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**BOARD OF HEALTH
MEETING OF MAY 15, 2008
WETHERSFIELD COMMUNITY CENTER
Minutes**

I. CALL TO ORDER AND ATTENDANCE

Chairman Nancy Klatt called the Thursday, May 15, 2008 meeting of the Central Connecticut Health District Board of Health to order at 5:44 p.m. in Room S-3 of the Wethersfield Community Center, Wethersfield, Connecticut.

Present: Nancy Klatt, Chairperson
Arthur Yoaps, Vice Chairman
Kevin Borrup
Lynn Gavelek
Andrea Urciuoli
Judith Sartucci
Carolyn Wysocki
Patricia Checko
Paul Hutcheon, M.P.H., R.S. Director of Health

Absent: Dianne Doot
Amanda Hurwitz

Quorum

II. AUDIENCE OF CITIZENS

None.

III. COMMUNICATIONS

Laura Morris has resigned as Community Health Coordinator. She addressed the Board and gave an update on the grant-funded projects and programs that she is currently working on. Someone has been hired on an interim basis to fill in for Laura. Laura gave a brief overview of the Asthma Grant, NACCHO Grant, Smiles for Life Program and Smart Dining Program. The Block Grant will be submitted for the Child Passenger Safety Clinics. A portion of the funds will also be used to train individuals from the community as certified passenger safety technicians.

A MOTION was made by Kevin Borrup to add three items to the Agenda:

1. Add the approval of the auditor under New Business
2. Add a discussion of Climate Change under Other
3. Add a discussion of the Strategic Plan under Other.

Seconded by Judy Sartucci. All were in favor, MOTION CARRIED.

NALBOH'S 16th Annual Conference is being held July 22-24, 2008 in Madison, Wisconsin. There is money in the budget to assist those who would like to attend.

Carolyn wanted to know what kind of support the Board and District could give if NALBOH comes to Hartford next year. The Board was in support of the convention being held in Hartford and asked Carolyn to find out what kind of support NALBOH is looking for from the District.

Paul distributed information on the Eastern Connecticut Greenable Cleanable Conference. The date of the conference is to be determined. Board members received a copy of the Department of Public Health's new D.O.H. Orientation Manual Module 3: What is the role and function of Boards of Health in Connecticut's local public health systems? This is included in an orientation manual prepared by the CT DPH for new directors of health. Pat suggested setting up a committee to respond to this Module. The Board added this item to the agenda under "Other".

IV. REVIEW AND APPROVAL OF MINUTES (April 17, 2008)

A MOTION was made by Judy Sartucci to accept the minutes of April 17, 2008 with changes. Seconded by Arthur Yoaps. 6 were in favor (Yoaps, Klatt, Urciuoli, Gavelek, Sartucci, Checko), 2 abstentions (Borrupt, Wysocki), MOTION CARRIED.

V. REVIEW AND APPROVAL OF FINANCIAL REPORTS (April 2008)

Carolyn noted that the \$505 listed under Board Development should have come out of "Other" as it is not part of Board Development. Paul said he would make that change. Carolyn asked about the \$1,695 listed under recruitment. Paul said that was likely due to advertising to fill the Sanitarian position in Newington. Carolyn asked about the \$102,000 under year-to-date revenue from the flu. Paul said that revenue is most likely all from year to date revenue from the program. If any trickled in from a prior year it would have been very little.

A MOTION was made by Pat Checko to approve the Financial Report of April 2008. Seconded by Kevin Borrupt. All were in favor, MOTION CARRIED.

VI. COMMITTEE REPORTS

a. Budget: New funding sources, in-kind services

Judy asked that the Committee reports be distributed to all Board members.

Pat said the Budget Committee talked about in-kind services from the towns. A handout was distributed showing the breakdown for the annual estimated value of these services. Judy asked if there was any insurance coverage we received from the towns that should be included under in-kind services. Paul said the value of the service was already included in the \$3,000 under vehicles on the memo. The Budget Committee also discussed new funding sources. Right now staff time is being used to make foot care appointments in Rocky Hill and Wethersfield. Some other towns charge a \$4.00 fee for that coordination of appointments.

The current charge for foot care appointments is \$27.00. A fee of \$3.00 would bring in about \$1,300 per year. Pat said the Budget Committee recommends to the Board that they enter into a MOU with Pedi-care, LLC. There was a discussion by the Board of whether or not to charge a fee for the bookings.

A MOTION was made by Pat Checko that the Board enters into an agreement with Pedi-care, LLC. to add a \$3.00 charge as a coordination fee for those communities where CCHD does the booking. Seconded by Arthur Yoaps. Paul suggested that if the Board agreed on charging this fee that they would estimate the cost yearly and bill Pedi-care, LLC in two installments. No one was in favor, all were opposed, MOTION FAILED.

b. Governance: By-Laws

The Governance Committee submitted the By-Laws for approval by the Board. An attorney reviewed them and his suggestions have been incorporated.

A MOTION was made by Art Yoaps to accept the new By-laws as presented by the Governance Committee. Seconded by Patricia Checko. All were in favor, MOTION CARRIED.

VII. OLD BUSINESS

a. Terms of appointment

There was a discussion of how to handle terms of appointments for Board members. Judy said state statutes require a three-year term for all appointees unless the Board member is filling in for a member that resigns. A number of Board members were appointed for terms less than three years. Certain towns wanted to stagger the appointments so that all the Board appointees don't expire at the same time. Some Board members wanted to have the towns change the appointments to reflect the 3-year requirement and other Board members wanted to correct the situation going forward. Chairman Klatt did not want to ask the towns to redo the appointments that were made in the past. Carolyn said as Chairman it is her responsibility to represent the Board and what the Board agrees upon. Pat noted that part of the role of Board members is to look for individuals to fill Board positions as they become available. The appointments of Dianne Doot, Judy Sartucci, Amanda Hurwitz and Pat Checko are ones that were not appointed correctly.

A MOTION was made by Judy Sartucci to send a letter to the four mayors requesting that the terms of appointments for Pat Checko, Judy Sartucci, Amanda Hurwitz and Dianne Doot be adjusted to show a 3-year term effective from the date of appointment and that any future appointments to the Board of Health also be made for a 3-year term from the date of appointment in accordance with State Statute. Seconded by Pat Checko. 7 were in favor (Klatt, Yoaps, Gavelek, Sartucci, Urciuoli, Checko, Wysocki), one abstention (Borrupt), MOTION CARRIED.

VIII. HEALTH DIRECTOR'S REPORT

a. Per Capita Grant application

A MOTION was made by Kevin Borrupt to approve the Per Capita Grant application as presented. Seconded by Arthur Yoaps. All were in favor, MOTION CARRIED.

b. Job Descriptions – Salon Inspector and Community Health Coordinator

The Board discussed whether to take action on these tonight or to refer it to the Personnel Committee for review and response back to the Board.

Salon Inspector: Paul said he intends to look for either a skilled cosmetologist or an environmental health professional who can be groomed in the future for other work for the District. Pat asked why the District's sanitarians couldn't do this work. Kevin said the Board had discussed this in the past and decided the sanitarians don't have the time to do this additional work and they voted to add this part time position. Paul noted that there is no place to put this person as far as a space in the District offices. By hiring someone part time on a contractual basis they could have the person work from home. This would also allow some flexibility in the future.

A MOTION was made by Carolyn Wysocki to refer the job descriptions for the Salon Inspector and the Community Health Coordinator to the Personnel Committee to report back at the next Board meeting. Seconded by Judy Sartucci. Paul noted that this would postpone implementation of the salon work and the ability to hire someone to replace Laura Morris. 2 were in favor (Wysocki, Sartucci), 6 opposed (Klatt, Yoaps, Borrup, Urciuoli, Gavelek, Checko), MOTION FAILED.

A MOTION was made by Kevin Borrup to use the existing Salon Inspector / Environmental Health Inspector job description to proceed with hiring a Salon Inspector and with that said to refer the Salon Inspector / Environmental Health Inspector job description to the Personnel Committee for possible revision. Seconded by Pat Checko. 6 were in favor (Klatt, Yoaps, Borrup, Checko, Urciuoli, Gavelek), 2 opposed (Wysocki, Sartucci), MOTION CARRIED.

Paul will proceed with advertising the position and a panel will perform reviews. The job description will be marked as a "draft" and potential candidates will be informed that there may be some minor changes to the description.

Community Health Coordinator: Judy said originally this position was more focused on obtaining grants and she wondered if that had changed. Paul noted that due to success in getting grants that they needed to hire someone to do the work associated with the grant, along with someone with grant writing skills. Carolyn asked if they should go back to having this position be part-time with the employee focusing on getting grants. It will be made clear to the new hire that their continued full-time position will be contingent upon their success in obtaining grants to offset their salaries.

A MOTION was made by Pat Checko to call the Community Health Coordinator job description a "draft" and allow the Director of Health to advertise for the position then send the description to the Personnel Committee to make any revisions necessary. Seconded by Lynn Gavelek. 6 were in favor (Klatt, Yoaps, Gavelek, Checko, Urciuoli, Borrup) 2 opposed (Wysocki, Sartucci), MOTION CARRIED.

c. Farmer's Market

The Berlin Market Master indicated that five farmers are participating in the Berlin Farmer's Market and they will be selling fresh fruits and vegetables that they grow. The CT DPH recommends that they be treated as temporary food service establishments. Paul recommended considering these farmers and their kiosks as an extension of their farms and not regulate them. Another option is to treat them as a temporary food service establishment and waive the permit fee for them. Paul noted that if they decided to classify them as a temporary food service establishment the license would only be valid for two weeks. He suggested that the Board create an exemption for these types of events so they don't have to get a new license every two weeks.

If they were to be considered itinerant vendors they would need a license from the police department and they may also need approval from the Zoning Commission. Another option is to consider them a seasonal food service establishment. After a brief discussion of how to handle these vendors Paul suggested issuing a temporary seasonal food service establishment permit to participating farmers and waive the fees as long as they are not preparing food. If there were vendors who are preparing food they would be required to pay the fee.

A MOTION was made by Judy Sartucci that the District issue a Temporary Seasonal Food Service Establishment Permit to everyone that participates in the Farmer's Market in Berlin and waive the fees for those farmers who are not preparing food but are simply selling fresh fruits and vegetables. Others that may participate in the Farmer's Market who are in the food preparation business would have to pay the appropriate fee. Seconded by Kevin Borrup. All were in favor, MOTION CARRIED.

d. Sick time/overtime

Cheryl Kissinger said the Board policies on sick time make allowance for sharing sick time. Paul said he would confirm that and get back to the Board. He sent a request to the labor attorney for an official response on the Board's current policy on overtime in which they consider sanitarians, the Chief of Environmental Health and Community Health Coordinator and Educator as exempt from compliance with the fair labor standards Act. Compensation time is offered for these employees for time worked beyond 37 ½ hours. The labor attorney said that policy is acceptable and will issue something in writing.

Judy commended Paul on an excellent job putting together the Volunteer Reception. It was well attended and there was good feedback from the attendees.

IX. NEW BUSINESS

a. Election of one Executive Committee member

There was a question of whether or not the Board should have representation from every town on the Executive Committee.

A MOTION was made by Carolyn Wysocki nominating Pat Checko to serve on the Executive Committee. Seconded by Judy Sartucci. Pat Checko accepted the nomination and all were in favor, MOTION CARRIED.

Kevin recommended that the Governance Committee take a look at the By-laws because he feels an Executive Committee should have a representative from each town.

b. DOH annual review

Paul handed out a memo highlighting some of his activities of the past year and his performance on his goals. Staff and the Board received a review forms that are to be filled out and sent to the Chairman by June 1, 2008.

c. Approval of the auditor

The Budget Committee made a general recommendation to enter into a contract with the existing auditor.

Pat Checko made a MOTION that the Board enters into a contract with the existing auditor,

Carolyn Geysen. Seconded by Kevin Borrup. All were in favor, **MOTION CARRIED.**

X. OTHER

a. Special Committee to review and respond to Module 3

Judy, Carolyn and Pat agreed to work together to review and respond to the Department of Public Health's new D.O.H. Orientation Manual Module 3.

b. Strategic Plan

Carolyn wanted to know where they stood with the Strategic Plan and what they planned to do in the coming year. Nancy and Paul will look at the Goals and objectives and assign them to the appropriate committees.

c. Climate change

Carolyn doesn't think the Board is current as far as environmental health issues. She would like to see the District getting more involved in addressing these types of issues. She suggested drafting a resolution in terms of climate change and sending it to the Governance Committee for review. Pat suggested e-mailing a copy of the resolution to Board members and putting it on the next month's agenda.

A MOTION was made by Kevin Borrup to adjourn. Seconded by Pat Checko. All were in favor, MOTION CARRIED.

Respectfully submitted,

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