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(Approved working notes)

**BOARD OF HEALTH  
MEETING OF APRIL 15, 2010  
BERLIN COMMUNITY CENTER, ROOM 4**

**I. CALL TO ORDER AND ATTENDANCE**

Chairman Kevin Borrup called the Thursday, April 15, 2010 meeting of the Central Connecticut Health District Board of Health to order at 6:32 p.m. in Room 4 of the Berlin Community Center, Berlin, Connecticut.

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

**Excused:** Amanda Hurwitz  
Art Yoaps

**Staff:** Eileen Knapp, Recording Secretary

Quorum

**II. PUBLIC**

None.

**III. REVIEW AND REORDER AGENDA**

**A MOTION was made by Judy Sartucci to amend the agenda as recommended. Seconded by Carolyn Wysocki. MOTION CARRIED UNANIMOUSLY.**

The following changes were made to the Agenda:

- Under Communications add a discussion of NALBOH and Accreditation.
- Under New Business add the National Conversation Grant and Climate Change.
- Under Old Business add Tools for Schools.

- Under Director's report add an update on National Public Health Week and Town Council presentations.

#### IV. COMMUNICATIONS

**NALBOH** – Carolyn handed out a pamphlet on the NALBOH Conference being held August 5-7<sup>th</sup> in Omaha, Nebraska called a Journey to the Future: Facing Public Health Challenges Today for a Healthier Tomorrow.

Carolyn said the 11<sup>th</sup> Annual Ned Baker Lecture was held on April 8, 2010 and was called "A Growing Hunger, the Nations Demand for Food Safety and Nutrition Information". Anyone interested can see the web cast on the NALBOH website.

NALBOH now has a public endowment fund looking at the future in trying to develop another source of income.

Anyone interested in receiving the NALBOH Newsbrief can sign up with Carolyn for home delivery.

The CT Public Health Association asked Judy to represent them at the State Association of Local Boards of Health (SALBOH) meeting in Ohio recently. CPHA is looking at creating a membership section in its organization for local boards of health in Connecticut. She said there are major changes happening especially with the appointment of Thomas R. Frieden, MD, MPH as the new Director at the Center for Disease Control. He is looking at major restructuring and redirection of the Agency. He is focusing on "winnable" battles, where he can really make a difference and foremost is the tobacco issue but also nutrition/activity programs, reduction in motor vehicle accidents by teens, reduction in teen pregnancy and HIV protection and prevention.

**Accreditation** – Carolyn was one of 100 individuals selected from over 300 applicants to be a beta site visitor. In order to prepare for accreditation, local health departments need to focus on 3 areas before they can apply. These include the Community Health Assessment, a Community Health Improvement Plan and a Strategic Plan. After these are prepared the local health department needs to go through a self-assessment providing documentation for all information given. Site visitors look to make sure information coincides with the documentation provided. The overall goal of the review process is quality improvement.

#### V. REVIEW AND APPROVAL OF MINUTES AND WORKING NOTES (March 18, 2010 Public Hearing and Board Meeting)

Judy said because of the policy they established regarding Public Hearings they really shouldn't have working notes. She submitted a suggested revision of the Public Hearing minutes.

**A MOTION was made by Judy Sartucci to accept her suggested revisions with 2 changes in lieu of the minutes and working notes presented for the Public Hearing of March 18, 2010. Seconded by Carolyn Wysocki. MOTION CARRIED UNANIMOUSLY.**

Paul clarified the Boards agreement that there will be no working notes for Public Hearings in the future.

**A MOTION was made by Pat Checko to adopt the minutes of March 18, 2010 with one change.**

Seconded by Dr. Grant Golub. **MOTION CARRIED UNANIMOUSLY.**  
A **MOTION** was made by Pat Checko to approve the March 18, 2010 working notes with changes.  
Seconded by Dr. Grant Golub. **MOTION CARRIED UNANIMOUSLY.**

**VI. REVIEW AND APPROVAL OF FINANCIAL REPORT (March 2010)**

A **MOTION** was made by Pat Checko to move the adoption of the March 2010 Financial Report.  
Seconded by Dr. Grant Golub. **MOTION CARRIED UNANIMOUSLY.**

**VII. COMMITTEE REPORTS**

**a. Finance (adopted budget FY 10/11)**

No report.

**b. Governance (amended Bylaws dated 3/18.10)**

Copies of the revised bylaws were included in the Board Packets. The next meeting will be in early May.

**c. Human Resources**

At the last meeting the Human Resources Committee reviewed the Director of Health Employment Agreement and no changes were made. The Committee handed out a proposal for new salary ranges for the Board to approve.

Judy suggested showing all the positions with full time salaries and then if the position were only part time that amount would be prorated.

**A MOTION** was made by Dianne Doot to approve the proposed salary ranges as presented by the Human Resource Committee. Seconded by Ray Jarema. 6 were in favor (Borrup, Klatt, Jarema, Wysocki, Doot, Golub) 2 opposed (Checko, Sartucci), **MOTION CARRIED.**

The Human Resource prepared a new form for the staff to use for the evaluation of the Director of Health. There was a discussion of making the questions yes or no with an area for a comment or possibly using a rating scale. Kevin said they are trying to encourage qualitative comments. Carolyn felt that "as a methodology for doing a survey this doesn't work." Kevin pointed out that this is just a personnel evaluation of the Director of Health and it is not clinical research.

**A MOTION** was made by Nancy Klatt to recommend acceptance of the Staff Evaluation Form as presented by the Human Resource Committee. Seconded by Ray Jarema. **MOTION CARRIED UNANIMOUSLY.**

**A FRIENDLY AMENDMENT** was made by Carolyn Wysocki to include in the motion that this form is for staff evaluation of the Director of Health. Seconded by Judy Sartucci. Friendly Amendment was accepted unanimously.

Dianne said the Committee is still in the process of reviewing Personnel Policies and working on the

Human Resource Committee draft of Paul's evaluation, which should be available in the May packet.

Judy suggested that the Committee take a look at the current insurance coverage for volunteers. Paul said the District does purchase additional insurance policies for the volunteer nurses, but he will find out if there is a need for that extra coverage.

#### **d. Special Committees**

**Evaluation Committee** – Dianne said the discussion at the last meeting was focused on the best use of the money provided through the Preventative Health and Health Services Block Grant for fiscal year 2010/2011. The amount budgeted is \$12,391. In the past the money has been used for staff salaries and expenses to support two popular and well-attended community programs, the Diabetes Education Program and the Cholesterol Screening and Education Program.

Pat argued for using the grant money to do a new Community Assessment and using the results to make decisions on future discretionary programs to meet the specific public health needs of our District. Since the Block money alone would not be sufficient for the Community Assessment, Paul and Pat were going to look into alternate options for funding the remainder of the amount. The Evaluation Committee also considered dividing the Block Grant money between the survey and the Diabetes Education Program.

**Assessment Committee** – At the Assessment Committee meeting held prior to this Board meeting there was agreement that the Community Assessment needs to be done because it will help identify the risk factors in the community and target necessary services and programs and to team up with other community partners. There was then a discussion of how this Assessment would be financed. Some options were using about \$6,000 from the federal Block Grant, keeping the Diabetes program in place and using \$3,000 of the \$3,700 for the Health Educator's salary to be the coordinator for the assessment. The remaining \$11,000 for the Assessment would come out of the Reserve Fund. They also discussed using the Block Grant entirely to fund the assessment, then make up the \$3,717 in salary and the additional \$4,609 needed for the assessment from the Reserve Fund. The third option was to continue to use the Block Grant for programs for the communities and take the entire amount for the Survey from the Reserve Fund. The Assessment Committee also talked about whether to do the Assessment now or later.

Grant said he was in favor of doing the Assessment now rather than later but he would rather the money come from the Reserve Fund.

Paul encouraged the Board to consider the impact to the budget depending on the decision that is made. He recommended planning for the Assessment in the FY 2011/2012 budget. He feels the need to keep the "rainy day fund" available is going to be critical in FY 11/12.

Judy said there is pressure building that will bring down other grant dollars in the next year or so and the District doesn't have good enough data to respond to these changes. Doing the Assessment now will give the Board some objective data to better plan for the use of these Block Grant funds as long as they still have them.

Carolyn noted it was important to get the Assessment done this year in terms of accreditation but also in terms of the Block Grant. She feels the State is going to be asking for more from the Block Grant than just salaries. Doing the Assessment now will give the District an idea of what other kinds of programs the community needs, which would help if they are asking the Towns for more money.

Pat said she is afraid the Town's will be asking the District to use the money in the Reserve Fund so they can

avoid raising the Per Capita Rate. The Assessment Committee did a lot of work and collected a lot of data and public health is about *population* health and the Assessment is a huge piece of population health.

Judy said now more than ever they really need to focus on the future because she feels there are major changes on the way and she doesn't want them to get caught without the tools needed to do their job. This Assessment is not just spending money but an investment.

**A MOTION was made by Dianne Doot proposing that the BRFSS Community Assessment be done in the fiscal year 2010-2011. Seconded by Carolyn Wysocki. 6 were in favor (Jarema, Golub, Sartucci, Doot, Wysocki, Checko) 2 opposed (Klatt, Borrup), MOTION CARRIED.**

There was a discussion of what to do with the Block Grant Application. The first option is to keep the spending as it is now. Another option is to break it up, using approximately \$6,000 for the Community Health Assessment and the remainder to fund salaries and the Diabetes Education Program. Another suggestion was to use the whole Block Grant towards the Community Assessment and use the Reserve Fund to make up the loss in funding for the Health Educator position.

**A MOTION was made by Dianne Doot to use the Block Grant money to fund the Diabetes Education Program, the Community Assessment Program and salary funding in the amount of \$3,717 to coordinate these programs. Seconded by Dr. Grant Golub. 5 were in favor (Klatt, Golub, Checko, Wysocki, Doot), 3 opposed (Borrup, Jarema, Sartucci), MOTION CARRIED.**

**A MOTION was made by Pat Checko that since the Board agreed to go forward with the Assessment in FY 2010/2011 that the funding that is not covered through the Federal Block Grant, approximately \$11,000, come from the Operating Fund. Seconded by Dianne Doot. Kevin said he recognizes the importance of doing the Assessment but he thinks the Block Grant money should have stayed with Community Programs and the Assessment should have been referred to the Finance Committee. The Finance Committee should have included it in the 2011/2012 fiscal year. We just adopted our budget and we are already changing it. He is concerned about taking \$11,000 from the Reserve Fund during these uncertain economic times. Pat said she didn't think they were trying to get around the Finance Committee and it should be the decision of the entire Board as to how they move forward. 6 were in favor (Jarema, Golub, Checko, Doot, Sartucci, Wysocki), 2 opposed (Klatt, Borrup), MOTION CARRIED.**

Judy said she voted against the motion to go ahead with the Community Assessment because she was in favor of using all the grant money for the Assessment instead of splitting it up.

Pat said the Assessment Committee would work with Paul on the next step in going forward with the Assessment.

**A MOTION was made by Nancy Klatt to move New Business up on the agenda before Old Business. Seconded by Pat Checko. MOTION CARRIED UNANIMOUSLY.**

## **X. NEW BUSINESS**

### **a. NCAAA Dental Grant application (revised)**

Paul presented a revised copy of the Dental Grant. There is a \$ 9,080 award from NCAAA with a match

of \$ 9,080 from the CCHD. The majority of the match is Hilary Norcia's salary.

**A MOTION was made by Nancy Klatt to approve the NCAAA Dental Grant application in the amount of \$18,160 (NCAAA award \$9,080 with a CCHD match of 50% of total cost). Seconded by Pat Checko. MOTION CARRIED UNANIMOUSLY.**

**b. Komen Foundation of CT Grant Acceptance**

This Grant is to fund the Woman to Woman Program in partnership with the Hospital of Central Connecticut for mammograms and lunch and learn programs targeting women aged 40 and over. This is a \$50,000 1-year budget and \$16,200 is going to support our Community Health Coordinator position to implement this program. The remaining is for materials, equipment, supplies and the mammograms. Carolyn pointed out that the District would be saving \$16,200 towards salaries and would help to offset the additional cost incurred from doing the Community Assessment.

**A MOTION was made by Nancy Klatt to accept the Komen Foundation of Connecticut Grant as presented in the amount of \$50,000. Seconded by Nancy Dianne Doot. MOTION CARRIED UNANIMOUSLY.**

**c. Proposed amendment to CCHD Sanitary Code, Chapter 5 Salons**

The proposed amendment to the Sanitary Code is to take out the section regarding requirements for ventilation and to require compliance with the CT Building Code. So if an existing nail salon changes ownership and there are no existing odor problems, they will be allowed to sell the facility and the new owner will be allowed to operate as the previous owner did. They will not be required to bring the salon up to the standards of the current building code requirements. Paul is looking for the Board's approval to send this to a public hearing. Paul clarified that if there is a change in "use groups" or new construction, then that business would have to meet the current building codes.

Pat expressed concern about regulating commercial spaces that are in the nail salon use group but aren't currently nail salons, but might be renovated in the future into a nail salon. Paul said he would have to come back to the Board with suggestions on how to do that.

Judy said they have set a standard already and she feels that by making this change they would be "lowering the bar".

Carolyn said she is not in favor of this change because there is a reason for these standards. These are toxic chemicals and shouldn't be re-circulated into the environment.

The Board agreed to have Paul look at a proposal that would cover the discussion that they were having but in the interim he continue the policy of not enforcing this section of the Sanitary Code.

Nancy said she would like to know the cost ramifications to businesses if they were to enforce the Sanitary Code as it is.

It was agreed to move the Old Business items and the Health Director's Report to the next meeting because of the time.

**d. National Conversation Grant**

This is a \$500 grant to get information out to the community and to get feedback in regards to chemical exposure.

**A MOTION was made by Carolyn Wysocki to authorize the application for the NACCHO Mini Grant in the amount of \$500 to get information and out and feedback in regards to chemical exposure. Seconded by Pat Checko. MOTION CARRIED UNANIMOUSLY.**

**A MOTION was made by Dr. Grant Golub to adjourn. Seconded by Nancy Klatt. MOTION CARRIED UNANIMOUSLY.**

Meeting adjourned at 8:35 p.m.

Respectfully submitted,

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