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(Approved working notes)

**BOARD OF HEALTH
MEETING OF AUGUST 19, 2010
BERLIN COMMUNITY CENTER, ROOM 4**

I. CALL TO ORDER AND ATTENDANCE

Chairman Kevin Borrup called the Thursday, August 19, 2010 meeting of the Central Connecticut Health District Board of Health to order at 6:34 p.m. in Room 4 of the Berlin Community Center, Berlin, Connecticut.

Present: Kevin Borrup, Chairperson
Pat Checko, Vice Chairperson
Grant Golub
Dianne Doot
Judith Sartucci
Carolyn Wysocki
Ray Jarema
Art Yoaps (arrived @ 6:37 p.m.)
Nancy Klatt (arrived @ 7:26 p.m.)
Paul Hutcheon, M.P.H., R.S. Director of Health

Excused: None

Staff: Eileen Knapp, Recording Secretary

Quorum

II. PUBLIC FORUM

None.

III. REVIEW AND REORDER OF THE AGENDA

A MOTION was made by Dr. Grant Golub to accept the agenda as amended. Seconded by Ray Jarema. MOTION CARRIED UNANIMOUSLY.

The following changes were made to the agenda:

- Communications – add a brief overview of the NALBOH Conference
- Health Director's Report – add the NAACHO Conference
- Old Business – add e. Seasonal Flu Plan

(Art Yoaps arrives at 6:37 p.m.)

IV. COMMUNICATIONS

Carolyn attended the NALBOH Conference and brought back a program and disc of the presentations offered at the Conference. She also gave Paul some cd's and information on exercise for older generations, quality assurance and safety programs for preventing falls. NALBOH has adopted a new set of revised bylaws and a new mission statement based on their strategic plan. A ballot will be sent out for the election of Regional Director's. Carolyn Wysocki will be running unopposed on the ballot. Carolyn Wysocki accepted the Legislator of the Year Award for Rosa De Lauro. A Data Harmonization Survey is being sent out to local health departments and Boards of Health by NALBOH, NAACHO and ASTHO. Some of the sessions Carolyn attended included Succession Planning, Health Impact Assessments, Walkability Audits.

Paul distributed a notice of change in the September Board meeting date from September 16, 2010 to September 23, 2010.

Paul attended the NACCHO Annual Conference in Memphis in July. There were several sessions on H1N1 including sharing sessions with Health Departments from around the country.

Paul noted that he would not be available for the October Board meeting.

Kevin announced that the Connecticut Children's Medical Center and the Allstate Foundation opened up a Teen Driving Simulator Center at 1845 Silas Deane Highway in Rocky Hill and it is free to teens that want to learn safe driving skills.

V. REVIEW AND APPROVAL OF MINUTES AND WORKING NOTES (June 17, 2010 Board meeting, July 29, 2010 Public Hearing)

A MOTION was made by Carolyn Wysocki to accept the working notes and minutes of the June 17, 2010 Board meeting with changes. Seconded by Dr. Grant Golub. MOTION CARRIED UNANIMOUSLY.

A MOTION was made by Pat Checko to accept the change made by Carolyn adding her testimony to the report of the Public Hearing on the Salon Ordinance of July 29, 2010. Seconded by Ray Jarema. MOTION CARRIED UNANIMOUSLY.

A MOTION was made by Judy Sartucci to accept the report of the Public Hearing on the Salon Ordinance of July 29, 2010 with changes. Seconded by Dr. Grant Golub. MOTION CARRIED UNANIMOUSLY.

Pat asked Paul to give a summary of the Public Hearing under his report and to address how it would or would not affect the proposed Salon Ordinance Changes.

Judy said she had asked in the past that the Board receive copies by mail or e-mail of all Committee minutes, working notes and announcements. As of yet this is not being done. Paul said in the future he would e-mail this information to all Board members.

The Board discussed the Executive Meeting held in July to discuss some grants that needed approval. Judy said the Board only received copies of two of the three items discussed at that meeting. She would like to see a copy of that information ahead of time in case anyone would like to provide comments on it before an Executive Meeting is held.

Judy said she is happy that the District is moving forward with Fall Prevention Programs for the elderly but right now we are working mainly with Senior Centers and she would like to see additional outreach programs involving senior housing. Pat followed this up by suggesting that they approach the Housing Authority to hold dental clinics.

A MOTION was made by Judy Sartucci to accept the minutes and working notes of the Executive Committee meeting of July 6, 2010. Seconded by Carolyn Wysocki. MOTION CARRIED UNANIMOUSLY.

Judy noted that part of the District's protocol is to make a "good faith" effort to call a Board meeting when needed. She said no one was really contacted before the decision to hold the Executive Committee meeting. Kevin said there was a discussion by the Executive Committee of whether or not to call a full board meeting but the Board indicated that they did not want to meet in July and these were "non-controversial" items. He didn't feel the need to call the whole Board in for a 15 minute meeting. Many of the Board agreed that when the decisions to be made are uncontested and there is a deadline involved it would be agreeable for the Executive Committee to take care of those issues. Carolyn asked all Board members to be notified of the Executive Committee meetings in case anyone would like to give their own input. Judy also asked that the record of votes and working notes be sent out as soon as possible after the Executive Committee meetings are held.

(Pat leaves at 7:20 p.m.)

(Pat returns at 7:22 p.m.)

VI. REVIEW AND APPROVAL OF FINANCIAL REPORT (May, June and July 2010)

Caroline brought up several questions about the Financial Reports. Some of the grants are showing negative actual amounts. Also the year to date balances in May are not coinciding with the year-to-date balances in June. Paul said the auditor met with Cheryl and made changes to the Financial Reports and he would look into it. Grant pointed out that the June statement shows revenue that was greater than anticipated in the budget showing as a negative. Paul said that is how the Peachtree software works. When the revenue amount brought in is greater than the amount budgeted Peachtree puts the difference in parentheses (excess revenue). When the expenditure amount is greater than the amount budgeted Peachtree puts the difference in parentheses (over spent).

(Nancy Klatt arrives at 7:26 p.m.)

Carolyn asked why on the June statement under salaries, the District is \$28,000 under what was expected for expenditures. Paul said he would get that answer.

VII. COMMITTEE REPORTS

a. Finance

No report.

b. Governance

The Governance Committee is looking for an endorsement for the Strategic Plan Procedure and for the revised CCHD Mission Statement. Judy also asked the Board for agreement to continue to explore the accreditation process. If that is accepted she submitted a plan to begin self-assessment.

If the Board approves moving forward with the Strategic Plan then they would present pieces of that process to the monthly Board meetings. The Governance Committee has reviewed all the 2007 planning materials that were used for the last Strategic Plan, along with the current mission statement and objectives and the 10 Essential Functions of Public Health Departments.

The next step for the Governance Committee is to develop some strategic goals. They recommended:

1. Keeping the vision statement as it.
2. Revising the mission statement.
3. Revising the essential public health services to reflect the language that is being used in accreditation.
4. Adding agency values.

A MOTION was made by Carolyn Wysocki to accept the proposed revisions by the Governance Committee in terms of the District's mission statement, vision, purpose and ten essential functions. Seconded by Dr. Grant Golub. MOTION CARRIED UNANIMOUSLY.

Judy said the Governance Committee is recommending that the District continue along the path of exploring the accreditation process. She handed out a sheet detailing the main things that need to be put in place before an agency can look at accreditation. By 2015 PHAB would like to have at least 60% of local health departments in the country accredited.

A MOTION was made by Art Yoaps that the District proceed with looking at the accreditation process by moving forward with an inventory of the District (PHAB Self-Assessment Tool) to see what information is currently available and what would need to be gathered for future accreditation. Seconded by Dr. Grant Golub. (Art Yoaps leaves at 7:55 p.m.) 8 in favor (Borrupt, Checko, Wysocki, Jarema, Golub, Klatt, Doot, Sartucci) Art Yoaps left the room and was not present for the vote. MOTION CARRIED UNANIMOUSLY.

c. Human Resources

The Human Resources Committee met and discussed Paul's employment agreement. They decided to continue to use the same agreement and to just change the date. They are suggesting that this agreement be resigned every 3 years. She asked if they could get the agreement signed this evening using tonight's date as the date the agreement was entered into and the salary will reflect the Director of Health's salary of last year.

A MOTION was made by Dianne Doot to accept the Employment Agreement as presented by the Human Resource Committee. Seconded by Nancy Klatt. Judy had a question on the last page of the

Employment Agreement where it cites municipal statute 7-465. She said the District Statutes have a separate citing, which includes the surety bond. Diane agreed to withdraw this motion until she could meet with Judy to discuss the statute further. **MOTION WITHDRAWN.**

Dianne said the Human Resource Committee did not suggest a salary adjustment for the Director of Health, they will be discussing that in September and making a recommendation to the Board. Human Resources discussed the issue of insurance for volunteer nurses. The District has budgeted for additional insurance in past years for volunteer nurses and CIRMA recommends the District continue to pay the insurance. The Committee will begin looking at materials from the NALBOH Convention related to succession planning in the event that the Director of Health retires. The personnel matter that has been discussed in Executive Session remains status quo at this time.

Judy asked if Paul was going to require the volunteer nurses to have their own liability insurance given that the CIRMA representatives told the Board in March that all volunteers were covered under the agencies policy and no other insurance was needed. Paul said he would check on that. Dianne said the Human Resource Committee would have a separate discussion regarding insurance coverage for volunteers.

d. Nominations

The nominating Committee will be meeting September 9, 2010. Anyone interested in running for a Board office should let Judy know.

e. Special Committees

Assessment: Pat said they have money set aside for the Assessment and they will be moving forward soon. Judy said that New Britain General did an assessment 3 years ago including part of the District and she suggested contacting them to coordinate efforts.

Program Evaluation: No report.

VIII. OLD BUSINESS

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

The public hearing was held and there were no negative comments related to the proposed amendment from the public.

A MOTION was made by Pat Checko to move adoption of the Salon Ordinance. Seconded by Nancy Klatt. Carolyn asked for what purpose the District is changing this Ordinance. Paul said the primary reason was to allow the transfer of existing salons without having to upgrade the ventilation system. Judy said she would like the Attorney to review the proposed ordinance before adopting the change because we seem to be allowing businesses to not be in compliance with the State Building code. Paul said that was incorrect. They are covering an area that the building code doesn't cover. The District Ordinance is actually stricter than the State Building Code. Pat was not in favor of having this reviewed by an Attorney. Judy said she was concerned because most of these nail salons also provided other activities and everything she has read recommends the newer ventilation systems. She is afraid the District is setting themselves up for a liability lawsuit. She urged the Board to table this approval until an Attorney reviews the change. **7 were in favor (Borrupt, Yoaps, Klatt, Checko, Doot, Jarema, Golub), 2 opposed (Wysocki, Sartucci) MOTION**

CARRIED.

(Ray Jarema leaves at 8:20 p.m.)

The Board moved to X. New Business b. ACHIEVE Grant application due to time constraints.

b. ACHIEVE Grant application

This is a grant funded by the CT Department of Public Health for \$50,000 for two years (\$25,000 per year) to reduce the incidents of cancer by addressing poor nutrition, physical activity, etc. using the NACDD and the ACHIEVE model in effecting such changes. The District would be applying under Option A: one of 4 communities to be funded to fully implement the ACHIEVE Initiative model in their respective communities to increase physical activity and promote healthy nutrition.

(Ray Jarema returns at 8:22 p.m.)

A MOTION was made by Nancy Klatt to move forward on the Grant application for the ACHIEVE Initiative Program. Seconded by Dr. Grant Golub. MOTION CARRIED UNANIMOUSLY.

Paul said he would not be available for the October 21, 2010 Board meeting. The Board rescheduled the meeting for October 28th at a location to be determined.

A MOTION was made by Nancy Klatt to adjourn. Seconded by Dr. Grant Golub. MOTION CARRIED UNANIMOUSLY.

Meeting adjourned at 8:30 p.m.

Respectfully submitted,

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