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(Approved working notes)

**BOARD OF HEALTH**  
**MEETING OF MAY 19, 2011**  
**WETHERSFIELD COMMUNITY CENTER, ROOM S-2**  
Working Notes

**I. CALL TO ORDER AND ATTENDANCE**

Chairman Kevin Borrup called the Thursday, May 19, 2011 meeting of the Central Connecticut Health District Board of Health to order at 6:35 p.m.

**Present:** Kevin Borrup, Chairperson (arrived at 6:35 p.m.)  
Patricia Checko, Vice Chairperson  
Arthur Yoaps  
Nancy Klatt  
Ray Jarema  
Grant Golub  
Dianne Doot  
Carolyn Wysocki  
Judith Sartucci  
Enzo Pistritto  
Paul Hutcheon, Director of Health

**Excused:** None

**Staff:** Eileen Knapp, Recording Secretary

Quorum

**II. PUBLIC FORUM**

None.

**III. REVIEW AND REORDER OF AGENDA**

- Carolyn asked to add a discussion of the Wethersfield Retiree Health Insurance Trust Fund under Executive Session.
- Judy suggested moving up the presentation by Attorney John Bradley.
- Paul asked to add 2 fee waiver requests for Food Service Establishment Licenses and a discussion of staff attendance at the NACCHO Conference under New Business.

**A MOTION was made by Grant Golub to adopt the Agenda with changes. Seconded by Judy Sartucci. MOTION CARRIED UNANIMOUSLY.**

## **X. NEW BUSINESS**

### **a. Presentation by Attorney John Bradley**

At this time Paul introduced Attorney John Bradley, to give a legal overview of the duties and responsibilities of a Board. The topics Atty. Bradley discussed included significant State Statutes, Bylaws, Freedom of Information, Ethics and Meeting Procedures.

## **IV. COMMUNICATIONS**

Carolyn said she received an e-mail from the President of NALBOH asking if the Board is familiar with the CDC Community Guide. The CDC Community Guide includes evidence based community articles. NALBOH is hoping boards of health use this guide in setting policy and programs. Some of the members said they were familiar with it.

Paul handed out the final report from the Mature Driver Safety Program. He also passed around a thank-you note from the Wethersfield/Rocky Hill Professional Nurses Association for the \$500 contribution to their scholarship fund and a copy of the APHA Journal of Public Health and Newsletter.

Pat, Paul and Hilary attended a conference hosted by State Department of Education and Department of Public Health on physical activity and nutrition.

Kevin said he was recently appointed to the Action Board of the American Public Health Association and he was in Washington D.C. to talk about support for the Prevention Fund and making sure it is part of the Affordable Care Act. Judy said the first \$100 million dollars of the Prevention Fund was announced, which hopefully means some grant money will be coming down to the local level in the future.

## **V. REVIEW AND APPROVAL OF MINUTES**

**A MOTION was made by Grant Golub to approve the April 14, 2011 minutes and working notes as amended. Seconded by Ray Jarema. MOTION CARRIED UNANIMOUSLY.**

## **VI. Review and approval of Financial Report (April 2011)**

Carolyn asked where the \$20,000 that was put aside for the post-retirement health benefits were on the financial report. Kevin said it won't be set aside until the new budget year. Carolyn said she thought they were going to do it as part of this year's budget. Paul said it was part of the 2011-2012 adopted budget.

**A MOTION was made by Grant Golub to accept the April 2011 Financial Report. Seconded by Art Yoaps. MOTION CARRIED UNANIMOUSLY.**

## VII. COMMITTEE REPORTS

### a. Finance

Pat said she spoke with the CPA about the District's estimated long-term and annual liability in regard to the retirement account for Paul and he should be getting back to her shortly.

### b. Governance- Advocacy Policy, Board Manual (table of contents)

**Strategic Planning:** Judy said next month the Governance Committee would be presenting the Strategic Plan goals and objectives.

**Accreditation:** Paul has completed a summary report of the PHAB Self-Assessment and that has been sent to the Governance Committee for their review.

**Board Development:** Judy Torpey will be speaking at an upcoming meeting.

**Board Manual Revisions:** Judy is looking for Board approval on the update of the Orientation Manual. They are considering putting the Manual on a CD or flash drive.

**A MOTION was made by Judy Sartucci to approve the changes in the Orientation Manual as submitted. Seconded by Carolyn Wysocki.** Dianne asked that the Board have at least one copy of the Manual at all meetings for reference. Pat suggested that the newest member of the Board, Enzo Pistrutto review the manual and offer suggestions if needed. **MOTION CARRIED UNANIMOUSLY.**

**Advocacy Role for the Board:** A Policy has been drafted and presented to the Board on advocacy. This was tabled at the last meeting. Pat said the Policy doesn't specifically address when a Board member can speak as a Board member before the Legislature. Kevin said they need to include a section in the Policy stating who is authorized to speak and when a Board member authorized to speak. Judy said the Governance Committee will take another look at this Policy.

Pat suggested that at a future meeting, possibly in September, the Board discuss where they are with the accreditation process. Kevin said he feels they are moving along in the right direction by seeing how prepared they are for the accreditation process.

### c. Human Resources

Ray said at their next meeting the Human Resource Committee will also be looking at accreditation issues. At their last meeting Human Resources looked at the Salary Survey findings and discussed the Performance Appraisal process for the Director of Health. They agreed to use the old performance appraisal form and copies have been sent to all Board members to be filled out and returned.

Judy asked Paul to submit a copy of his goals for the year. Paul said he would do that and he also will be submitting a report on the status of his goals towards the end of the fiscal year. He plans to send out his self-assessment when it is ready.

### d. Community Assessment

Pat said the sub-committee met and reviewed all the cross-tabulations and evaluations of the Assessment. They will be sending out a 4-page report to the public with the highlights, including a comparison between the 2006 and the 2011 assessments. A meeting will be held next week to start writing the official report.

## **VIII. OLD BUSINESS**

None.

## **IX. HEALTH DIRECTOR'S REPORT**

### **a. Accreditation update**

This was already discussed under the Governance Committee Report. Paul added that he did meet with representatives of several other local health departments to talk about how they might share various documents, procedures and policies to avoid duplication of work.

### **b. Advocacy update (Bills 830 & 5618)**

Paul said the status of these Bills is essentially the same as it was at the last meeting. The Bills have been voted out of Committee and are waiting to be voted on by the House and the Senate. Paul said the Bill for the Joint Council with DPH and local health probably will not pass because it would cost too much to implement.

Pat thanked everyone for signing on to the Medicaid Bill. It was part of the Governor's Budget.

Paul said there is a Farmer's Market Bill that would allow a farmer who wants to participate in a farmer's market to obtain their Temporary Food Service Establishment License from their local health department. They can then use that license to participate in any farmer's market in any jurisdiction in the State.

### **c. Community Health Report Card**

Board members received copies in their packets. The Community Health Report Card has been distributed to Town Mayors, council members, department heads, libraries, staff etc. The Report Card is also available on the CCHD website.

### **d. Budget History**

This memo gives a sense of how the adopted budget compares with prior years in terms of the per capita rate.

### **e. Operating Reserve Fund Balance History**

This memo shows the adopted budget, including the amount the District planned to take from the Operating Reserve Fund versus what was actually happened at the end of the year.

Judy asked if Paul knew where the emergency preparedness funds would be going. Paul said it is still undecided. There is some talk of a 10% reduction next year.

**f. Update on Projected Expenditures and Revenue FY 10/11**

This memo gives an idea of where the District is as of the date of the memo relative to projections for year end. Paul said they should end the year transferring less than they anticipated from the Operating Reserve Fund. They will also probably be spending less than what was predicted.

Pat said in the future she would like to see the adopted budget included in the figures on the Operating Fund Balance History to get a truer picture.

Grant suggested adding another column on the budget history memo showing where the District stands compared to other Districts. Paul said he usually does that on a separate memo.

**X. NEW BUSINESS**

**a. Discussion of staff attendance at the NACCHO Conference**

Paul said the NACCHO Conference is coming to Hartford this year in July. Paul would like to be able to send two staff members to one day of the conference at a price of \$250 each. Carolyn asked if it was possible to have CCHD staff volunteer to help at the Conference in exchange for access to meetings. Paul could check but he hasn't heard anything about volunteering.

**A MOTION was made by Nancy to authorize Paul to purchase 2 one-day passes for the NAACHO Conference for two staff members not to exceed \$750. Seconded by Dianne Doot. MOTION CARRIED UNANIMOUSLY.**

**b. Fee waiver requests for Food Service Establishment Licenses**

Paul said he had a request for a waiver of \$85 for a Temporary Food Service Establishment Fee from Summer Nights Car Club, LLC. They will be holding an event at the Berlin fair grounds where they plan to sell food and use the proceeds to pay their costs for food and kitchen rental with the remainder to be donated to a "worthy cause".

Pat felt that they should pay for the license because the Health District still will have to do their inspections. She didn't feel they made enough of a justification to waive the fee.

**A MOTION was made by Pat Checko not to waive the Temporary Food Service Fees for the Summer Nights Car Club LLC function. Seconded by Grant Golub. 9 were in favor (Klatt, Checko, Yoaps, Jarema, Pistritto, Sartucci, Doot, Wysocki, Golub), 1 opposed (Borrup), MOTION CARRIED.**

Paul said he received another request for a waiver of \$85 for a Temporary Food Service Establishment Fee from the group of people participating in the American Cancer Society Relay for Life fundraiser at Mill Pond Park in Newington tomorrow. Citizens form a team and purchase food and sell that food at this event with all proceeds going to the American Cancer Society.

Kevin said he lives in Newington and he knows people that are participating in this fundraiser. He feels that they should waive the fee in this instance because all proceeds are going to the cause and these are local citizens.

Pat said they should take this opportunity to educate the participants for the future.

Art questioned the difference between this function and the Summer Nights Car Club function. If they were to waive the fee for the American Cancer Society function he would like a letter back stating what they are doing with the funds. Kevin said the difference between the events is that the Summer Nights Car Club is organized as an LLC. and the other is an informal association of citizens.

Judy said even if they waive the fee they still need to do the inspections and there aren't any clear guidelines on when they can or should waive fees. Art said if they do this they would be setting a precedent for the future. Carolyn was also concerned about setting a precedent.

Pat said the American Cancer Society should have addressed this sooner than the day before the event.

**A MOTION was made by Pat to waive the fee for the groups participating in the American Cancer Society but as follow-up let the American Cancer Society know in the future if they know there will be food served, contact the CCHD ahead of time. Seconded by Dianne Doot. 9 in favor (Yoaps, Borrup, Checko, Jarema, Sartucci, Doot, Klatt, Pistritto, Golub), 1 opposed (Wysocki), MOTION CARRIED.**

## **XI. OTHER**

### **a. Executive Session**

**A MOTION was made by Pat to go into Executive Session to discuss the Wethersfield Retiree Health Insurance Trust Fund. Seconded by Grant Golub. MOTION CARRIED UNANIMOUSLY. The following people were present in the Executive Session: Borrup, Checko, Yoaps, Pistritto, Klatt, Doot, Jarema, Golub, Wysocki, Sartucci, Hutcheon)**

Into Executive Session at 8:20 p.m.

Out of Executive Session at 8:55 p.m.

**A MOTION was made by Carolyn to allow Pat and Kevin to meet with the Town Manager of Wethersfield and other interested parties to discuss the way health insurance is provided for the District and to look at alternatives, including the post-retirement. Seconded by Art Yoaps. MOTION CARRIED UNANIMOUSLY.**

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

Meeting adjourned at 9:00 p.m.

Respectfully submitted,

Paul Hutcheon, Director of Health