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(Approved working notes)

**BOARD OF HEALTH  
PUBLIC HEARING OF FEBRUARY 19, 2009  
ROCKY HILL COMMUNITY CENTER, ROOM 2  
Minutes**

**I. CALL TO ORDER AND ATTENDANCE**

Chairman Nancy Klatt called the Thursday, February 19, 2009 meeting of the Central Connecticut Health District Board of Health to order at 6:47 p.m. in Room 2 of the Rocky Hill Community Center, Rocky Hill, Connecticut.

**Present:** Nancy Klatt, Chairperson  
Patricia Checko, Vice Chairperson  
Arthur Yoaps  
Kevin Borrup  
Ray Jarema  
Dianne Doot  
Judith Sartucci  
Amanda Hurwitz  
Carolyn Wysocki  
Paul Hutcheon, M.P.H., R.S. Director of Health

**Excused:** None.

**Staff:** Eileen Knapp, Recording Secretary

**Quorum**

**II. AUDIENCE OF CITIZENS**

None.

**III. COMMUNICATIONS**

An article was distributed about Carolyn Wysocki being named as Berlin Citizen of the Year. Paul passed around the NALBOH membership packet. A budget letter was received from the Town Managers. An article was published in the Berlin Citizen about the Central Connecticut Health District following Paul's presentation to the Berlin Town Council.

The NALBOH Conference is being held in Philadelphia, July 1-3 and the focus this year is Improving Public Health Through Leadership and Knowledge.

NALBOH is putting on a web cast April 2<sup>nd</sup> called Building a Healthier America. This is part of a lecture

series in Bowling Green, OHIO. There will also be workshops on alternate sources for fundraising for health districts.

Carolyn asked that the District become a partner to support National Public Health Week.

Carolyn said there is now a vetting process for standards for accreditation. NALBOH is having a web cast on March 2<sup>nd</sup> on each of the 10 domains. There is a separate domain on governance, which she thought board members might be interested in. Further information is available on the NALBOH website. You can also download the information and make comments on the standards. NALBOH will be looking for local health departments to participate in a beta testing of the standards.

**IV. REVIEW AND APPROVAL OF MINUTES (January 15, 2009)**

**A MOTION was made by Carolyn Wysocki to accept the minutes of January 15, 2009 as amended. Seconded by Amanda Hurwitz. MOTION CARRIED UNANIMOUSLY.**

**V. REVIEW AND APPROVAL OF FINANCIAL REPORT (January 2009)**

Paul noted that included in the packet was the Emergency Preparedness Quarterly Report.

**A MOTION was made by Pat Checko to accept the January 2009 Financial Report. Seconded by Dianne Doot. MOTION CARRIED UNANIMOUSLY.**

**VI. COMMITTEE REPORTS**

**a. Finance (Draft FY 09/10 budget)**

Paul went over the different versions of the budget. There was one that was prepared prior to the Governor's budget and one prepared after the Governor's budget was proposed. The budget prepared prior to the Governor's budget is essentially the same as the pamphlet printed for the public hearing with a few changes. The most significant change reflects the cost of health insurance premiums with the cost of two family plans pulled out. This results in a decrease in the transfer from the Reserve Account. The amount now being transferred from the Reserve Account is \$53,308. Carolyn asked why the Capital Improvement Reserve Fund was \$77,648 when the Board did not vote to increase it from \$50,000. Kevin agreed that they decided to set aside \$50,000 in their Capital Improvement Reserve Fund and any additional monies would go into the Reserve Account.

Carolyn said there is a note that the budget does not reflect cost of retirement medical insurance for Director of Health. She asked if this money is being included in the Reserve Account. Pat said Paul does currently qualify for retirement and this is a reminder of that future obligation. Paul said he asked the auditor how they should budget for that and they could either set aside an account with money to pay for that in the event he does retire or they could be aware of it and when the time comes, pay for it. They previously decided that because it wasn't a large amount they would just be aware of it and pay it when the time came.

Paul noted that this version of the budget reflects a 1.85% decrease in total expenditures for FY 2009/2010.

Carolyn expressed concern about having a deficit budget.

Paul then went over the budget that included the Governor's proposed budget reductions. The Governor has

proposed a \$78,403 reduction in the Districts funding under the Per Capita Grant. Instead of receiving \$2.08 per capita the District would receive \$1.25. This budget would include a 6.1% decrease in expenditures compared to the FY 08/09 budget. Salaries are increase by 1%, the part time Salon Inspector position is eliminated and the part time Secretary hours are reduced to 6 hours per week. Also the Health Promotion Clinics are eliminated. As far as revenues, there would be an increase in cost of flu shots to \$30.00 per dose and the budget is balanced using a transfer of \$87,100 from the Reserve Account.

Pat said as they looked into the Visit-a-Nurse Program, she and Dianne would have suggested next year that they couldn't afford to do this. Paul noted that the cost per visit for this program is \$4.00-\$5.00. Pat said as far as the 1% increase in salaries, they feel that next year they may not be able to give an increase at all so that is why they did not freeze salaries this year. Carolyn asked why not eliminate the Health Promotion Clinics this year if they are not cost effective. She also questioned the decision to give 1% salary increases and spend \$900 on the annual report in these difficult economic times.

There was a discussion about the Community Health Coordinator's position. Pat said they looked at this very closely and felt the person hasn't been in this position long enough to prove that she can support herself. They really don't know what she can bring in in the next year. Anything she does bring in will offset the money being used from the Reserve Account. Judy said she agreed with Pat. She and Paul spoke with the Town Council in Rocky Hill and the Council wanted to make sure the District was looking into other funding sources instead of at the towns for additional revenue. Dianne said the future of their educational discretionary programs might depend on coordination with other community entities and in organizing more volunteers, both of what the Community Health Coordinator does. Carolyn said she agreed that there is a need for the Community Health Coordinator but suggested making it a part time position. She said by freezing salaries, making the Community Health Coordinator's position part-time and the elimination the Salon Inspector, annual report, professional organization dues and stipend for mileage they would be saving about \$53,000. This would make a 0-based budget for version 2. Nancy said as far as the 1% salary increase, she feels it is important to recognize their employees. Kevin said at some point they might have to decide to either get rid of employees or not give any salary increases. Nancy asked how much the 1% increase amounted to. Paul said it is about \$5,600. Judy said she feels that the District is facing some very hard economic times and they should start planning for some very tough choices. She said they need to plan on how to keep their staff and programs going while getting the message across that their employees are valued.

**A MOTION was made by Pat Checko to adopt version 3 of the Budget including the Governor's Proposed reduction. Seconded by Amanda Hurwitz.** Carolyn said there was input on the budget from the Town Managers asking for a 10% reduction in expenditures. She doesn't know why they would approve this when they don't know what the Governor is going to do. She would like this to go back to the Finance Committee so they can create a new budget, one that is 0-based. Kevin agreed with Carolyn that this should be sent back to the Finance Committee. He is also opposed to approving this version of the budget because it didn't go to the Finance Committee and there hasn't been a full discussion of it. He didn't feel this should have gone to the Executive Committee. Paul noted that the Board could modify the budget at any time as long as the per capita rate is given to the towns by April 30<sup>th</sup>. Diane said the Executive Committee responded as they are mandated to do in an urgent situation given the timing of the Governor's proposed budget cuts. Judy said she is voting against this motion because she is concerned that substantial modifications are being made to the budget and it hasn't gone before the public. She said she doesn't think the District publicizes themselves enough to the public and she feels the process they have gone through to adopt the budget is unacceptable. Carolyn expressed concern about the situation with the Reserve Account since the State would not be sending the Per Capita Grant money out until September. **4 were in favor (Klatt, Jarema, Checko, Doot), 5 opposed (Wysocki, Borrup, Sartucci, Hurwitz, Yoaps), MOTION FAILED.**

**A MOTION was made by Art Yoaps to accept Version 1 of the Budget to be modified depending upon what the Governor does. No second, MOTION FAILED.**

**A MOTION was made by Carolyn Wysocki to refer the 3 versions of the 2009/2010 budgets to the Finance Committee to come up with a new proposed budget. Seconded by Judy Sartucci.** Pat said she would like the Finance Committee to meet as soon as possible to create a new budget and get it back to the entire Board so they don't have to go through this again. Paul suggested that the Board work together as a group to finalize the budget. **Carolyn withdrew her motion. Judy withdrew her second.**

Kevin Borrup said there was no reason not to call a Board Meeting to discuss the Governor's proposed budget cuts prior to this evening's public hearing. Carolyn agreed with Kevin. Amanda said she voted against the motion because not everyone was comfortable with passing Version 3 of the 2009/2010 budget.

The Board agreed to call a special meeting on Thursday February 26, 2009 to work on a revised budget.

#### **b. Governance**

The Governance Committee is working on some policies that will be brought before the Board for approval.

#### **c. Human Resources (DOH Mid-year Performance Review)**

After the December meeting Paul requested a mid-year Performance Review. After meeting with Paul, the Human Resources Committee was satisfied with his performance to date in meeting the Board's goals and objectives. The Committee plans to review the process involved in the Health Director's annual review. Anyone who has any suggestions or comments can contact Dianne.

### **VII. OLD BUSINESS**

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

The Governance Committee has been working on providing action steps for the Strategic Plan, including responsible parties and updated progress reports and completion dates. They are looking for approval of the Board so they can move forward. Dianne said under Goal 1, one of the action steps was to attend council meetings on issues related to the CCHD. She asked that board members be notified when there are issues being discussed by the Town Councils that are related to the Health District.

**A MOTION was made by Carolyn Wysocki to move forward with the Strategic Plan. Seconded by Amanda Hurwitz. MOTION CARRIED UNANIMOUSLY.**

Judy said the Governance Committee would like to bring the Strategic Plan back to the Board 2 or 3 times a year to take a look at where they are. Pat noted that the Strategic Plan talks about participating in National Public Health Week. They would like to get a proclamation from each of the member towns. Judy said she would draft the proclamation.

**A MOTION was made by Carolyn Wysocki that we sign on as a partner in proclaiming National Public Health Week April 6-12, 2009. Seconded by Pat Checko. MOTION CARRIED UNANIMOUSLY.**

**VIII. HEALTH DIRECTOR'S REPORT**

Tomorrow afternoon starting at 3:00 p.m. is the public hearing in front of the Appropriations Committee on the proposed governor's budget regarding the per capita and regionalization of local health departments. As the Chair of the Advocacy Committee for CADH, Paul said they are working to coordinate testimony from Director's of Health. Carolyn said she thinks the Board should draft a letter to be sent to our legislatures. She also suggested calling the co-chairs of the Appropriations Committee. Pat said she would draft a letter for approval by the Board.

Pat asked about the meeting Paul attended with the Co-Chairs of the Public Health Committee to discuss upcoming legislative session and budget issues. Some of the questions they had pertained to wood smoke. Paul said they informed them of the importance of local public health departments. They talked about what they do and how important these funds are.

**IX. NEW BUSINESS**

**a. Selection process for FY 08/09 auditor**

A letter was received from Costello Company, LLC., dated January 27, 2009 regarding the need for a new auditor. This issue was referred to the Finance Committee.

**b. Grant Summary – Office of Women's Health**

A \$4,000 grant was received from the Office of Women's Health Grant for a Heart and Stroke Awareness for Women Program.

**A MOTION was made by Pat Checko to accept the money for the Office of Women's Health Grant. Seconded by Kevin Borrup. MOTION CARRIED UNANIMOUSLY.**

**c. Switching providers for the 457 defined contribution plan**

The staff would like to switch to a new provider called ICMA for our 457 plan. We are currently using ING.

**A MOTION was made by Kevin Borrup to proceed with the changes in the 457 Defined Contribution Plan Provider. Seconded by Amanda Hurwitz. MOTION CARRIED UNANIMOUSLY.**

**X. OTHER**

Carolyn asked Paul for information on Lyme Disease from July through February. Paul said he would get the information from the State.

Judy said if the Executive Committee held a meeting, then the Board needs to comply with the Freedom of Information Act as they do with all meetings.

**A MOTION was made by Judy Sartucci that the Governance Committee review the bylaws and it's intent for the Executive Committee and make recommendations back to the Board at its next meeting. Seconded by Carolyn Wysocki. A FRIENDLY AMMENDMENT was made by Kevin Borrup to look at the composition of the Executive Committee regarding the representation of the towns. Judy Sartucci accepted the FRIENDLY AMMENDMENT. MOTION PASSED UNANIMOUSLY.**

**A MOTION was made by Amanda Hurwitz to adjourn. Seconded by Dianne Doot. MOTION CARRIED UNANIMOUSLY.**

Carolyn also expressed concern about compliance with the Freedom of Information Act and the process of calling a meeting of the Executive Committee. She said there was ample time to call a Board meeting to discuss the Governor's proposed budget cuts. Carolyn felt the Executive Committee overstepped their authority in taking this action and discussing it with the Town Manager's before discussing it with the Board. She again said she doesn't understand why we are not in compliance with the Freedom of Information Act. Art suggested calling the meetings "caucuses" instead of meetings. He also said they should put faith in the decisions that the committees are making so they don't have to go over the same arguments with the whole board.

Art suggested putting a letter of recognition in Ed's file for the Meals for One program he ran.

**A MOTION was made by Amanda Hurwitz to adjourn. Seconded by Dianne Doot. MOTION CARRIED UNANIMOUSLY.**

The meeting adjourned at 8:57 p.m.

Respectfully submitted,

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