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(Approved working notes)

**BOARD OF HEALTH
MEETING OF JUNE 17, 2010
ROCKY HILL COMMUNITY CENTER, ROOM 2**

I. CALL TO ORDER AND ATTENDANCE

Chairman Kevin Borrup called the Thursday, June 17, 2010 meeting of the Central Connecticut Health District Board of Health to order at 6:37 p.m. in Room 2 of the Rocky Hill Community Center, Rocky Hill, Connecticut.

Present: Kevin Borrup, Chairperson
Pat Checko, Vice Chairperson
Grant Golub
Dianne Doot
Nancy Klatt
Judith Sartucci
Carolyn Wysocki
Art Yoaps
Ray Jarema
Paul Hutcheon, M.P.H., R.S. Director of Health

Excused: Amanda Hurwitz

Staff: Eileen Knapp, Recording Secretary

Quorum

II. PUBLIC FORUM-Rocky Hill Town Manager Barbara Gilbert

Town Manager Barbara Gilbert addressed the Board and thanked them for the District's assistance and for the services provided to Rocky Hill and its residents. She discussed the project involving the Rocky Hill Landfill, which she has been working on with Paul. This land fill was not properly closed 30 years ago and there is leachate coming to the ground surface. The DEP issued a consent order and will approve a closure plan. They are not currently monitoring site activity. Neighbors in the area are concerned about the wells and the soils being used to fill the landfill area. Barbara said she is looking into the possibility of hiring an independent third party to review and monitor the process.

Judy Sartucci asked Town Manager Gilbert to comment on the MidState Collaborative. Town Manager Gilbert said the MidState Collaborative has been meeting for about 9 years and is made up of the Mayors and Town Managers of 5 towns, Rocky Hill, Wethersfield, Berlin, Newington and Cromwell. The purpose of the Collaborative is to discuss regional issues. Currently they are processing an RFQ to go out to bid for a consultant to assist them in a feasibility study for a regional police dispatching facility. All 5 towns would

incorporate their police, fire and ambulance dispatching into one regional facility. Another project they are working on is the MidState Regional Police Training Facility located on a 6-acre lot next to the Veteran's Home. Twenty-seven towns have signed on to participate. The facility will allow police to train using simunitions (similar to paint ball pellets) and driving simulators.

Judy Sartucci asked Town Manager Gilbert to comment on the State budget. Town Manager Gilbert said she feels the State's budget is in flux and what was presented and approved may not be what materializes. She is fearful of what may happen next year and feels that state revenues may erode, which would put constraints on the Town. She said they need to budget in anticipation that State aid may be going away.

III. REVIEW AND REORDER OF AGENDA

A MOTION was made by Nancy Klatt to approve the reorder of the agenda. Seconded by Dr. Grant Golub. MOTION CARRIED UNANIMOUSLY.

The following items were added to the agenda:

- 1. Health Director's Report - add item c. H1N1 Action summary report**
- 2. Health Director's Report - add item d. Update on Tools for Schools**
- 3. Human Resources add Executive Session**

IV. COMMUNICATIONS

Carolyn said the Berlin Town Council reappointed her for another 3 year period.

Pat said the State will be putting out an RFP to award 4 communities a \$40,000, 2 year grant to use the CDC Achieve model in their communities associated with healthy eating and active living. She said she hopes the District would consider applying.

V. REVIEW AND APPROVAL OF MINUTES AND WORKING NOTES (May 20, 2010)

A MOTION was made by Ray Jarema to accept the minutes and working notes of May 20, 2010 as amended. Seconded by Pat Checko. MOTION CARRIED UNANIMOUSLY.

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

Carolyn had a question about income from Berlin in the amount of \$61,673.40. She said they really get about \$82,000 from Berlin and she wondered why the discrepancy. Also Newington gets \$120,000 not \$140,000. Paul said he would find out. Carolyn also asked about the transfer from the Operating Reserve of \$17,851 because that number seems to be fluctuating every month. Paul said they do anticipate putting money back into the Operating Reserve account but this report reflects what the Board voted on. The \$17,851 doesn't necessarily reflect all the income that the District will receive for the year. Paul said he would get back to the Board with more information at the next meeting. The Board held off on approving the May 2010 Financial Report.

VII. COMMITTEE REPORTS

a. Finance

Paul said health insurance costs are coming in at about an 8% increase and the Board had budgeted for 10%, so there will be a small savings there.

b. Governance

Judy included in the packet information on Regionalization and District Expansion giving an overview of the Health District and where they are in terms of options. The Governance Committee is recommending that the Board continue to consider all request that come in by Towns who would like to join the District. If requests do come in they created an outline of some of the things they should take a look at as well as advantages and disadvantages. She said they Board should use their time to prepare for accreditation. If the District is approached by another Town to join the District the Governance Committee suggests creating a special committee to take a look at what's being proposed and submit a recommendation to the Board. She said if they do consider expanding there may be some funding available at the community level. She said they may want to consult with the MidState Collaborative at some point when the District is considering expansion.

Kevin said he thought that the Committee had agreed to take out the two premises listed on page 3 of Judy's handout. He also said he doesn't think that they should put in writing that they would never consider being absorbed or reorganized under another name. Kevin said he doesn't see absorbing another town into the District or attracting one as solely a Board activity. He feels that Paul should work in collaboration with the Board.

Carolyn said there were several articles in the paper related to Regionalization. The legislation that was passed last year is having an impact in the State. Three towns are going to be joining the Uncasville Health District, the Town of Colchester has formed a committee to discuss the feasibility of joining a district and the Westport/Weston District has lost their funding.

Judy said the Governance Committee continued to discuss Strategic Planning and Accreditation. They decided to work on these issues over the summer and hopefully by August they will have a better idea of what they want to do.

Paul noted that all Board members have been asked to complete a Conflict of Interest Disclosure Statement and return all forms to Kevin.

Judy noted that there are some Board positions that are 4 board positions up for reappointment by the Towns. Judy and Carolyn have been reappointed by their respective towns. Grant Golub is awaiting reappointment. Paul and Kevin have both had contact with Newington Town officials about the reappointments but have not heard back yet.

c. Human Resources – DOH evaluation

The Human Resource Committee submitted the final draft of the Human Resource Report on Paul's 2009/2010 evaluation and a copy of Paul's Goals for 2010/2011. The final evaluation is not much different than what was presented in May because they felt this represented the opinions of the majority of the Board. Many great ideas were presented as part of the evaluation but unless the Board has directed Paul to follow a course of action he should not be faulted for not having pursued them. Diane said the Committee accepted Paul's goals as presented and she asked for a motion to accept their DOH evaluation and Paul's goals for 2010/2011.

A MOTION was made by Ray Jarema to accept the D.O.H. Evaluation and Goals for FY 10/11. Carolyn said she felt that Paul's goals were the same as last year and many of the action steps were passive and not active. Pat suggested changing goal number 3. to read "Coordination of a Community Health Assessment" Paul agreed to that change. Judy suggested that Paul and his staff go through the accreditation domains item by item to see where the District is. **7 were in favor (Borrupt, Klatt, Golub, Jarema, Doot, Checko, Yoaps) 2 opposed (Wysocki, Sartucci), MOTION CARRIED.**

A MOTION was made by Pat Checko to amend the above motion to change Goal 3 to read "Coordination of a Community Health Assessment". Seconded by Art Yoaps. MOTION CARRIED UNANIMOUSLY.

Kevin said as far as Paul's contract is concerned, the Human Resource Committee discussed it and agreed not to amend or change the contract and to just leave it as it is. Carolyn said the Board sometimes tends to use State Statutes or Robert's Rules to their own benefit. They need to decide whether or not to follow Robert's Rules all the time and not just when it "suits us". Dianne said if there were concerns about the contract they may want to consider sending it to a labor attorney. Pat said she feels it would be best to sign a contract with the DOH every 4 years. The Human Resource Committee decided that in light of new information they would take another look at this issue.

A MOTION was made by Dianne Doot to go into Executive Session at 8:16 p.m. to discuss a personnel matter. Seconded by Pat Checko. MOTION CARRIED UNANIMOUSLY.

The following people were present for the executive session: Borrupt, Doot, Checko, Yoaps, Sartucci, Wysocki, Golub, Klatt, Jarema, and Hutcheon.

d. Nomination Committee

Kevin suggested the formation of a Nomination Committee including Nancy Klatt, Carolyn Wysocki and Judy Sartucci as Chairperson.

A MOTION was made by Nancy Klatt to create a Nomination Committee of Judy Sartucci (Chairperson), Nancy Klatt and Carolyn Wysocki to make a recommendation for CCHD Board Chairperson, Vice Chairperson and an additional member of the Executive Committee for the September elections. Seconded by Dianne Doot. MOTION CARRIED UNANIMOUSLY (Art Yoaps was not in the room for this vote)

e. Special Committees

Assessment – Pat asked that this committee not be dissolved and they will meet with Paul about getting a contract prepared.

Evaluation – No report.

VIII. OLD BUSINESS

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

Kevin said this change addresses anyone who currently owns a nail/hair salon and intends to sell it to someone for use as a nail/hair salon; the new owner will not be forced to retrofit the building. A new use nail/hair salon would have to be retrofitted.

Carolyn said she feels whether it is new construction or new ownership that is the time to make the changes to the ventilation system to protect the employees and clients.

A MOTION was made by Pat Checko to bring to a public hearing the proposed amendments to the CCHD Sanitary Code, Chapter 5 Salons at a time and place to be determined by Paul. Seconded by Dr. Grant Golub. 7 were in favor (Borup, Checko, Yoaps, Klatt, Jarema, Doot, Golub) 2 abstentions (Wysocki, Sartucci), MOTION CARRIED.

Judy said there is a policy regarding setting up this type of a public hearing. The Board needs to appoint a hearing officer. She suggested holding it on a date other than that of a Board meeting. Kevin said he would run the public hearing. Paul said he would send a Public Hearing notice to all salons. Judy suggested publishing a press release in all weekly papers.

b. New CT DPH public health laboratory

No discussion.

c. Digital Health Department

Paul said progress on the Digital Health Department is continuing and the “go live” date is in approximately 30-60 days. If the project doesn’t go live before July 1st there may not be a renewal due until the 2011/2012 budget.

d. Season Influenza and Pneumonia Vaccination Plan (updated)

Paul said this handout contained some revisions based on comments made by the Board at the last meeting. Carolyn said she was looking for more information including how many volunteers and staff would be needed, how much would be budgeted for it, insurance coverage, etc. She asked if the Plan addressed people who are uninsured. Paul said the board has not established a policy for offering free shots other than dealing with it on a case to case basis. Judy asked if any consideration was given to Saturday flu clinics in the next fiscal year. She felt this would allow the District to serve more of a diverse population. Paul said they would have to ask their volunteers to give up their Saturdays and also all staff would have to be paid to be there. They do have clinics in the late afternoon and early evenings. If the Board wants to hold Saturday clinics they need to book locations as soon as possible. Judy said because the H1N1 vaccine will be part of the seasonal flu shot that will change the population that is looking to be vaccinated.

The Board asked Paul to look into a Saturday clinic on a bus line and come up with a budget. Kevin also asked Paul to include the locations and times of the eight scheduled clinics.

(Art leaves at 9:00 p.m.)

IX. HEALTH DIRECTOR'S REPORT

a. CT DPH FY 08/09 Annual report

Paul said this is the annual report that all local health departments are now completing for DPH.

b. LHD Accreditation

A memo was included in the Board packet letting them know where PHAB is at with their process. Judy said she noticed some inaccuracies in the report and she would like to discuss them with Paul so they can be updated for the next meeting.

Paul said they pursued the Asthma Friendly School Initiative but the District was not selected.

c. H1N1 After Action and Summary Reports

Judy suggested putting this item earlier on the next meeting's agenda so there would be time to discuss it. It will be added to old business for the next meeting.

d. Update on Tools for Schools

Paul said Rocky Hill and Wethersfield have not implemented Tools for School yet. The CT DPH has offered training but to date neither District has taken them up on the offer. The Rocky Hill Superintendent referred the issue to the Facilities Director. Judy said the Board of Education in Rocky Hill is interested in this so she would like to discuss it further with Paul.

Paul said he talked with the Wethersfield BOE Director of Maintenance Operations today and he said he would talk to the interim superintendent. Judy said she would like to discuss making a presentation to the Boards of Ed regarding Tools for Schools.

Paul said the District has been working with Kevin and CCMC on an application to the Allstate Foundation for a Teen Driving Safety Program. Kevin recused himself for this vote due to a conflict of interest and handed over the position of Chair to Pat.

A MOTION was made by Judy Sartucci to authorize Paul to enter into an agreement with CCMC as a subcontractor for the grant application for the Allstate Teen Driving Safety Program. Seconded by Dianne Doot. MOTION CARRIED UNANIMOUSLY. (Art left at 9:00 p.m. and was not present for the vote. Kevin Borrup recused himself for this discussion and vote.)

X. NEW BUSINESS

a. Cities Readiness Initiative (review and approval)

Paul said this is a grant application that is coordinated by the West Hartford/Bloomfield Health District and CCHD is a participant in this. He said this is essentially reimbursement for work that has been done in the past year.

A MOTION was made by Pat to accept the Grant proposal for the Cities Readiness Initiative as

presented. Seconded by Nancy Klatt. **MOTION CARRIED UNANIMOUSLY.**

XI. OTHER

A MOTION was made by Carolyn Wysocki to adjourn. Seconded by Dianne Doot. MOTION CARRIED UNANIMOUSLY.

Meeting adjourned at 9:18 p.m.

Respectfully submitted,

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