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(Approved working notes)

BOARD OF HEALTH
MEETING OF MARCH 17, 2011
NEWINGTON SENIOR AND DISABLED CENTER
Working Notes

I. CALL TO ORDER AND ATTENDANCE

Chairman Kevin Borrup called the Thursday, March 17, 2011 meeting of the Central Connecticut Health District Board of Health to order at 6:40 p.m.

Present: Kevin Borrup, Chairperson
Patricia Checko, Vice Chairperson
Arthur Yoaps
Nancy Klatt
Ray Jarema
Grant Golub
Dianne Doot
Carolyn Wysocki
Enzo Pistritto
Paul Hutcheon, Director of Health

Excused: Judith Sartucci

Staff: Eileen Knapp, Recording Secretary
Hilary Norcia, Community Health Coordinator
Loretta DiPietro, Student Intern

Quorum

II. PUBLIC FORUM

No one was present from the public.

III. REVIEW AND REORDER AGENDA

A MOTION was made by Grant Golub to adopt the agenda with changes. Seconded by Nancy Klatt. MOTION CARRIED UNANIMOUSLY.

- **The Presentation by Jerry Lindsley from The Center for Research and Public Policy was moved before Communications.**
- **The Update on Grant Activities by the Community Health Coordinator to follow Mr. Lindsley's presentation.**

▪ **Add under New Business – Dental Grant Application**

Mr. Jerry Lindsley from The Center for Research and Public Policy gave a presentation on the results of the 2011 Community Health Assessment. The results came from surveys of 400 residents in the Health District. This comprehensive telephone survey was designed to collect current health status and needs in the District. Mr. Lindsley discussed the methodology used for the survey and highlights of each topic.

A MOTION was made by Nancy Klatt to recess the Board Meeting. Seconded by Grant Golub. MOTION CARRIED UNANIMOUSLY.

The Board meeting was briefly recessed in order to close the public hearing on the 2011/2012 Budget that was left open. The regular meeting immediately continued.

Community health Coordinator Hilary Norcia and student intern Loretta DiPietro were present to give an update on the District's Grant Activities. The following are the current Grant Funded Programs the District is running:

Asthma – Putting on Airm: This is funded by the CT DPH in the amount of \$70,333 geared mainly towards children 18 and under.

Komen Breast Cancer – Women to Women: this is funded by the Susan G. Komen Foundation of Ct in the amount of \$50,000. This grant targets women 40 and over who have not had a mammogram in 2 years or who are uninsured or underinsured.

Smiles for Life – Senior Dental Cleaning: This Grant is funded by the North Central Area Agency on Aging in the amount of \$5,000 for residents 60 and over.

ACHIEVE: This grant is funded by the CT DPH in the amount of \$50,000 to form a coalition to empower the community to increase opportunities for healthy lifestyles through initiatives for policy, system and environmental change. This program is scheduled to begin July 1, 2011.

Preventative Health Block Grant: This grant is funded by the CT DPH in the amount of \$12,419 and is being used for Diabetes Self Care Classes and the Community Health Assessment.

Other projects Hilary is working on include National Public Health Week, Community Health Report Card, coordination of the Region II Asthma Coalition and oversight of interns.

IV. COMMUNICATIONS

Dianne Doot announced that the Wethersfield Green Summit Committee is holding a summit on April 6, 2011 and they have invited the District to participate.

Paul passed around the latest Nation's Health and Journal of Public Health publications.

V. REVIEW AND APPROVAL OF MINUTES AND WORKING NOTES (February 17, 2011 Board Meeting)

Carolyn suggested making some changes to the February working notes, which were accepted by the Board.

She also submitted changes that were suggested by Judy Sartucci, who was absent from the meeting. The Board did not accept these changes.

A MOTION was made by Grant Golub to approve the minutes and working notes of February 17, 2011 with changes. Seconded by Nancy Klatt. 6 were in favor (Borrup, Checko, Golub, Klatt, Wysocki, Yoaps), 3 abstentions (Pistritto, Jarema, Doot), MOTION CARRIED.

VI. REVIEW AND APPROVAL OF THE FINANCIAL REPORT (FEBRUARY 2011)

Carolyn was concerned that the year to date revenues were much less than the expenses.

A MOTION was made by Nancy Klatt to accept the February 2011 Financial Report. Seconded by Grant Golub. MOTION CARRIED UNANIMOUSLY.

VII. COMMITTEE REPORTS

a. Finance – Approval of proposed FY 11/12 Budget

Pat said she sent some questions to the accountant but may not hear back from him soon because it's tax time.

A MOTION was made by Pat Checko to recommend adoption of the FY 11/12 Budget as proposed by the Finance Committee and recommended by the Board. Seconded by Grant Golub. Carolyn said she couldn't support the budget because she feels it would be fiscally irresponsible to transfer \$105,000 to balance this deficit budget. She said they don't have a business plan for the coming year and they still don't know how much will be needed to put into the Director's Health Fund account. **8 in favor (Pistritto, Jarema, Klatt, Borrup, Doot, Yoaps, Golub, Checko), one opposed (Wysocki), MOTION CARRIED.**

Carolyn suggested that the Monthly Financial Report be sent to the Finance Committee monthly and to the Board on a quarterly basis. Kevin suggested that Board members consider this and they can discuss it at the next meeting.

b. Governance

Carolyn reported for the Governance Committee.

Strategic Plan: The Committee continues to work on the Strategic Plan and the 5 Strategic Goals. They are focusing on suggested objectives for each goal. They are hoping to have a draft ready for the Board's review in the spring.

Status Review for Accreditation: Paul and staff have completed the PHAB Self Assessment. Domain eight was sent to the Human Resources Committee. The next step is to review the gaps and deficiencies so planning for improvement can be made. DPH is going to be offering a special program for its staff to local health departments in April or May on beginning the accreditation process with Self-Assessment as the first step.

Board Development: Atty. Jack Bradley will be coming to the May meeting to talk about legal responsibilities of local Boards of Health. Staff will also be making presentations periodically to the Board.

The Governance Committee reviewed the outline of revisions proposed by Carolyn in regards to the Board Manual. The Committee will draft a policy on waiving fees for certain groups or organizations and present it to the Board. There was a discussion of Board terms and whose term is expiring soon. Those Board Members should contact their Towns Managers about being reappointed. Carolyn said that Berlin's population has fallen under 20,000, but they will have to wait until the actual CT DPH population estimates come out to see if a Berlin Representative would be eliminated.

Carolyn has prepared a draft policy on advocacy for the Board to review at the next meeting.

c. **Human Resources**

Kevin said both Paul and Kevin have signed the DOH agreement.

There was a question about the Attorney's bill.

A MOTION was made by Pat Checko to approve payment of the Attorney's bill for his work on the Director of Health's Contract. Seconded by Ray Jarema. Carolyn wondered if it would have cost less to communicate with the Attorney by letter instead of over the phone. Most Board members agreed that the Attorney charged a fair amount. Nancy noted that many times Paul has been able to talk to the Town Attorney, which saves the Board money. **MOTION CARRIED UNANIMOUSLY.**

Ray said at their meeting they discussed the filling of the Health Educator's position and what priority items they should be looking at down the road. Some of the items discussed were developing a policy regarding the appointment of an Acting DOH, accreditation issues and strategic planning.

Paul made a suggestion to the Human Resource Committee regarding the Health Educator's position. He proposed offering a paid internship to their current intern who is working on her Bachelor's in Public Health and upon graduation suggested the Board consider authorizing the Director to promote her to the Health Educator's position. Ray said after the Human Resources Committee discussed it, they thought that was a good idea but also agreed that it would be contingent upon a 6-month probationary period upon promotion. Paul noted that this proposal doesn't follow the Personnel Rules for hiring employees. Dianne said they agreed that she would be brought in on a part-time basis at 19.5 hours per week without benefits.

Pat thought it was a good idea to utilize a student they already have experience with but she does have some concerns. She said they need to decide if this is a part-time or full-time position. Hilary is getting close to maxing out her time with her work on grants. It might be hard to keep the intern on a part-time basis because she most likely will be looking for a full time job. She said they really need to create a well-planned program on how to proceed.

Dianne noted that the Human Resource Committee did discuss who the Health Educator should be reporting to. They strongly felt the position should be re-evaluated in 6 months. Some thought there might be a need for the Health Educator to have a Master's degree.

Carolyn said she feels that using an intern is an asset to the District and is in favor of hiring paid interns but would like to see a formal program designed. She said the former Health Educator had a Master's in Public Health and this intern presently doesn't even have her Bachelor's Degree. They recently looked at the job description for the Health Educator and the Board agreed on what the qualifications were, including a Master's Degree from an accredited college or a Bachelor's Degree in Nursing or Community Education and

6-months of experience in the field of Health Education. She wonders now if they really needed someone with a Master's Degree all along. She feels the Board needs to consider what is best for the Health District. Their policies state that they are supposed to advertise for all positions to make an even playing field for everyone. As a quasi-governmental agency, Carolyn feels they should be following their own rules.

Kevin said the District has the chance to seize an opportunity that has presented itself that may be beneficial to the District.

A MOTION was made by Ray Jarema to authorize the Director to hire the student intern on an hourly basis part-time and when she graduates promote her to the Health Educator's position at 19 ½ hours per week. Seconded by Nancy Klatt. 8 were in favor (Pistritto, Jarema, Klatt, Borrup, Doot, Yoaps, Golub, Checko), one opposed (Wysocki), MOTION CARRIED.

A FRIENDLY AMENDMENT was made by Pat Checko that at the end of the 6-month probation period the Board would reevaluate whether or not this would remain a part-time position or be changed to a full-time position. Ray Jarema accepted friendly Amendment.

d. Community Assessment

The presentation by Jerry Lindsley of the Center for Research and Public Policy was given earlier in the meeting.

Pat asked that the Community Health Report Card be given to the Community Assessment Committee for their approval before signing off on it.

VIII. OLD BUSINESS

None.

IX. HEALTH DIRECTOR'S REPORT

- a. Update on Grant Activities-overview by Community Health Coordinator and student intern**
- b. National Public Health Week update**

These were given earlier in the meeting.

c. Advocacy Update

Paul said copies of letters and testimony that were mailed were included in the Board packet. Bills 830 (Prohibition of Wood-Burning Furnaces) and 5618 (Establishment of a Council to promote enhanced communication between State and Local public Health Officials) are still in Committee.

Carolyn said Bill 972 stating that any Tanning Salon found in violation of the age requirement is fined \$100, which goes to the local Health Department, is out of committee and went to general law. The Bill also raises the age for consent from 16 to 18.

Paul said remaining Rocky Hill meetings are scheduled for Room 3, which is a small room. He will try to

find other available space in Rocky Hill if possible.

Paul asked the Board if they would like to set a budget for the District's 15-year celebration. Kevin suggested they talk about this at the next meeting including what resources they want to use.

X. New Business

a. Emergency Preparedness Grant Amendment

Paul said this is the grant they previously approved for the H1N1 supplementary funds in the amount of \$70,774. The deadline for spending this money is July 30th and by the time this gets approved there may not be enough time to get everything done.

A MOTION was made by Pat Checko to approve the submittal of the H1N1 Emergency Preparedness Grant Amendment. Seconded by Grant Golub. MOTION CARRIED UNANIMOUSLY.

b. Smiles for Life Dental Grant

This grant is being used to hold twenty dental clinics serving a total of 100 clients.

A MOTION was made by Nancy Klatt to approve the submittal of the Smiles for Life Grant. Seconded by Grant Golub. MOTION CARRIED UNANIMOUSLY.

XI. OTHER

No discussion.

A MOTION was made by Enzo Pistritto to adjourn. Seconded by Diane Doot. MOTION CARRIED UNANIMOUSLY.

Meeting adjourned at 8:31 p.m.

Respectfully submitted,

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