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(Approved working notes)

**BOARD OF HEALTH
MEETING OF MAY 20, 2010
WETHERSFIELD COMMUNITY CENTER, ROOM S-3**

I. CALL TO ORDER AND ATTENDANCE

Chairman Kevin Borrup called the Thursday, May 20, 2010 meeting of the Central Connecticut Health District Board of Health to order at 6:33 p.m. in Room S-3 of the Wethersfield Community Center, Wethersfield, Connecticut.

Present: Kevin Borrup, Chairperson
Pat Checko, Vice Chairperson
Grant Golub
Dianne Doot
Nancy Klatt
Judith Sartucci (arrived at 6:35 p.m.)
Amanda Hurwitz
Carolyn Wysocki (arrived at 6:34 p.m.)
Art Yoaps
Ray Jarema
Paul Hutcheon, M.P.H., R.S. Director of Health

Excused:

Staff: Eileen Knapp, Recording Secretary

Quorum

II. PUBLIC FORUM

None.

III. REVIEW AND REORDER OF AGENDA

A MOTION was made by Ray Jarema to amend the agenda. Seconded by Art Yoaps. MOTION CARRIED UNANIMOUSLY. The following items were added to the agenda:

X. c. Review and approval of State Per Capita Grant Application

VIII. c. Request to go into Executive Session to discuss a personnel matter

IX. j. The National Conversation on Public Health and Chemical Exposures

IV. COMMUNICATIONS

Several articles were included in the Board packet regarding National Public Health Week and the CCHD Program Press Release.

A letter was sent to the four town Mayors advising them of which Board Members are up for renewal and reappointment.

Paul passed around a brochure on the upcoming NALBOH Conference.

Pat noted that on World Asthma Day, Hilary Norcia did a great job setting up several booths at the Legislature.

Carolyn suggested sending a congratulatory letter to the individual from Berlin who won a contest for developing an anti-tobacco ad to be used for youths for the Tobacco – It's a Waste Program.

V. REVIEW AND APPROVAL OF MINUTES AND WORKING NOTES (April 15, 2010)

A MOTION was made by Nancy Klatt to accept the April 15, 2010 minutes and working notes as amended. Seconded by Dr. Grant Golub. 8 were in favor (Borrup, Wysocki, Sartucci, Golub, Jarema, Checko, Klatt, Doot), 2 abstentions (Yoaps, Hurwitz), MOTION CARRIED.

VI. REVIEW AND APPROVAL OF FINANCIAL REPORT (April 2010)

Carolyn asked about the \$1,000 in legal fees spent this month. Paul said he wasn't sure but he would find out.

Paul said they have updated the financial report so the annual budget column is the revised amount with all of the authorized changes made by the Board. On this revised budget they are showing \$ 17,851 being taken from the Reserve Account to balance the budget. The projected revenue from the BT Grant is about \$147,000 but they are projecting it to be closer to \$201,000. So rather than using the \$ 17,851 from the Reserve Account, they are looking at closer to \$47,000 being put back into the Reserve Account.

Carolyn questioned why there was \$287,000 in their checking account. Paul said he would check into that and find out if it is possible to shift some of it to a different account.

A MOTION was made by Pat Checko to accept the April 2010 Financial Report. Seconded by Amanda Hurwitz. 9 were in favor (Borrup, Wysocki, Sartucci, Golub, Jarema, Checko, Klatt, Doot, Hurwitz), 1 abstentions (Yoaps). MOTION CARRIED.

VII. COMMITTEE REPORTS

a. Finance

No report.

b. Governance

Send the issue of Strategic Planning and Accreditation back to Governance for their consideration.

c. Human Resources – DOH evaluation (draft), DOH Evaluation Form

Board members received their blank DOH evaluation forms to be filled out and handed in. A copy of Paul's goals will be e-mailed out separately. There was also a report from the Human Resources Committee on the 2009-2010 Director of Health Evaluation. Dianne suggested that board members look at this report before filling out their own evaluation forms. She said this was the Human Resource Committee's way of jumpstarting the evaluation process.

A MOTION was made by Dianne Doot to go into Executive Session for the purpose of discussion the Director of Health's annual evaluation and to also discuss a personnel issue regarding the recent arrest of an employee. Seconded by Amanda Hurwitz. MOTION CARRIED UNANIMOUSLY.

***Into Executive Session at 7:10 p.m.** The following people were in the Executive Session – Borrup, Checko, Yoaps, Doot, Wsocki, Sartucci, Hurwitz, Jarema, Klatt, Golub and Hutcheon. (Paul Hutcheon left the Executive Session at 7:25 p.m.)

***Out of Executive Session at 8:27 p.m. No motions were made in the Executive Session.**

Dianne said she still wants to have further discussion on the contract and the surety bond. Judy said she wants to make sure that when they look at the DOH annual evaluation that they address the surety bond and the DOH contract at the same time. Carolyn asked that all the members of the Board get a copy of the DOH contract.

d. Special Committees

Evaluation Committee – No report.

Assessment Committee – Pat said she received an e-mail from Jerry Lindsley asking what the Board is doing. She asked the Board for permission to let him know they decided to move forward with the project and they will be getting in touch with him in the next fiscal year.

VIII. OLD BUSINESS

a. Tools for Schools

Carolyn said Wethersfield and Rocky Hill are two of the few towns that have not done the training for Tools for Schools. She recommended at the last meeting that the Board members from those towns go to the Boards of Education in their towns and make a plea for them to participate.

Paul said he would be happy to send them a letter but Wethersfield has an interim Superintendent so this may not be the right time to discuss the program. He suggested sending four letters because he believes there is work to be done in all four communities. Kevin asked that Paul follow up with sending the letters and with a phone call if necessary. Judy asked that a copy of the letter be sent to the Board.

b. Proposed amendment to CCHD Sanitary Code, Chapter 5 Salons

Paul presented the proposed amendment to the CCHD Sanitary Code regarding Salons. The reason for the change is that the most recent interpretation of the latest version of the Connecticut Building Code states that if you build a new nail salon, or establish a new nail salon in a space that is considered a change in use group per the building code, then you must meet the current building code standards for ventilation of that space meaning no recirculation of air is allowed.

Carolyn thought they discussed the use of un-circulated air for all salons, nail and hairdressing.

Paul said he is asking the Board to approve a proposed amendment to the existing ordinance to go to public hearing.

A MOTION was made by Pat Checko to accept the proposed Sanitary Code Revisions to go to public hearing. Seconded by Dr. Grant Golub. Carolyn and Judy said they are opposed because they feel the District is lowering their standards. Judy said public health sets standard over and above what the building code requires. **MOTION WITHDRAWN. SECOND WITHDRAWN.**

The Board agreed that Paul should come up with an alternate proposal to amend the Sanitary Code to allow for an exception for existing nail salons regarding compliance with current CT Building Code ventilation standards. The exception would allow for the transfer of ownership for an existing nail salon without having to meet the current CT Building Code ventilation standards. The Board also agreed that Paul should come up with language that would require nail salons that go into operation after the revision date to install ventilation systems in compliance with the current CT Building Code ventilation standards should the location NOT be considered a change in use group per the CT Building Code.

Carolyn was not in favor of eliminating the identification of specific toxins because that applies to all salons and she doesn't want that part taken out.

c. Request to go into Executive Session to discuss a personnel matter

This matter was addressed earlier in the Executive Session.

IX. HEALTH DIRECTOR'S REPORT

a. New CT DPH public health laboratory (DPH handout)

No discussion.

b. H1N1 After Action Report Summary

No discussion.

c. H1N1 Campaign Summary Report (slide presentation)

No discussion.

d. H1N1 vaccination by District (prepared by Pomperaug Health District)

Pat suggested taking a look at this information at the next meeting.

e. Budget History (memo) & Operating Reserve Fund Balance History (memo)

The Budget History memo shows the percent increase the Board approves each year, the per capita membership fee being charged and what change, if any, in the per capita membership fee each year.

The Operating Reserve Fund Balance History memo shows what was adopted for a budget, what they planned to take from the Operating Reserve Fund to balance the budget and what the actual end of year adjustment was.

f. Digital Health Department update

We have received the framework for the Digital Health Department and are being asked to check them and make sure everything is there and functions properly. They expect to go live in as soon as 1 month.

g. National Public Health Week

This topic was already discussed under Communications.

h. Council Presentation – Community Health Report Card (slide presentation)

This is a copy of the slide presentation that was given to each of the Town Councils; it was essentially a report of the findings from the Community Health Report Card and also some information on the District's Annual Report was given.

i. Seasonal Influenza and Pneumonia Vaccination Plan (narrative)

The Board can take a look at this information and address any comments or questions to Paul.

j. Community Conversation

Paul said the District applied for a \$500 grant to conduct a Community Conversation project. The intent of the project is to get community participation regarding exposure to hazardous chemicals in the community in a round table discussion. Although the District was not awarded the grant they are moving ahead with the program anyway with the help of Carolyn and Hilary. There are many groups who have expressed interest in participating in the discussion. After the discussion the District will prepare a report for submission to the CDC. The discussion will be held on June 14, 2010 at the Wethersfield Nature Center.

Judy asked that the following items be added to the next month's agenda for discussion, the Public Health Lab, the Digital Health Department and the Seasonal Flu and Pneumonia Vaccination Plan.

Carolyn said she sent several questions to Paul regarding the H1N1 report and she feels there are several things they need to look at in terms of outcome measures. She is curious about the target populations that were supposed to be served and whether or not we reached those populations. Carolyn is also curious as to what lessons were learned from the H1N1 flu clinics because we only serviced approximately 5.5% of the population. If we faced an epidemic the District would have problems reaching the whole population. Paul said the District didn't track all the information Carolyn has asked for. The consent forms have been retained

and do contain additional information regarding risk group, health status etc. Pat suggested contacting the CDC first for the data.

X. New Business

a. Request to reconsider use of Block Grant Funding (memo)

Pat said that according to Robert's Rules, in order for this request to be brought to the table it must come from the group who voted in the affirmative. Kevin said he was disappointed because the Board rarely precludes an item from discussion especially when it is a reasonable request based on new information.

b. July 15, 2010 Board meeting date conflict with NACCHO Conference (July 14-16, 2010)

Paul said he would not be able to attend the July meeting because he is attending the NACCHO Conference.

A MOTION was made by Carolyn Wysocki to cancel the July 15, 2010 Board Meeting. Seconded by Judy Sartucci. MOTION CARRIED UNANIMOUSLY.

c. Review and approval of State Per Capita Grant Application

Paul presented the State Per Capita Grant Application. They are scheduled to receive approximately \$175,000 next fiscal year. The proposal shows the grant money split between salaries for the Director of Health, the Chief of Environmental Services and a registered sanitarian.

A MOTION was made by Nancy Klatt to accept the State Per Capita Grant Application. Seconded by Art Yoaps. 7 were in favor (Borup, Klatt, Jarema, Yoaps, Doot, Hurwitz, Golub), 3 abstentions (Sartucci, Wysocki, Checko), MOTION CARRIED.

A MOTION was made by Amanda Hurwitz to adjourn. Seconded by Dr. Grant Golub. MOTION CARRIED UNANIMOUSLY.

Meeting adjourned at 9:16 p.m.

Respectfully submitted,

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