IV. COMMUNICATIONS

Kevin passed around an informational pad related to Teen Driving.

Paul passed around the Public Health Dispatch, a NACCHO Publication.

V. REVIEW AND APPROVAL OF MINUTES AND WORKING NOTES (January 21, 2010)

Judy submitted a number of changes.

A MOTION was made by Pat Checko to table the approval of the minutes and working notes of January 21, 2010 until the next Board meeting. Seconded by Carolyn Wysocki. MOTION CARRIED UNANIMOUSLY.

VI. REVIEW AND APPROVAL OF FINANCIAL REPORT (January 2010)

A MOTION was made by Nancy Klatt to accept the January 2010 Financial Report. Seconded by Dr. Grant Golub. MOTION CARRIED UNANIMOUSLY.

VII. Committee Reports

a. Finance (Proposed FY 10/11 budget)

A MOTION was made by Pat Checko to hold the public hearing for the FY 10/11 budget just prior to the March Board meeting. Seconded by Nancy Klatt. Kevin suggested letting the Courant know we need the posting printed A.S.A.P. He also suggested submitting the proposed per capita numbers to the town right away. **MOTION CARRIED UNANIMOUSLY.**

b. Governance

Proposed bylaws amendment: Judy went over the By-Laws changes being proposed. She asked that if the Board were in agreement, she would like a motion for these changes to be passed along to the Attorney for his review. If approved by the Attorney she would like it added to the March agenda for Board approval.

The proposed changes address the following:

1. **Article VI – Section 7.** Changes approval of revisions in the approved budget from a “supermajority” to a simple majority of board members.
2. **Article III – Section 3.** Clarifies that letters of resignation must also be sent to the clerk of the member town that the board member represents.
3. **Article III – adds a new Section 6** to codify our current practice of polling board or committee members by telephone or e-mail.

Pat said most of the time Paul would be doing the polling. She asked to change the language to “the Chairperson of the Board, a Committee or the Director of Health...” Pat also suggested using “adoption”

instead of “validation”.

4. **Article VII – adds a new Section 3** to clarify the status of board members at board committee meetings where they are not members. Unlike the general public, who can attend meetings, board members can participate in discussion, but not vote on issues.

Kevin asked to change “privilege of voice” to “fully participate in discussions”.

5. **Article VII – Section 9 Makes** a technical change to remove “ad hoc”.
6. **A new Article VIII – Participation in meetings by electronic means** Set’s forth the conditions for participation by board or committee members in meetings by electronic means.

There was a lengthy discussion about how to handle participation by electronic means. Kevin didn’t feel the person not physically present should count towards quorum. Carolyn agreed. Judy said she is trying to maintain continuity for the Board so that circumstances don’t arise where they need to cancel meetings.

Kevin said he isn’t sure they are technically advanced enough to do this. Judy said they would need to do some planning but she is looking towards the future.

Kevin suggested removing Article VIII from the revisions so everyone could think about this issue.

Judy said instead of sending the revisions to the Attorney twice, maybe they should wait and send it all together. Pat questioned whether or not all changes need to be reviewed by an attorney. Judy said she was uncomfortable with Article III Section 6 and would like the Town Attorney to review it.

Kevin said he couldn’t remember one time when an important issue couldn’t be discussed because of lack of quorum. Judy said the Governance Committee is willing to withdraw Article VIII from the discussion at this time and to vote only on the other items to be sent to the Attorney.

A MOTION was made by Judy Sartucci to send the proposed changes to the By-Law, Article III, Article VI and Article VII, as amended to the Attorney for review. Seconded by Carolyn Wysocki. Pat again stated that she didn’t think these changes were controversial enough to send them to the Attorney. Judy said she supports the Attorney review for any changes to the by-laws. 6 were in favor (Borrup, Wysocki, Golub, Sartucci, Doot, Hurwitz) 3 opposed (Yoaps, Klatt, Checko) MOTION CARRIED.

N.P.H.P.S. Governance Standards: Kevin handed out National Public Health Performance Standards sheets related to Governance and Boards and including the 10 Essential Services. He suggested discussing one Essential Service per board meeting under Governance. He asked that the Governance Committee provide supporting documentation for each Service. These discussions would be time limited.

Pat suggested that while they look at these from the perspective of the Governance Board that they also have a copy of the National Standards for local health departments and districts.

Carolyn said she thinks this is an excellent tool for Board Development.

National Public Health Week: Judy submitted a draft of a proclamation for National Public Health Week.

She would like it sent to each of the Town Mayor's to put it into a format of a proclamation that would then be passed by each of the Town Councils as was done last year.

Paul said the District is planning to set up displays in the Town Libraries of books related to public health. Hilary has been meeting with representatives of UConn Health Center regarding a job shadow arrangement for students. This year's theme for National Public Health Week is "Healthier Populations One Community at a Time".

c. Human Resources

No report.

d. Special Committees – Community Health Report Card

Contingency Committee: No report.

Capital Improvement Committee: No report.

Assessment: This Committee distributed copies of the Community Health Report Card. This is not the Assessment, which they will be starting on soon.

Program Evaluation: No report.

VIII. OLD BUSINESS

b. Senator Dodd request

A MOTION was made by Judy Sartucci to move for adoption of the results of the e-mail polling that was done on December 28, 2009 regarding submission of a letter to Senator Dodd. Seconded by Pat Checko. MOTION CARRIED UNANIMOUSLY.

c. Cell tower issue

Citizens of Newington contacted Kevin to make him aware that there has been talk about locating a cell tower in one of the Newington Parks and he was asked about public health's stance with regard to the safety of cell towers. Everyone but Carolyn agreed by e-mail that Kevin should go and speak about this issue. Paul and Kevin spoke at the Town Council meeting and Paul was quoted as saying that as of now the public health community feels that cell towers are safe.

A MOTION was made by Pat to adopt Kevin's oral report regarding cell towers being safe. Seconded by Nancy Klatt. Carolyn said she feels information in regards to cell towers is inconclusive. She said all the information was not presented and it is not accurate to say that cell towers are safe. Grant said there is a lot of "junk science" in these reports and many have confounding problems. Paul says he relied upon the scientific body of information from the CDC, Federal Communications Commission and CT DPH. Carolyn said the point she is trying to make is that they should be providing all the information and not just one side. **8 were in favor (Borrupt, Checko, Doot, Golub, Hurwitz, Klatt, Yoaps, Sartucci) one opposed (Wysocki). MOTION CARRIED.**

a. Wood smoke

Board members received a circular letter from the Department of Public Health regarding Wood Smoke as a public nuisance. This letter clearly indicates that a local health department does have the authority to investigate complaints of wood smoke and does have the authority to issue orders should a public health nuisance be identified. Paul also made copies of the Connecticut Public Health Code, listing Conditions specifically declared to constitute public nuisances and abatement of nuisance. This is the section that was being talked about to be modified to add a letter (j) "wood smoke" as a specific nuisance. Paul also included Section 19a-206 of the Connecticut General Statutes. These are the Statutes that are cited when identifying a public nuisance.

Paul said he met with Nancy Alderman and David Brown of Environment and Human Health Inc. to discuss the proposed bill regarding wood smoke and wood burning furnaces. They will be scheduling another meeting in the future. The Department of Public Health and CT Association of Directors of Health are opposed to amending the Public Health Code to insert this language. Health Districts clearly have the authority to investigate these complaints but the problem lies with the enforcement. CADH is asking the Commissioner of Health to support a statewide workgroup to examine these issues.

Pat said at the Environment Committee meeting they agreed that this piece would be dropped from this bill. She said making the Public Health Code so specific could do more damage than help.

Carolyn said she was pleased with the discussion and hopes the task force comes to fruition.

A MOTION was made by Carolyn Wysocki to support Section 1 of proposed Bill #126 concerning wood smoke emissions being included in the CT Public Health Code. Seconded by Judy Sartucci. 1 was in favor (Wysocki) 7 opposed (Borrup, Checko, Doot, Golub, Hurwitz, Klatt, Yoaps) 1 abstention (Sartucci). MOTION FAILED.

IX. HEALTH DIRECTOR'S REPORT

a. FY 08/09 Annual Report

b. CCHD leaflet

Board members received copies of the 08/09 Annual Report and a leaflet on the Central Connecticut Health District.

Paul went over the H1N1 Vaccination Report. 6,223 vaccinations have been given through February 4, 2010 at 22 clinics. He also submitted a Phase II preliminary financial report. To date we have an income of \$95,500, expenses of \$31,500 and excess revenue of \$64,000. We will continue distributing vaccines by appointment through March.

Judy said there were some concerns in Rocky Hill about the location of the clinics and the majority of them being in Wethersfield. Three clinics were held in Rocky Hill, 3 in Newington, 3 in Berlin and 11 in Wethersfield. The remaining clinics were all scheduled for Wethersfield. Paul said initially the difficulty was in finding space to run the clinics. Judy noted that the all day clinic held on a Saturday brought in a whole different clientele than the other clinics. In the future we should be more mindful about trying to have more

distribution of these types of clinics.

Carolyn asked if there would be any reports about how many of the original target groups were vaccinated in our clinics. Paul said hopefully the State would report the answer to those types of questions because they received all the bubble forms that were filled out. Carolyn asked if there would be a more thorough report. Paul said an After Action Report would be done.

Paul addressed a memo about employee recognition for H1N1 efforts.

A MOTION was made by Dianne Doot to go into Executive Session for the purpose of discussing employee recognition for the H1N1 campaign. Seconded by Nancy Klatt. Dianne withdrew her motion. Nancy withdrew her second, MOTION FAILED.

A MOTION was made by Dianne Doot to include the discussion of employee recognition for the H1N1 campaign under the scheduled Executive Session at the end of the meeting. Seconded by Amanda Hurwitz. MOTION CARRIED UNANIMOUSLY.

Paul said they are considering Tuesday April 20th for the volunteer reception. This would include a simple dinner for about 100 people and a gift of an umbrella imprinted with the CCHD logo. Invitees would include staff, Board members, volunteers and contracted nurses and clinic coordinator. Paul estimated that it would cost about \$18.00 per person. Judy said they discussed not having it during Volunteer Recognition Week because the volunteers have a lot going on that week but to instead hold it during Public Health Week. Paul said he would look into changing the date.

A MOTION was made by Dr. Grant Golub to authorize Paul to expend up to \$2,000 for the Volunteer Reception. Seconded by Amanda Hurwitz. 8 were in favor (Borrupt, Checko, Doot, Golub, Hurwitz, Klatt, Yoaps, Wysocki) 1 abstention (Sartucci). MOTION CARRIED.

Carolyn asked about Paul's meeting with the Wethersfield IT staff regarding new computers. Paul said the computers would likely be for Cheryl and him. Depending on how much they cost this may be already in the budget.

Judy said she heard that some of the Health Departments in other areas of the State have already started to install the programming for the Digital Health Department. Paul said he believes West Hartford/Bloomfield already purchased the product. The idea of a digital health department is not new to the nation.

X. NEW BUSINESS

a. Proposed Bylaws amendment

This was discussed under Governance.

b. Auditing services FY 09/10

A MOTION was made by Judy Sartucci to authorize the Health District to enter into a contract with Costello Company, LLC for auditing services. Seconded by Dianne Doot. Carolyn said she just wants to make sure they get the audit in a timely fashion. MOTION CARRIED UNANIMOUSLY.

XI. EXECUTIVE SESSION TO DISCUSS PENDING LEGAL MATTER

A MOTION was made by Nancy Klatt to go into Executive Session at 8:50 p.m. to discuss a pending legal matter and employee recognition for the H1N1 Campaign. Seconded by Dr. Grant Golub. MOTION CARRIED UNANIMOUSLY. The following people were present for the Executive Session: Borrup, Wysocki, Sartucci, Yoaps, Klatt, Hurwitz, Checko, Golub, Doot, Hutcheon.

* Out of Executive Session at 9:12 p.m. No motions were made in Executive Session.

A MOTION was made by Dr. Grant Golub to accept and facilitate Paul's memo regarding employee financial recognition for the H1N1 Campaign. Seconded by Dianne Doot. 5 were in favor (Doot, Klatt, Borrup, Hurwitz, Golub) 4 opposed (Yoaps, Wysocki, Sartucci, Checko). MOTION CARRIED.

XII. OTHER

None.

A MOTION was made by Nancy Klatt to adjourn. Seconded by Amanda Hurwitz. MOTION CARRIED UNANIMOUSLY.

Meeting adjourned at 9:15 p.m.

Respectfully submitted,

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