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(Approved working notes)

**BOARD OF HEALTH
MEETING OF MAY 21, 2009
WETHERSFIELD COMMUNITY CENTER**

I. CALL TO ORDER AND ATTENDANCE

Chairman Nance Klatt called the Thursday, May 21, 2009 meeting of the Central Connecticut Health District Board of Health to order at 6:32 p.m. in Room S-2 of the Wethersfield Community Center, Wethersfield, Connecticut.

Present: Nancy Klatt, Chairperson
Pat Checko, Vice Chairperson
Arthur Yoaps
Ray Jarema
Dianne Doot
Kevin Borrup
Judith Sartucci
Amanda Hurwitz (arrived at 6:54 p.m.)
Paul Hutcheon, M.P.H., R.S. Director of Health

Excused: Carolyn Wysocki

Staff: Eileen Knapp, Recording Secretary
Judey Torpey, Emergency Preparedness Coordinator

Quorum

A MOTION was made by Judy Sartucci to make the following changes to the agenda:

- **Move 9.c. Tabletop exercise update after Audience of Citizens**
- **Move 9. a. Conflict of Interest Policies to the report from the Governance Committee**
- **Add item VIII. g. Flu Clinics in Berlin h. Executive order #26 and i. H1N1 update**
- **Add as IX. e. Approval of Block Grant Application**

Seconded by Pat. MOTION CARRIED UNANIMOUSLY.

II. AUDIENCE OF CITIZENS

Mr. Murray Lichner addressed the Board. He is the retired municipal agent for the Town of Rocky Hill and he expressed his concern over the Board's decision not to continue the VNA Program. Some nursing homes provide nursing services for the town but they aren't as thorough as the Visiting Nurse Program. He thanked

the Health District for their other services that they offer residents, including the flu clinics. He asked that the District reconsider funding the Visiting Nurse Program.

Chairman Klatt introduced Dr. Grant Golub who is considering joining the Board as a representative from Wethersfield.

IX. c. Tabletop Exercise Update

Judey Torpey, Emergency Preparedness Coordinator gave a brief summary of the Tabletop Exercise that is scheduled to take place on May 28, 2009. The purpose of this exercise is to address issues related to continuity of operations in a pandemic flu scenario. The objectives are to assess the adequacy of the local school plans to respond to pandemic influenza, exercise the local decision-making process and identify areas needing refinement and assess local health's ability to provide timely information to the school population. Members of the Connecticut Association Director's of Health are leading the 3-hour exercise. There will be an hour at the end dedicated to getting feedback from the participants. Right now there are 31 expected participants plus the CADH staff, DPH, Evaluators and Observers.

Kevin asked if Board members could attend. Judey said that is up to Paul but they are trying to keep the interaction between schools and the District staff. Pat asked if they would be addressing continuity of education. Judey said that is built into the exercise. Judy asked if they would be addressing special preparedness related to school safety. Judey said they were hoping to have someone from one of the Police Departments attend but right now they don't have that type of a representative.

Dianne asked what happens after they run the exercise. Judey said that would be determined by what issues come up. They may have more tabletop exercises or subgroup meetings. Paul said he would submit an after action report on how the exercise went.

(Amanda Hurwitz arrives at 6:54 p.m.)

III. COMMUNICATIONS

Several articles were included in the packet regarding the Heritage Trail Days, '09 Financial Fixes and Vote and Vax. Paul handed out copies of the NALBOH Newsbrief and a Wethersfield Post article regarding the volunteer reception. Nancy asked if they wanted to consider a vote and Vax program. Paul said that is an option but there are some other alternatives that might be pursued.

IV. REVIEW AND APPROVAL OF MINUTES (April 16, 2009)

A MOTION was made by Pat Checko to accept the minutes and working notes of April 16, 2009 with changes. Seconded by Ray Jarema. 7 were in favor (Yoaps, Hurwitz, Borrup, Checko, Jarema, Doot, Sartucci), one abstention (Klatt), MOTION CARRIED.

V. REVIEW AND APPROVAL OF FINANCIL REPORT (April 2009)

Paul will change the Financial Report Revenue line 4060 Trans. +/- Operating Fund to read "Operating Reserve Fund".

A MOTION was made by Pat Checko to approve the April 2009 Financial Report. Seconded by Judy Sartucci. MOTION CARRIED UNANIMOUSLY.

VI. COMMITTEE REPORTS

a. Finance

Pat is working on the schedule for the Board retreat. Some of the topics to be discussed are the impacts of regionalization on the District, future revenue, use of discretionary funds and LedgeLight Health District's Strategic Plan.

b. Governance

The Governance Committee has finished the conflict of interest policy revisions. There are two separate policies, one for staff and one for Board members. A portion of the staff policy is being sent to the Human Resource Committee for review. The Governance Committee is recommending adoption of these two policies.

A change was made to letter F. on both policies to "Whenever any director has a conflict of interest or a perceived conflict of interest he shall notify the Board Chairperson in writing *if possible* and discuss a course of action with the Chairperson of the Board." The Board agreed to move the paragraph beginning, "Conflicts of interest (real and perceived)..." after the 3rd paragraph of the policies.

A MOTION was made by Judy Sartucci to send the revised Conflict of Interest Policies for Board and Staff to our Attorney for review. Seconded by Kevin Borrup. MOTION CARRIED UNANIMOUSLY.

Judy will send an updated version of the policies to Paul along with any questions for the attorney. She said the Governance Committee is also working on a proposed policy regarding the Executive Committee. They are recommending having an attorney from the Freedom of Information Commission do a short presentation to the Board. The Board agreed to have the presentation by an attorney from the FOI Commission in lieu of one of the regularly scheduled summer Board meetings. Paul will contact someone from the FOI Commission.

c. Human Resources

No report.

VII. OLD BUSINESS

a. Visit with a nurse continuation after 6/30/09

The Board voted to eliminate funding for the Visit with a Nurse Program effect July 1, 2009. Newington and Berlin have put money back into their budgets to fund this program. It looks like the per capita amount is going to be \$1.85 instead of \$1.25 so Paul asked the Board to if they still wanted to eliminate the program. The program costs approximately \$15,000.

A MOTION was made by Art Yoaps to remove from the table the motion made at the last meeting to continue the Visit with a Nurse Program if it is financially possible (tabled at the April 16, 2009 meeting). Seconded by Judy Sartucci. MOTION CARRIED UNANIMOUSLY.

Paul noted that one option is to continue the program for 3 months or so to see what the final State Budget is.

There was a discussion of whether or not to continue providing this service for all four towns, or just for Rocky Hill and Wethersfield. Kevin and Pat both stated that the District is still using funds from the Operating Reserve Fund to balance the budget even if they don't run this program. Paul noted that we did submit an application to the North Central Area Agency on Aging (NCAAA) to fund this program with grant dollars. There were two applications, one for the Dental Cleaning Program and the Visit with a Nurse Program. It was made clear to the NCAAA that the Dental Cleaning Program was the priority. Judy expressed concerns about letting this program go because it gives the District insight into what is going on in the elderly population. Dianne suggested waiting to see if the money comes through for this program and if it does discuss the District's plan for the funds with VNA Health Care Inc.

A MOTION was made by Judy Sartucci to continue the Visit with a Nurse Program if it is financially possible. Seconded by Art Yoaps. 3 were in favor (Yoaps, Sartucci, Hurwitz), 5 opposed (Borrup, Checko, Jarema, Doot, Klatt), MOTION FAILED.

A MOTION was made by Art Yoaps to continue the Visit with a Nurse Program for three months until we find out about the State Budget funding. Seconded by Judy Sartucci. 2 were in favor (Yoaps, Sartucci) 6 opposed (Borrup, Checko, Jarema, Doot, Klatt, Hurwitz), MOTION FAILED.

Pat suggested the Board representatives from Rocky Hill and Wethersfield talk to VNA Health Care Inc. and Town elected officials to see if there is another way to fund this program in these towns. Art asked that Paul talk to the Town Managers of Wethersfield and Rocky Hill to express to them the sentiments of the Board and to see if there is an alternative to the funding until a grant comes through.

b. Board Retreat

This topic was discussed under the Governance Committee. Pat is still working out the details. The retreat will be held at 8:00 a.m. on Saturday, May 30th at the Wethersfield Town Hall.

VIII. HEALTH DIRECTOR'S REPORT

a. Lyme Disease Data

This was tabled until the next meeting.

b. Volunteer Reception

The reception was well attended. A check was issued to the Wethersfield/Rocky Hill Professional Nurses Association for their scholarship fund and a special certificate of appreciation was awarded to Norma Moran, a nurse from the Association.

c. Summer Hours

Usually the Districts offices follow the schedule of the town's they work in. Ed is requesting summer work hours for the Rocky Hill office. The Town of Rocky Hill will not be working summer hours this year although they did last year. The Town Manager of Rocky Hill does not have an issue with doing this. After a brief discussion the Board agreed to let the Rocky Hill office work summer hours. The Rocky Hill Health District office would be closed Friday afternoons when the Town Hall is open.

d. Wethersfield vehicle purchase

The Wethersfield Town Manager gave the CCHD the opportunity to make a one-time contribution of \$600 for 80% access to a vehicle for our Wethersfield Sanitarian. The Town of Wethersfield owns and will maintain, gas and insure the vehicle. Paul said the District would probably save triple that amount by having access to the car.

Judy said she would like to have a formal agreement with the Town of Wethersfield regarding the terms of the use of the vehicle. Paul said the District does have insurance for driving non-owned vehicles. Judy said she would like to know how protected the District is legally in the event of an accident. Paul said he would find out for the next meeting. Kevin asked if employees undergo defensive driving training. Paul said they do.

e. Heritage Trail Day Report

A summary of the Heritage Trail Day was distributed. There was no further discussion.

f. Child Safety Seat Clinic Report

A summary of the Child Safety Seat Clinic was distributed. There was no further discussion.

g. Flu Clinics in Berlin in 2009

Last year we did not hold any flu clinics in Berlin because the Town Manager and the Berlin VNA requested that the CCHD not do them. Paul asked the Board if they wanted to hold them this year in Berlin. The sooner they decided the sooner Paul could let the Town of Berlin know. Pat asked Paul to find out how many people still came to the District's clinics from Berlin. After a brief discussion the consensus of the Board was to hold the clinics in Berlin this year. Paul felt that there might be some strong resistance from the Town and the Berlin VNA. Judy said at some point the Board should discuss their whole flu program as a public health issue. She was concerned about how the vaccination of the younger population would be addressed.

h. Executive order 26

This is an order that was signed by the Governor establishing a Governor's Council for Local Public Health Regionalization.

i. H1N1 Update

Paul is periodically sending updates regarding the H1N1 flu. There was no further discussion.

IX. NEW BUSINESS

a. Conflict of Interest Policies – Board and Staff

This was discussed earlier in the meeting.

b. CRI agreement

A MOTION was made by Pat Checko to accept the contract for the Cities Readiness Initiative (CRI)

Funds in the amount of \$11,000. Seconded by Art Yoaps. MOTION CARRIED UNANIMOUSLY.

c. Tabletop exercise update

This was moved up on the agenda.

d. Request for grant application approval – Putting on AIRS

Art Yoaps made a MOTION for approval of the Putting on AIRS Grant application. Seconded by Kevin Borrup. MOTION CARRIED UNANIMOUSLY.

e. Approved of Block Grant Application

Paul said there are four different areas you can choose from including: cancer; cardiovascular disease prevention; injury prevention; and surveillance monitoring. Under the injury prevention category the District is running the Child Safety Seat Program. In addition they have funding to support the Diabetes Education Program and a Blood Cholesterol Program. The proposal is to continue the Diabetes Program and the Blood Cholesterol Program with about 1/3 of the grant covering salaries. These two programs are very successful and very popular. Pat said she has a problem with doing the Cholesterol and Diabetes Programs over and over again. She would like to change what they are doing. Judy also agreed that now is the time for a change. Pat suggested talking to Paul about the different options that are available to the District. Nancy, Kevin and Amanda said they think the Diabetes Education Program and Cholesterol Programs are important and they should continue with it.

A MOTION was made by Kevin to accept the Block Grant Application as presented. Seconded by Amanda Hurwitz. 6 were in favor (Borrup, Hurwitz, Yoaps, Jarema, Doot, Klatt), 2 opposed (Checko, Sartucci), MOTION CARRIED.

Pat said she thought that last year they asked that this issue be brought up early enough to have a discussion and she wanted it reflected in the minutes that next year the Board would like this brought up early enough to have an appropriate discussion.

X. OTHER

No discussion.

A MOTION was made by Kevin Borrup to adjourn. Seconded by Amanda Hurwitz. MOTION CARRIED UNANIMOUSLY.

Meeting adjourned at 8:50 p.m.

Respectfully submitted,

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