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(Approved working notes)

**BOARD OF HEALTH
MEETING OF AUGUST 18, 2011
BERLIN COMMUNITY CENTER, ROOM
Working Notes**

I. CALL TO ORDER AND ATTENDANCE - Welcome new Board members James Streeto and Nancy Bafundo

Chairman Kevin Borrup called the Thursday, August 18, 2011 meeting of the Central Connecticut Health District Board of Health to order at 6:35 p.m. Everyone introduced themselves to the new Board Members.

Present: Kevin Borrup, Chairperson
Patricia Checko, Vice Chairperson
Arthur Yoaps
James Streeto
Nancy Bafundo
Ray Jarema
Grant Golub
Dianne Doot
Carolyn Wysocki
Judith Sartucci (arrived at 6:40 p.m.)
Paul Hutcheon, Director of Health

Excused: Enzo Pistritto

Staff: Eileen Knapp, Recording Secretary

Quorum

II. PUBLIC FORUM

None.

III. REVIEW AND REORDER OF AGENDA

A MOTION was made by Grant Golub to move the presentation by Judy Torpey, Emergency Preparedness Coordinator up on the Agenda, following Communications. Seconded by Pat Checko. MOTION CARRIED UNANIMOUSLY.

IV. COMMUNICATIONS

Carolyn volunteered for the NAACHO Conference and was able to attend all three days of the Conference.

Paul distributed the Nation's Health and two Journals of Public Health. Included in the Board packets were two articles, one in the Newington Life on the 15 years of the Health District and the other in the Wethersfield Post about the CCHD Health Assessment. Copies of the Summer 2011 Emergency Preparedness Newsletter were also handed out.

Judy passed around an article that mentions her name as a member of the Health District. The article is about Berlin's new ordinance that establishes an Environmental Protection Commission.

V. Emergency Preparedness overview- Judye Torpey, Emergency Preparedness Coordinator

Judye Torpey addressed the Board to give an overview of what has been going on with the Emergency Preparedness Program since she began working for the Health District in 2004. The District comprises Mass Dispensing Area 28 and they are responsible for dispensing to approximately 94,000 residents of the 4 towns. They work together with the Capitol Region Emergency Preparedness Committee (CREPC), the Department of Emergency Management & Homeland Security and the DPH. Funding for the Emergency Preparedness Program comes from the Public Health Preparedness Grant, H1N1 and the City Readiness Initiative.

There is a current emphasis on Mass Dispensing Capability using Current Points of Dispensing (POD) Clinics. Right now the primary PODs are at the Wethersfield and Newington High Schools. Judye is in the process of developing secondary POD clinics in both Wethersfield and Newington. She will continue working to improve the District's plans, infrastructure and training.

Carolyn expressed concern that the PODs are only in Wethersfield and Newington, not Berlin or Rocky Hill. Judy said they have looked in Berlin and Rocky Hill but there are certain requirements for buildings to be considered POD Clinics, one of which is that all buildings must be handicapped accessible.

VI. Review and approval of Minutes and Working Notes (June 16, 2011 and Special Meeting July 14, 2011)

A MOTION was made by Ray Jarema to approve the working notes of June 16, 2011 with changes. Seconded by Art Yoaps. 7 were in favor (Borrupt, Doot, Yoaps, Jarema, Sartucci, Wysocki, Golub), 3 abstentions (Checko, Bafundo, Streeto), MOTION CARRIED.

A MOTION was made by Pat Checko to approve the working notes of the July 14, 2011 Special Meeting with changes. Seconded by Ray Jarema. 7 were in favor (Checko, Doot, Yoaps, Jarema, Sartucci, Streeto, Golub), 3 abstentions (Bafundo, Wysocki, Borrupt), MOTION CARRIED.

VII. Review and approval of Financial Report (June and July 2011)

Carolyn asked about the June expenditure under Computer Expense. Paul said he would find out what that was for. Carolyn noted that the \$20,000 transfer to the Retirement Account Fund was not reflected as a charge against the operating budget.

Paul said he would report back on how we ended the year.

Paul went over the July Financial Report. He said it should include all of the adjustments they made in the budget since it was adopted in March. The Komen Grant is up due to carry-over. The Matter of Balance Grant money has been received. The transfer from the Reserve Account is down from \$105,000 to \$93,400.

Pat asked if the salary line item includes the Health Educator at a part time or full time position. Paul said the budget was adopted with that being a full-time position.

Carolyn noted that the bottom line has changed significantly from what was adopted. She asked why there is a difference of about \$60,000. Paul said there are additional funds coming in from Matter of Balance, the Komen Grant and the BT Grant. There have been adjustments made to the budget since the budget has been adopted. Carolyn wondered if the Board should be approving these changes to the bottom line of the budget. Kevin said when the Board approves grant monies they are in effect approving a change to the bottom line of the budget.

A MOTION was made by Pat Checko to approve the July 2011 Financial Report. Seconded by Grant Golub. 9 were in favor (Borrup, Checko, Doot, Golub, Jarema, Sartucci, Wysocki, Streeto, Yoaps), 1 abstention (Bafundo), MOTION CARRIED.

The June Financial Report was not approved. Paul will provide a yearend summary at the next meeting.

VIII. COMMITTEE REPORTS

a. Finance

No report.

b. Governance

Judy reported that at the last Governance meeting the Committee reviewed the next steps of the Strategic Plan. Now that the Strategic Plan is in place, each time there is grant funding Paul will let the Board know where the grant fits in with the Plan. The Governance Committee will be giving an update on accreditation in October. A presentation by the insurance agent of record is scheduled for the September Board meeting. The policy on Advocacy has been updated as requested by the Board. The Governance Committee is also recommending that the Board use a dedicated Board stationary for all their correspondence.

A MOTION was made by Judy Sartucci that the Board accept the Policy on Advocacy with the proposed revisions as recommended by the Governance Committee. Seconded by Carolyn. Pat said she would like Board members to have a copy of any presentations that are being made on behalf of the Board. Kevin didn't think that was something they needed to be concerned about, but the Board agreed that a copy of the presentation should be submitted for the record. MOTION CARRIED UNANIMOUSLY.

Judy said the Governance Committee is still working on a policy to waive fees. In 2003 the District completed the National Public Health Performance Standards governance tool and it is now being re-engineered. The Health District has been asked to participate in the piloting of the revised tool. Carolyn said she is on the work group for this project as a representative of NALBOH. The Board would be

required to participate between August and November. Carolyn feels this would help the Board to evaluate themselves as far as the Board meeting standards. Judy said the Governance Committee is recommending participation but there are concerns about time constraints. The Board agreed that they would have a special meeting specifically to work on the project hopefully with the help of a facilitator.

A MOTION was made by Judy Sartucci on behalf of the Governance Committee that the Board participate in the upcoming pilot of the newly revised NPHPSP governance tool and that the Board schedule a separate meeting to do this. Seconded by Carolyn Wysocki. 9 were in favor (Borrupt, Checko, Wysocki, Sartucci, Doot, Jarema, Bafundo, Yoaps, Golub), 1 abstention (Streeto), MOTION CARRIED.

Judy noted that the all the Board positions are full for the first time since 2006.

c. Human Resources- Executive Session- DOH Performance Review FY 10/11 and Goals FY 11/12, Newington office coverage

A MOTION was made by Pat Checko to go into Executive Session to discuss the DOH performance review for FY2010/2011 and goals for FY 2011/2012, Newington office coverage and an issue regarding health insurance for both the Director of Health retirement and regular insurance. Seconded by Grant Golub. MOTION CARRIED UNANIMOUSLY. The following people were present in the Executive Session: Borrupt, Checko, Jarema, Yoaps, Streeto, Sartucci, Doot, Wysocki, Bafundo, Golub, Hutcheon.

Into Executive Session at 8:07 p.m.

Out of Executive Session at 8:25 p.m.

Due to time constraints Kevin suggested addressing the Per Capita Grant approval. Paul said the money will be going towards the salaries for Paul, Nancy Brault and Tammy.

A MOTION was made by Grant Golub to approve the acceptance of the Per Capita Grant as recommended by Paul. Seconded by Art Yoaps. Carolyn said she would like to see the money applied to just the Sanitarians and Nancy, but not the Director of Health's salary. She feels Paul's salary should come from the District Town's. It is the sanitarians who are enforcing the Public Health Code. 6 were in favor (Borrupt, Yoaps, Doot, Jarema, Streeto, Golub) 3 opposed (Wysocki, Sartucci, Checko), 1 abstention (Bafundo), MOTION CARRIED.

A MOTION was made by Pat Checko to approve the Executive Summary and acceptance of the Performance Evaluation Form by the Board. Seconded by Grant Golub. 9 were in favor (Borrupt, Wysocki, Golub, Doot, Checko, Sartucci, Streeto, Yoaps, Jarema), one abstention (Bafundo), MOTION CARRIED.

Ray said he would be getting comments from Board members on Paul's suggested goals. Pat will continue to work with the Towns on the insurance issues and she will invite Chris Monroe to attend the meeting in September.

d. Community Assessment

No discussion

e. Nomination

The Nominations Committee will meet before the next meeting. The Board will be electing a Chairperson, Vice Chairperson and an Executive Committee member at the September meeting.

IX. Old Business

No discussion.

X. Health Directors Report

- a. Report from meeting with Wethersfield regarding the retirement health insurance fund etc.**

No discussion.

- b. DOH written report on NACCHO Conference.**

Memo provided.

XI. New Business

- a. Per capita Grant***

This was voted on earlier in the meeting.

XII. Other

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

Meeting adjourned at 8:35 p.m.

Respectfully submitted,

Paul Hutcheon, Director of Health