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(Approved working notes)

**BOARD OF HEALTH
MEETING OF APRIL 14, 2011
BERLIN COMMUNITY CENTER, ROOM 4
Working Notes**

I. CALL TO ORDER AND ATTENDANCE

Chairman Kevin Borrup called the Thursday, April 14, 2011 meeting of the Central Connecticut Health District Board of Health to order at 6:30 p.m.

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

Excused: Enzo Pistritto

Staff: Eileen Knapp, Recording Secretary

Quorum

II. PUBLIC FORUM

No one was present from the public.

III. REVIEW AND REORDER OF THE AGENDA

- Move the overview of Environmental Health Services before Communications.
- Add Selection of new auditor under New Business.
- Add Jefferson House Endowment Grant to New Business
- Add under Health Director's Report a discussion of home laundering of salon linens and 2011 meeting dates.

A MOTION was made by Nancy Klatt to approve the reorder of the agenda. Seconded by Grant Golub. MOTION CARRIED UNANIMOUSLY.

IV. a. Overview of Environmental Health Services, Nancy Brault, Chief of Environmental Health Services

Nancy Brault gave an overview of all aspects of the District's Environmental Health Services including the Food Service Program, Salons, Motels, Public Pools, Daycares, Lead and Complaints. Some of the recent projects they worked on were creating Guidance Booklet for licensure of new food service establishments, Food Service Training Handbooks, Meal for One Program and a Bed Bug Brochure. Nancy also showed a portion of a Food Service Inspection Video that was created by the District in cooperation with Newington Community Television.

Judy Sartucci commended Nancy on the fine work of staff throughout the year even though at times they were short a staff member.

V. COMMUNICATIONS

Judy passed around an article about the banning of outdoor wood burning furnaces in Rocky Hill and article on the issuing of a Proclamation in Rocky Hill for Public Health Week.

Carolyn e-mailed an article to Board members about the issuing of a Proclamation in Berlin for Public Health Week.

Paul handed out the Nation's Health magazine and The Journal of Public Health.

VI. REVIEW AND APPROVAL OF MINUTES AND WORKING NOTES (March 17, 2011 Public Hearing and Board Meeting)

Grant suggested omitting all credentials/titles for Board members. The Board agreed by consensus.

A MOTION was made by Grant Golub to approve the minutes and working notes of the March 17, 2011 Board Meeting as amended. Seconded by Nancy Klatt. 8 were in favor (Borrup, Checko, Klatt, Jarema, Wysocki, Doot, Yoaps, Golub) one abstention (Sartucci), MOTION CARRIED.

A MOTION was made by Pat Checko to approve the public hearing minutes and working notes of March 17, 2011 as presented. Seconded by Carolyn Wysocki. 8 were in favor (Borrup, Checko, Yoaps, Wysocki, Jarema, Doot, Klatt, Golub) one abstention (Sartucci), MOTION CARRIED.

VII. REVIEW AND APPROVAL OF FINANCIAL REPORT (March 2011)

Carolyn still had concerns about the difference between the income and expenses in the current and year to date actuals. She also questioned the year-to-date flu and pneumonia revenues and what was anticipated. Paul said they didn't sell the amount of flu and pneumonia vaccines that they anticipated. They will probably be shy by about \$40,000. Paul said he could prepare a memo for the next meeting projecting the amount they anticipate transferring from the Reserve Account but he is guessing it will be around \$44,000.

There was a discussion about whether or not the Board should continue to get the Financial Report on a monthly basis or to change it to quarterly, with the Finance Committee reviewing it monthly. The Board decided by consensus to continue getting the Financial Report monthly.

A MOTION was made by Pat Checko to approve the March 2011 Financial Report. Seconded by Grant Golub. MOTION CARRIED UNANIMOUSLY.

VIII. COMMITTEE REPORTS

a. Finance

No report.

Carolyn asked where they were with getting a response from the actuary that Pat contacted. Pat said she is hoping to hear from him after April 16th. Carolyn asked if they received any response regarding Wethersfield's Retiree Health Insurance Trust Fund. Paul said he has e-mailed the interim Finance Director and the request has been passed along and he is still awaiting a response. The Town Manager is aware of the situation. Carolyn said this has been going on since November. Paul said the Town Manager is involved, he hasn't forgotten about it, but it is not a simple answer.

b. Governance – Advocacy Policy

Advocacy Policy: Judy reported that the Governance Committee continued its work on the Advocacy Policy and what, if any role the Board should have. She handed out a draft Policy on Advocacy for the Board.

Judy Sartucci made a MOTION that the Board accept the CCHD Board Advocacy Policy as recommended by the Governance Committee. Seconded by Carolyn Wysocki. Kevin asked that they postpone the vote until the next meeting so Board Members can look the policy over before taking action. **This MOTION was tabled until the next meeting.** Anyone with suggested changes should e-mail Judy.

Strategic Planning: Judy said she would like the whole Board to take an hour at the June meeting to discuss where they are with the strategic planning process. Material will be distributed ahead of time for the Board's review.

Accreditation: Paul and staff have completed the full self-assessment/inventory for accreditation. PHAB will be providing training for local health departments once the program becomes available.

The Governance Committee is also working on revising the Board Manual and will be e-mailing out revisions shortly. They are also working on a policy regarding waiving of fees.

Letters have been sent to the 4 towns regarding expiring terms and they are awaiting responses. Newington may be gaining a seat and Berlin may be losing a seat when the official DPH population figures are released.

c. Human Resources

No report. At their next meeting they will be discussing Paul's performance appraisal process.

d. Community Assessment

Pat said they received more information from Mr. Jerry Lindsley from The Center for Research and Public Policy on the 2011 Community Health Assessment. They will be deciding on their next step, which will

include a report to be made available to the public.

The Community Assessment Committee is working to finalize the most recent Community Health Report Card.

Judy asked if they would be getting a copy of Jerry's PowerPoint presentation. Pat said she would check to see if she has it.

Carolyn asked Pat to send her the final copy of the Community Health Report Card.

IX. OLD BUSINESS

None.

X. HEALTH DIRECTOR'S REPORT

a. Overview of environmental health services – Nancy Brault, Chief of Environmental Health Services

This presentation was given earlier in the meeting.

b. Advocacy update (Bills 830 & 5618)

Bill 830 – Outdoor wood burning furnace Bill: This came out of committee and does have substitute language with a section about limiting when a municipality can ban the use of outdoor wood burning furnaces, which is causing some problems.

Bill 5618 – Council created for Local and State Health Departments to work together: This has also been voted out of Committee and a "significant" fiscal note was attached to it. Paul said he anticipates that it will not be passed due to the fiscal note.

Pat said Bill 5660, which the Board agreed to sign on to regarding Medicaid coverage for smoking cessation is out of committee and now in appropriations.

Judy asked about the Hookah Bill. Pat said it made it out of Committee.

Judy asked if the changes to the age of clients using tanning salons would affect the District. Paul said they have only ever received one complaint regarding underage tanning.

c. 15 year anniversary celebration

Paul said he would like to talk about what the Board would like to do for the 15-year anniversary celebration of the District. Kevin suggested doing public health education over the radio, in publications and through the libraries.

Pat suggested using this opportunity to advocate for themselves to the Town administrators who will be asked to agree to a per capita increase next year. Judy noted that in their proclamations they did state that this was the District's 15-year anniversary. She said she would like them to try to initiate a major newspaper article

stressing that Health Departments are one of the most successful examples of regionalization.

Pat suggested making a video about the Health District and broadcasting it on the community television stations along with getting copies to the Town Halls and schools in the District. She also suggested getting gifts for the employees. Paul said he would look into it.

Judy said she would be willing to attend the semi-annual meeting with the Health Commissioner.

d. Salons – Home Laundering of linens

Paul said they have a letter from a salon owner that would like to be allowed to do home laundering. Paul said he is still researching this issue. There are no State Regulations and some local health departments do allow it. When the Salon Ordinance was originally adopted the Board specifically stated that home laundering was not allowed.

Carolyn asked if Nancy found any reason for the District to continue to be involved with the Digital Health District Program. Paul said they are continuing to participate in the development.

e. 2011 Meeting Dates

An updated list of 2011 Meeting Dates was included in the Board packet.

XI. NEW BUSINESS

a. Selection of Auditor

Costello Company, LLC. proposed to do the audit for the current fiscal year at a cost of \$5,500. Paul recommended approval.

A MOTION was made by Pat Checko to accept Paul's recommendation to hire Costello Co. LLC. as their auditor for the current fiscal year at a price of \$5,500. Seconded by Grant Golub. MOTION CARRIED UNANIMOUSLY.

b. Jefferson House Endowment Grant

Pat took over as chair of the meeting for Kevin, who did not participate in this discussion. Paul said this is a project being spearheaded by CCMC. The Health District will be a subcontractor and the monies are coming from an endowment fund from Jefferson House. This will be a 1-year pilot program in which Hilary will become trained to train lay coaches on the Matter of Balance Program. This program would be available to all four towns.

A MOTION was made by Grant Golub to go forward with the application for the Jefferson House Endowment Grant. Seconded by Art Yoaps. 8 were in favor (Checko, Klatt, Jarema, Yoaps, Doot, Sartucci, Wysocki, Golub), 1 abstention (Borrupt), MOTION CARRIED.

Paul said the District just received the package on the Preventative Health Block Grant, which is due in May. The Board agreed to send this to the Assessment Committee.

I. OTHER

A MOTION was made by ART Yoaps to adjourn. Seconded by Grant Golub. MOTION CARRIED UNANIMOUSLY.

Meeting adjourned at 8:19 p.m.

Respectfully submitted,

Paul Hutcheon, Director of Health