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BOARD OF HEALTH
MEETING OF JUNE 21, 2007
ROCKY HILL COMMUNITY CENTER
June 21, 2007
Minutes

I. CALL TO ORDER AND ATTENDANCE

Chairman Nancy Klatt called the Thursday, June 21, 2007 meeting of the Central Connecticut Health District Board of Health to order at 5:45 p.m. in Room 2 of the Rocky Hill Community Center, Rocky Hill, Connecticut.

Present: Nancy Klatt, Chairperson
Kevin Borrup, Vice Chairman
Arthur Yoaps
Lynn Gavelek
Andrea Urciuoli
Dianne Doot
Lauren Lionetti
Carolyn Wysocki
Paul Hutcheon, M.P.H., R.S. Director of Health

Excused: Patricia Cioffi
Patrick Kelly

Quorum

The meeting began with a presentation by members of the National Executive Service Corps. This is the company that has been hired to provide the strategic planning service for the District. They gave a summary of the interviews conducted with Board and staff members, discussing some of the themes and observations that were obtained during this process. The next strategic planning meeting will be held on Saturday June 30, 2007. At this meeting the group will work with the Board on setting goals and objectives and creating an evaluation and action plan.

A MOTION was made by Vice Chairman Kevin Borrup to suspend the regular meeting and start the public hearing AT 7:12 p.m. Seconded by Diane Doot. All were in favor, MOTION CARRIED.

(After the public hearing adjourned the regular meeting reconvened at 7:16 p.m.)

II. AUDIENCE OF CITIZENS

None.

III. COMMUNICATIONS

Paul passed around the MDC newsletter, the Newsliner, which reports on the progress with the Clean Water Project.

NALBOH's 15th annual conference is being held in Anchorage, Alaska on September 18th-21st.

CPHA is holding their annual conference at the Aqua Turf in Southington on October 26, 2007 from 8:00a.m. - 4:00p.m.

IV. REVIEW AND APPROVAL OF MINUTES (May 17, 2007)

A MOTION was made by Arthur Yoaps to accept the minutes of May 17, 2007. Seconded by Dianne Doot. All were in favor, MOTION CARRIED.

V. COMMITTEE REPORTS

a. Financial: Review and approval of Financial Report (May 2007); BT Grant amendment

May 2007 Financial Report: Paul said the District might end the year in better financial shape than projected. The anticipated use of \$51,980 from the reserve account will likely be closer to \$5,886. This doesn't include a check received from the town of Newington when they joined the Health District. With that addition the District would be in the black in the amount of about \$23,809. The biggest reason for the savings in salaries is hiring the Chief of Environmental Services late in September. Employee benefits are less because they weren't used for this new position for the first 2 ½ months of the fiscal year and they had also budgeted for the family benefits and it turned out to be single benefits. The computer expense was over budget by more than \$18,000 because they updated FileMaker Pro to the new version and hired a FileMaker Pro consultant. They also purchased two new computers, new wiring for Newington and upgraded the sonic wall. Equipment expenses did come in under budget by about \$ 5,670.

Carolyn Wysocki asked that the \$50,000 of Capitol Improvements be shown somewhere on the Monthly Financial Reports.

A MOTION was made by Arthur Yoaps to accept the May Financial Report. Seconded by Vice Chairman Kevin Borrup. All were in favor, MOTION CARRIED.

BT Grant amendment: Paul said that he was advised by the State that there is more money available to the District from this grant. He has been asked to submit an amended budget to show the use of that money. Copies of the amended budget were distributed to the Board members. One of the primary expenditures is for radios to allow the staff to communicate from their home office to the other offices and also to the point of distribution clinic sites.

A MOTION was made by Arthur Yoaps to accept the BT Grant Amendment. Seconded by Vice Chairman Borrup. All were in favor, MOTION CARRIED.

Per Capita Grant Application: This is the second major source of funding for the District at \$1.66 per capita. The state found an additional \$88,000 that they are distributing among all local health

departments. As a result, the Health District is receiving approximately another \$3,000. These monies are usually shown to the state as salaries in the application.

A MOTION was made by Arthur Yoaps to accept the Per Capita Grant Application. Seconded by Vice Chairman Kevin Borrup. Carolyn Wysocki suggested sending something like this to the Finance Committee in the future. **All were in favor, MOTION CARRIED.**

b. Governance: By-laws update

Paul distributed copies of the By-laws reflecting what the Governance Committee talked about but the meeting of the Governance Committee was not fully attended. There wasn't consensus on all of these proposed changes. The Board decided to have the Governance Committee meet again to reach a consensus so they can present an approved draft to the Board.

VI. OLD BUSINESS

a. Strategic Planning

The next meeting with the consultants is June 30th from 8:30a.m. -12:30p.m. at a location to be determined.

Paul distributed a handout updating the status of the current Strategic Plan.

Carolyn said one of the goals of the Board was to try to form a State Association of local Boards of Health and they are very close to doing that. She is meeting with David Mack of the Connecticut Public Health Association and Shirley Dunbar Rose, Chair of LedgeLight Health District Board to discuss expectations and goals of an affiliation with CPHA.

VII. HEALTH DIRECTOR'S REPORT

a. CCHD Sanitary Code

A MOTION was made by Vice Chairman Kevin Borrup to accept the amended CCHD Sanitary Code. Seconded by Carolyn Wysocki. All were in favor, MOTION CARRIED.

Paul said he is continuing to work on the Salon Ordinance. He handed the forms to be used for his evaluation. They need to be filled out and submitted to the Chairperson by June 30, 2007. Another evaluation form will be handed out to the members of the staff.

Carolyn asked about an item listed on the Health Director's Report regarding an ongoing indoor air pollution complaint. Paul said there is a situation at a Newington building where the odors from a print shop on the bottom floor are affecting the tenants on the upper floor. OSHA has gone out and conducted testing but all levels have tested below OSHA's standards. The question is whether or not the Health District can pursue this matter further. The investigation is ongoing.

VIII. NEW BUSINESS

None.

IX. OTHER

Carolyn said the pesticide Bill 5234 that would ban the use of pesticides on the lawns of K-8 schools was signed into law. Bill 9636 on the Use of Non-toxic cleaning Products in State buildings was also signed into law. She also spoke to Commissioner Galvin about the increase in funding to local health departments. He said it is in the budget and waiting for the legislature and the Governor to come up with the final budget.

Paul said there are regulations in Connecticut for local Health Departments to enforce that requires them to investigate elevated blood lead levels in children under the age of 6 if the level is 20 or greater. The legislature is considering dropping this level to 10 or greater. This will increase the District's work in this area. There are only a handful of these cases a year where the blood lead level is over 20. CADH is asking that the State pay the local Health Departments for the service on a per case basis.

Carolyn noted that if there was a local Board of Health affiliation, together the members could be a force in providing testimony for a bill at a legislative session.

A MOTION was made by Arthur Yoaps to adjourn. Seconded by Andrea Urciuoli. All were in favor, MOTION CARRIED.

Meeting adjourned at 8:12 p.m.

Respectfully submitted,

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