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(Approved working notes)

**BOARD OF HEALTH
MEETING OF JUNE 16, 2011
ROCKY HILL TOWN HALL EXECUTIVE CONFERENCE ROOM
Working Notes**

I. CALL TO ORDER AND ATTENDANCE

Chairman Kevin Borrup called the Thursday, June 16, 2011 meeting of the Central Connecticut Health District Board of Health to order at 6:40 p.m.

Present: Kevin Borrup, Chairperson
Enzo Pistritto
Arthur Yoaps
Ray Jarema
Grant Golub
Carolyn Wysocki (arrived at 7:25 p.m.)
Judith Sartucci
Paul Hutcheon, Director of Health

Excused: Pat Checko
Nancy Klatt
Dianne Doot

Staff: Eileen Knapp, Recording Secretary

Quorum

II. PUBLIC FORUM

No one was present from the public.

III. REVIEW AND REORDER OF THE AGENDA

Judy Sartucci suggested adding an Executive Session under Human Resources to discuss post retirement medical benefits for the Director of Health.

A MOTION was made by Ray Jarema to approve the modified agenda. Seconded by Grant Golub. MOTION CARRIED UNANIMOUSLY.

IV. COMMUNICATIONS

Judy passed around an article that was printed in the Rocky Hill Life on the Midstate Collaborative. They were instrumental in helping to get the Health District started.

Paul passed around an article from the Berlin Patch showing Judy Sartucci and Paul Hutcheon receiving the CCHD 15-year anniversary proclamation from the new Commissioner of Health. He also gave out an article showing the 4 students that received scholarships from the Wethersfield/Rocky Hill Professional Nurses Association. Paul had a Certificate of Appreciation for Nancy Klatt who completed her term. Copies of the Nation's Health and the Bureau of Public Health are available for anyone who is interested. At the semi-annual meeting of the Commissioners of Health it is customary to recognize anniversaries of Health Districts at five-year increments. The CCHD received their award for their 15th anniversary.

Judy asked Paul to send a thank-you note the Commissioner of Health.

V. REVIEW AND APPROVAL OF MINUTES AND WORKING NOTES (May 19, 2011 Board Meeting)

A MOTION was made by Judy Sartucci to approve the minutes and working notes of May 19, 2011 with changes. Seconded by Art Yoaps. MOTION CARRIED UNANIMOUSLY.

VI. REVIEW AND APPROVAL OF FINANCIAL REPORT (May 2011)

A MOTION was made by Grant Golub to approve the May 2011 Financial Report. Seconded by Ray Jarema. MOTION CARRIED UNANIMOUSLY.

VII. COMMITTEE REPORTS

a. Finance

No report.

b. Governance

Accreditation: Judy said they are waiting until the summer when an announcement is made about what will make up accreditation. Informational sessions should be starting in the fall and they will be accepting applications. Judy and Paul are participating in the DPH four-part series on Quality Improvement. There has been discussion about holding an informational session on accreditation in October.

There was a discussion about whether or not to have a July and August Board meeting. Most Board members agreed to eliminate the July meeting. They decided to discuss the matter further under "Other Business".

Judy said the Governance Committee is still working on a policy for waiving fees for certain groups and organizations. They are also working on an advocacy policy as requested by the Board.

Strategic Plan: Judy e-mailed Board members a draft on the framework for the Strategic Plan along with recommendations from the Committee. Judy said they want to make sure this Strategic Plan has "board buy-in" meaning the entire Board has the opportunity to comment on the different parts of the Plan. This Plan involves the entire agency including the staff and the Board. The Governance Committee is developing broad expectations and then allowing Paul to implement the plan over a 3-year period. She handed out a summary of the Board's Mission and Vision that they committed to. They are committed to working toward the

essential public health services that have been accepted nationwide. Judy presented the core values that will serve a basis for their efforts in moving toward their mission. They are adding another value "Evidence Based Practice" to the suggested core values.

A MOTION was made by Judy Sartucci that the Board

- **Amend the Core Values in the Mission Statement to add Evidence Based Practice**
- **Change Strategic Goal 5 to read, "Strengthen our agency infrastructure."**
- **Accept and adopt this strategic framework as presented by the Governance Committee and move on to implementation.**
- **Direct or authorize the Governance Committee to move to the next phase of planning and implementation with the Director of Health.**

Seconded by Art Yoaps. MOTION CARRIED UNANIMOUSLY.

Judy went over each of the proposed Strategic Goals and the corresponding Strategic Objectives, discussing way that Paul might meet these objectives. Paul said he would now begin to fill in the assignment and time frame pieces. He will also create the management approaches and action steps necessary to reach the Strategic Goals.

(Carolyn Wysocki arrives at 7:25 p.m.)

Paul will give copies of the Strategic Plan to staff, who is in the process of setting their own goals for the coming fiscal year. They can then incorporate their goals with the goals of the Strategic Plan. Paul said that the Board should realize that time spent working on some of the goals may be less time available for staff to work on inspections, so they will have to consider how they want to use their available resources. Judy said Paul is already working on the implementation and expansion of the Digital Health Department Initiative. She said they are also trying to get more involved with social media and link it to the District website. Another important way of freeing up their resources is by evaluating and upgrading the District's information technology systems. Another thing the Governance Committee discussed was creating a Capital Improvement Plan.

c. Human Resources

Ray said the Human Resource Committee sent out Director of Health Evaluation forms to Board and staff. They are still waiting to receive some responses. They are putting the Accreditation issue on the back burner for now

Carolyn asked if Paul had completed his goals for FY11/12. Paul said they are finished and he would e-mail them out to Board members.

A MOTION was made by Judy Sartucci to go into Executive Session to discuss post retirement medical benefits for the Director of Health. Seconded by Grant Golub. MOTION CARRIED UNANIMOUSLY. The following people were present for the Executive Session: Borrup, Golub, Sartucci, Yoaps, Jarema, Pistritto, Wysocki, Hutcheon.

Into Executive Session at 7:40 p.m. The following people were present for the Executive Session discussion: Borrup, Golub, Wysocki, Sartucci, Pistritto, Yoaps, Jarema, Hutcheon.

Out of Executive Session at 8:00 p.m.

d. Community Assessment

Paul said the Community Assessment Committee is working with Pat, Hilary and Lori to produce a foldout brochure that compiles the findings from the Community Health Assessment for public distribution.

Carolyn asked if the Board would be sending a letter to the Town Managers regarding the purchase of health insurance. Kevin said not right now. They will wait until Pat gets more information first.

VIII. OLD BUSINESS

None.

IX. HEALTH DIRECTOR'S REPORT

a. Advocacy update (Bills 860 & 5618)

Paul said the Session has ended and Bills 860 and 5618 did not get approved. The smoking and hookah bills also did not get approved. The Farmers Market Bill was approved but still has to be signed by the Governor. This would allow farmer's to purchase a temporary food service establishment license in their hometowns and use that anywhere in the State of Connecticut without obtaining any other food service establishment permit and without having to comply with any local food ordinance requirements for a food service establishment permit.

Judy asked about the tanning salon bill. Paul said that was not approved.

Paul handed out updated Board meeting dates and locations.

Judy said if Board members are interested, there are on-line PowerPoint Presentations of the Commissioner's meeting on the DPH website along with some interesting articles.

X. NEW BUSINESS

a. NIH GDL Grant Application (subcontractor thru CCMC)

Kevin turned the Chairman seat over to Judy Sartucci because he works for CCMC and he is a principal under this grant.

This Grant is for \$245,000 over a 2-year period and the CCHD will be a sub-contractor for this CCMC. The Grant is to increase police support for the enforcement of graduated driving licenses laws. The District will receive annual funding in the amount of \$7,500.

Carolyn asked how much time Hilary would be working on this grant. Kevin said Hilary would be acting in a liaison role between CCMC and the two or three Police Departments. Paul doesn't feel there would be any problem meeting the deliverables for this grant.

A MOTION was made by Art Yoaps to participate in the NIH GDL Grant. Seconded by Grant Golub.

6 were in favor (Sartucci, Golub, Pistritto, Jarema, Yoaps, Wysocki), one abstention (Borrup), MOTION CARRIED.

Kevin resumes his position as Chairman.

b. CRI MOA Grant

Paul said this is what they have been receiving as part of a City Readiness Initiative. The West Hartford Bloomfield District is responsible for overseeing all the participation. Most of the work is done by Judye but Paul participates by attending meetings, working in workgroups and on committees, which counts towards the deliverables. For this participation the District receives \$6,000.

A MOTION was made by Art Yoaps to approve the CRI MOA Grant. Seconded by Grant Golub. MOTION CARRIED UNANIMOUSLY.

c. Nominations Committee

A MOTION was made by Carolyn Wysocki to assign Art Yoaps, Carolyn Wysocki and Kevin Borrup to the Nominations Committee with Kevin serving as the Chairman. Seconded by Grant Golub. MOTION CARRIED UNANIMOUSLY.

d. July and August Board Meetings

A MOTION was made by Carolyn Wysocki to cancel the July Board meeting but authorize the Executive Committee to meet in July if necessary without trying to convene the Board. Seconded by Grant Golub. MOTION CARRIED UNANIMOUSLY.

XI. ADJOURN

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

Meeting adjourned at 8:20 p.m.

Respectfully submitted,

Paul Hutcheon, Director of Health