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(Approved working notes)

**BOARD OF HEALTH
MEETING OF JULY 16, 2009
NEWINGTON TOWN HALL**

I. CALL TO ORDER AND ATTENDANCE

Chairman Nancy Klatt called the Thursday, July 16, 2009 meeting of the Central Connecticut Health District Board of Health to order at 6:35 p.m. in Conference Room 3 of the Newington Town Hall, Newington, Connecticut.

Present: Nancy Klatt, Chairperson
Grant Golub
Dianne Doot
Kevin Borrup
Judith Sartucci
Carolyn Wysocki
Paul Hutcheon, M.P.H., R.S. Director of Health

Excused: Amanda Hurwitz
Pat Checko
Art Yoaps
Ray Jarema

Staff: Eileen Knapp, Recording Secretary

Quorum

Approval of Agenda: Conflict of Interest Policy was added under Governance. Notification of the Dental Grant was added under Old Business. A discussion of who the Board wants to call a “contractor” and a discussion of the Strategic Plan was added under the Health Director’s Report. Add item d. Per Capita Grant Application for the current fiscal year under New Business. Carolyn added a discussion about the first meeting of the Regionalization Council under New Business.

Judy handed out copies of the revised By-Laws for the Board’s review.

II. AUDIENCE OF CITIZENS

None.

III. COMMUNICATIONS

NALBOH Conference: Carolyn attended the NALBOH Conference and gave a report. Robert Wood Johnson had a guest speaker who emphasized the paradigm shift for public health, shifting from treatment to prevention and from disease to wellness. There was a presentation on climate change relating to the 10 Essential Functions of a local health department. The CEO of PHAB gave a presentation on accreditation. Applications are due in August for local health departments interested in being involved in the beta testing. Main themes stressed at the conference included advocacy, prevention, accreditation and regionalization. Carolyn brought back a lot of information from the conference, which she will make available to the Board including a grant application from NACCHO and NALBOH to support and sustain tobacco prevention and control efforts and the Ohio Association of Boards of Health Board Orientation Program. Carolyn gave a workshop on policy and the CCHD's Conflict of Interest Policy was very well received.

Paul handed out an article from the Wethersfield Post about the Teen Safe Driving program.

IV. REVIEW AND APPROVAL OF MINUTES (June 18, 2009)

Judy asked that future agendas include an agenda item for Review and Reorder of the Agenda and that "Audience of Citizens" be changed to "Public Forum".

A MOTION was made by Grant Golub to accept the minutes with changes. Seconded by Carolyn Wysocki. MOTION CARRIED UNANIMOUSLY.

Judy asked that the future packets include the previous meeting's minutes as well as the working notes for approval.

V. REVIEW AND APPROVAL OF FINANCIAL REPORT (June 2009)

Paul said it looks like they will end the year without having to take a withdrawal from the Operating Reserve Fund and they may possibly be adding approximately \$23,000 back in. Judy asked if all grants were included in this financial report. Paul said the Emergency Preparedness Grant and the CRI Grant are on separate reports. Carolyn asked about the difference between what was budgeted for Employee Benefits and what was spent. Paul said last year they funded for medical benefits for two employees who were not taking them. This year they did not budget for those two employee's medical benefits. Carolyn pointed out that the Financial Report still didn't show the Capital Account and the Operating Reserve Fund listed properly. Paul said he listed it exactly as the Board decided at the last meeting. Judy wanted to know why the report read "STIF Account" in front of the Operating Reserve Fund and Capital Account and if this was a typo. Paul said it is labeled like that because that is where the money is. Carolyn asked if the District would have to use money from the Reserve Fund until the State Budget is finalized. Paul said they move money around from the other asset accounts as needed to pay bills.

A MOTION was made by Grant Golub to accept the June 2009 Financial Report as presented. Seconded by Carolyn Wysocki. MOTION CARRIED UNANIMOUSLY.

VI. COMMITTEE REPORTS

a. Finance

No report.

b. Governance

By-Laws Revision: A response was received from the attorney regarding questions on the By-Laws. A revised copy of the By-Laws was handed out. There weren't enough board members present to approve the revisions. Approval of the revised By-Laws will be added to the next agenda.

Conflict of Interest Policy: Copies of the new Conflict of Interest Declaratory Statements were distributed to Board members at this meeting. Board members were asked to review, sign and return to Nancy Klatt by the next Board meeting Paul was asked if staff had received an in-service on the new Conflict of Interest Policy and declaratory statements to sign. Paul said they had. Paul asked if the Conflict of Interest Policy applies to volunteers. Judy said the intent when it was developed and discussed by the Governance Committee was that it would only apply to Board members, staff and anyone with whom the District had an agreement with and which involved the exchange of money for a service.

Since the Board and attorney have approved the Consultant Disclosure Statement, no further action is needed.

Paul said now that they have a request for a Conflict of Interest Policy Statement from the District contractor's, he wanted clarification of whom the Board considers to be a "contractor". He also wanted to know what to do when there is a refusal to submit. The Board agreed that anyone the District hires would be considered a contractor, including the attorney and auditor. Any refusals to sign should be brought to the attention of the Chairman of the Board. No work is to be done by any contractor who has not yet signed the statement. Judy noted that the attorney said it is very appropriate for the District to be doing this at this time.

c. Human Resources

The Human Resource Committee has not been able to formally vote on the revised Director of Health Evaluation Form. They do have a revised form with 12 questions for the Board to look at. The Board members agreed to use the new form. Carolyn asked that they add an area for comments/examples when a 1 or 5 is given. There was a discussion of whether or not to have the staff fill out an evaluation form for the Director of Health.

A MOTION was made by Kevin Borrup to accept the Director of Health Performance Evaluation form as presented by the Human Resource Committee. Seconded by Carolyn Wysocki. Kevin said he would like to see more measurable goals and expectations included in the evaluations and the addition of a mid-year review for the Director of Health. He suggested that the Human Resource Committee take a more in depth look at the form and the evaluation process used in other districts in the coming year. Carolyn said the Human Resource Committee did do a mid year review and review of the Strategic Plan is another way to measure the accomplishments of the Director of Health. Judy said these competencies listed are specific to public health professionals but there is another iteration specifically for managers of public health that they may want to look at. Board members were asked to fill out the new evaluation forms and return them to Dianne by August 1, 2009. **MOTION CARRIED UNANIMOUSLY.**

A MOTION was made by Kevin Borrup to suspend the formal staff review of the Director of Health and send that practice back to the Human Resource Committee for their review and

recommendation. Seconded by Carolyn Wysocki. MOTION CARRIED UNANIMOUSLY.

Judy said the Attorney got back to them with advice about FOI concerning discussion groups. She asked if they would be discussing that this evening. Paul suggested having that discussion under Retreat Work Groups under Other.

Dianne said with the 1% pay increases they have pushed the limits of the salary ranges for three employees. Judy said she would like to see something in writing before making a decision. Paul said one option is postponing all raises until this issue is resolved or they could issue the raises that are still within salary ranges now and wait to issue the increases for those salary ranges that are in question. Judy suggested going into executive session to continue this line of discussion. They board decided to give everyone raises and to go into executive session to discuss this matter further with additional information. Carolyn suggested changing the policy so that this wouldn't happen in the future. Judy said if they know this type of thing is coming up Paul should give them notice a few months ahead of time. Paul said the Human Resources Committee had this information and they were planning to address this issue. Judy said she just wanted to make sure they were fair to staff. Kevin said they should make the salary ranges realistic.

VII. OLD BUSINESS

a. Notification of the Dental Grant

Paul presented the revised request for approval of the Dental Grant. The funds for this grant have been cut in half and he is looking for the Boards approval. Kevin asked if there was enough money being given to cover the cost of what the District is proposing. Paul indicated yes and recommended acceptance of the grant at the reduced amount.

A MOTION was made by Kevin Borrup to accept the proposed Dental Grant. Seconded by Grant Golub. Carolyn asked if in kind contributions on the part of the Health District are included in the budget. Paul said no, they didn't include any grant in the budget that they didn't have confirmation of receipt on. He noted that the funding for the visit with a nurse was never approved. **5 were in favor (Doot, Klatt, Golub, Borrup, Sartucci), one abstention (Wysocki), MOTION CARRIED.**

VIII. HEALTH DIRECTOR'S REPORT

a. Tabletop exercise summary report

Paul went over the Tabletop Exercise Summary Report. All of the invitees were sent copies of the report asking them to provide the District with their comments, ideas and suggestions so they can set up the next step. Dianne said she would have liked to have the involvement of the two private schools in the District. Judy expressed concern that the Rocky Hill attendance was poor – only one person – the financial officer – in attendance. She was particularly concerned because the Emergency Preparedness Coordinator had said at the Board meeting that Rocky Hill BOE staff has advised the District that they would not be able to send participants because of another major commitment. She said in the future she would like Paul and the staff to honor the concerns of the towns when this kind of major event is planned. She was also concerned about the lack of participation by the superintendents or administrative staff from all the town BOE's. She noted that the report lacks managerial input, which is essential to the kind of planning and outcomes that this exercise tries to achieve. Judy asked that Paul plan to meet with each superintendent

and board of education in each member town and discuss the results in a public forum. She feels that in the future the Health District will need to have much more involvement with the schools in each town. Judy said she was also surprised at the lack of syndromic surveillance identified in the report and why this was not yet in place in the Health District. Paul said the District needs to get the support of upper school management to get these things in place. Paul suggested this will be discussed at the “next steps” meeting.

Carolyn said she was happy to see that there was a direct connection between the Board and Emergency Preparedness. She said some Districts have a liaison with Emergency Preparedness or an Emergency Preparedness Advisory Committee. Judy wondered why there wasn’t anyone from Berlin or Rocky Hill on the Tabletop Exercise. Paul said the Planning Committee was made up of people who stepped forward to offer their help. Carolyn said if there were going to be other Planning Committees, she would like to see someone from the Board lead that group. Judy asked why Grant Golub had attended the Tabletop Exercise when three other Board members asked to sit in and observe the exercise. Paul said this exercise wasn’t meant to be a Board activity. Kevin agreed that there should have been at least one person from the Board at the Tabletop Exercise to represent the Board.

b. Strategic Plan

Paul wanted to know what the next step was as far as their Strategic Plan. Nancy said it was her understanding that it was ongoing as it was but that they were going to refresh it once they got the reports from the retreat work groups. Judy said the Governance Committee had recommended at it’s last meeting completing this year’s objectives in the current Strategic Plan and reporting out at the end of the fiscal year as Paul had done. The Committee would then use the issues and desired outcomes identified during the Board’s discussion groups to create a new plan. Judy said the Committee may consider using the 10 Essential Functions of a Public Health as a basis for the new Strategic Plan.

A MOTION was made by Carolyn Wysocki to refer the retreat objectives to the Governance Committee to develop a strategic plan based on the 10 Essential Functions of Public Health. Seconded by Judy Sartucci. MOTION CARRIED UNANIMOUSLY.

IX. NEW BUSINESS

a. By-laws revision

Tabled until the next meeting.

b. Accreditation of local public health departments

Carolyn presented an application form from PHAB for \$30,000 to provide a beta testing site for accreditation. Participation would allow the District to influence the process for accreditation. The deadline for the submittal of the application is coming up soon. Nancy asked how much it would cost to hire the Quality Improvement Consultant needed at the end of the process. Carolyn said she did not know. Paul said the \$30,000 could be used to pay staff although it isn’t intended for that. It can also be used to perform assessments, obtain data and pay for a quality improvement contractor. He believes they would have to spend thousands of dollars on the quality improvement consultant. Judy said she would like the District to go ahead and apply to be a test site. The Health District has several staff with backgrounds in quality improvement and related areas (such as Judy Torpey and Hilary Norcia).

Participation would allow the District to do a good assessment of how it is functioning and how well it actually carries out the essential public health services. It would help the Health District fine-tune its assessment and planning and eventually get into some areas the Board has talked about such as an eventual environmental health survey. Judy said there are board members who have experience in this area and can volunteer their time to help with the various components of the process so the staff isn't burdened.

Dianne asked Paul if he felt that the staff would be able to give this project the proper attention. Paul said he has taken a close look at this opportunity and didn't see a way they could pull this off. He consulted with the Program Coordinator at PHAB, a contact at NACCHO and the 3 Connecticut Director's of Health that are on PHAB workgroups (none of whom are applying to be a beta testing site). One of the Directors stated that this would be a 6-7 month full time position to complete the assignment. Paul said they do not have the resources to participate in this project and he couldn't come up with a dollar amount that would allow him to get the resources. The number one person impacted would be Cheryl Kissinger. Carolyn said this is only a testing process. If you don't have certain information you don't have to go out and make it. It would be up to the District to decide what they wanted to implement at the end of the process. Paul said that eventually, in order to apply for accreditation, the PHAB will likely require applicants to have a current Strategic Plan, a current Community Health Assessment and a Community Health Improvement Plan. Again he said that he feels this is way beyond their current resources.

A MOTION was made by Carolyn Wysocki that we apply for the PHAB Grant for being a Beta Pilot testing site for accreditation. Seconded by Judy Sartucci. Kevin agreed with Paul. He felt an organization could be derailed if they didn't have the proper resources to participate in a beta testing project. Judy felt that a lot of things they were asking for should already be available. Paul again stressed that they don't have the resources to get this done. Carolyn said she didn't think it would be as difficult as Paul was making it out to be. **2 were in favor (Wysocki, Sartucci), 4 opposed (Borrup, Doot, Klatt, Golub), MOTION FAILED.**

c. Public Health Preparedness Grant application 8/10/09 thru 8/9/10

Paul asked for a motion to approve the Emergency Preparedness Grant in the amount of \$61,839.

A MOTION was made by Kevin Borrup to approve the Public Health Preparedness Grant in the amount of \$61,839 in accordance with the budget. Seconded by Grant Golub. MOTION CARRIED UNANIMOUSLY (Dianne Doot stepped out of the room and did not vote on this motion).

Paul said there is H1N1 money coming to local health departments, which would be divided on a per capita basis. The CCHD should receive about \$42,000 to plan and organize H1N1 vaccinations. Carolyn said she read an article connecting thimerosal with autism.

d. Per Capita Grant Application for the Current Fiscal Year

Because there is no state budget the Governor signed an Executive Order appropriating 1/12 of the FY 08/09 funding for local health departments for the month of July, 2009. The District will receive a check for approximately \$22,000 from the State.

A MOTION was made by Grant Golub to submit the application for the per capita grant money in

the amount of \$22,301.70. Judy asked how Paul planned to use the money. Paul said as in the past it would be used for salaries. **5 were in favor (Doot, Klatt, Golub, Borrup, Sartucci), one abstention (Wysocki), MOTION CARRIED.**

e. First Meeting of the Regionalization Council

Carolyn said the Regionalization Council met this morning. The Commissioner of the Department of Public Health attended. One of the items stressed is that the Council is not there to “draw lines”. They plan to look at the 10 Essential Functions of a Local Health Department. There will be a public forum at the beginning of all meetings. The next meeting will include a presentation on the 10 Essential Functions of a Local Health Department and Performance Standards.

X. OTHER

a. Retreat Work Groups – FOI

Paul asked for guidance as to how the Board wanted to proceed with the retreat work groups. Judy said that, as discussed at the Board Retreat, these are not formal work groups. They are discussion groups, intended to be short-term, informal discussions about board members on specific issues from the retreat. The discussion groups would then bring back any suggestion or recommendations to the Board, or raise in the appropriate Board Committee, for action. Board members may be setting themselves up to fail if these groups don’t schedule time to get together. Nancy asked that group members pick one board member to take a leadership role for each of the work groups. The following reflects workgroup leaders and membership:

<u>Workgroup</u>	<u>Leader</u>	<u>Members</u>
1. Contingency planning-	Nancy	& nb sp; Dianne, Pat & Judy
2. Centralized/decentralized office-	Nancy	Dianne, Ray, Amanda & Carolyn
3. Capital improvement plan-	Ray	Art & Grant
4. Community assessments-	Pat	Carolyn, Judy, Dianne, Amanda & Kevin
5. Regionalization-	Carolyn	&nbs p; Kevin, Nancy & Judy
6. Mandatory/discretionary-	Dianne	Pat, Grant & Judy
7. Program evaluation-	Pat	Dianne, Kevin, Grant, Amanda & Judy

A MOTION was made by Kevin Borrup to adjourn. Seconded by Dianne Doot. 5 were in favor (Doot, Klatt, Golub, Borrup, Sartucci), one opposed (Wysocki), MOTION CARRIED.

Respectfully submitted,

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