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(approved working notes)

**BOARD OF HEALTH  
MEETING OF AUGUST 20, 2009  
BERLIN TOWN HALL**

**I. CALL TO ORDER AND ATTENDANCE**

Chairman Nancy Klatt called the Thursday, August 20, 2009 meeting of the Central Connecticut Health District Board of Health to order at 6:35 p.m. in Conference Room 4 of the Berlin Community Center, Berlin, Connecticut.

**Present:** Nancy Klatt, Chairperson  
Amanda Hurwitz  
Pat Checko  
Ray Jarema  
Kevin Borrup  
Judith Sartucci  
Carolyn Wysocki  
Art Yoaps (arrived at 7:00 p.m.)  
Paul Hutcheon, M.P.H., R.S. Director of Health

**Excused:** Grant Golub  
Dianne Doot

**Staff:** Eileen Knapp, Recording Secretary

Quorum

**II. AUDIENCE OF CITIZENS**

None.

**III. REVIEW AND REORDER OF AGENDA**

No comments.

**IV. COMMUNICATIONS**

A copy of the NACCHO 2008 National Profile of Local Health was received. The CCHD has been invited to participate in Wethersfield's 375<sup>TH</sup> Anniversary Parade on September 27, 2009.

Kevin Borrup received a Get Ready Campaign Starter Kit from the American Public Health Association.

**V. REVIEW AND APPROVAL OF MINUTES AND WORKING NOTES (July 16, 2009)**

Judy handed out two pages of changes to the working notes. The Board agreed to table the approval of the minutes until the next meeting so other Board members could look over the changes.

**VI. REVIEW AND APPROVAL OF FINANCIAL REPORT (July 2009)**

**A MOTION was made by Amanda Hurwitz to approve the Financial Report for July 2009. Seconded by Ray Jarema. MOTION CARRIED UNANIMOUSLY.**

**VII. COMMITTEE REPORTS**

**a. Finance**

No report.

**b. Governance**

Judy handed out the proposed revisions to the By Laws and Conflict of Interest Policies.

**c. Human Resources**

All Board members were asked to return their evaluation forms for the Director of Health if they haven't done so yet.

**VIII. OLD BUSINESS**

**a. Retreat work groups**

Pat's work group met with staff to discuss how the community health report card could be improved. They are waiting to receive more information including statistics on crime and injuries in the District. CCSU nursing students are working with the District on a community assessment.

There was a discussion of alternate ways for the retreat work groups to communicate other than face to face meetings. Kevin said he would set up an interactive site for everyone to communicate on.

Carolyn noted that at the last Board meeting they had agreed to send all of the objectives to the Governance Committee to see how they would fit into the 10 Essential Functions of Public Health. Judy said the work groups still need to meet to "have some discussions of content" before handing it over to Governance. Each work group chairperson should work to set up discussion groups. Pat suggested using money from the operations fund to enable conference calling.

**IX. HEALTH DIRECTOR'S REPORT**

The Block Grant came through at \$1,900 less than budgeted. This includes a \$600 reduction for salaries.

Paul added an item under New Business regarding Phase I H1N1 Funding. The H1N1 vaccine should be flowing to the state in late October. Providers are going to receive notice from the State that they can register to become vaccinators. The \$40,000 coming to the District is intended to support the efforts of the District in

being the coordinators of the H1N1 vaccine distribution. The vaccine is coming through at no cost but there is talk about reimbursement for the administration fee at a per dose rate or possibly a flat amount. This money is not to be used to pay the salaries of the vaccinators. Paul said he is meeting with all four District School Superintendents and their Cabinets. Judy said the Governor "made it very clear that there wasn't going to be a charge for the vaccine".

Judy asked about Linda's work on a Kidney Assessment Program. Paul said Linda has arranged for a free health risk assessment program with the Kidney Foundation. Judy said regarding the Give it a Shot Program, the Board had talked about "reaching some hard to reach seniors that have not been getting vaccines." Yet according to her report it "sounds as if everything (Linda) is doing is in the senior center". Judy feels "the vast majority of the folks at the senior center already get both flu and most of them pneumonia vaccines." She suggested an outreach program targeting the senior housing, churches and other places to reach more seniors.

Pat is happy that Paul is meeting with other Health Districts to partner on projects. She asked for more information on what has been discussed and why Hartford is not participating. Paul said Hilary Norcia sent out invites to area towns asking if they had any interest in partnering with the CCHD particularly for grants. The meeting was attended by a representative of the Bristol-Burlington Health District and a nurse from the New Britain Health Department. Those were the only two who attended. There was a discussion of where everyone is presently and where they see themselves in the future. Paul said they would continue to invite other local health departments to participate in future meetings. Pat suggested that Paul, himself, make an overture directly to the Director's of Health. She said the Hartford Health Department is very interested in partnering with CCHD. Judy agreed that "for some of these new initiatives it might be more appropriate director to director".

Judy said at the retreat they had discussed partnering with the local Universities. She saw Paul and Kevin had met and wondered if they had anything to share from that meeting. Kevin said they talked generally about what they could do with some of the UCONN structures whose essential purpose is to attract major federal funding for various health related research or projects.

Judy saw that Paul had worked with the Town Attorney in Wethersfield. She asked if "this is something (Paul) is doing specifically in Wethersfield" or does he work "with the Attorney's in the other town's as well". Paul said they have access to all Town Attorney's when they have complaints that orders have been issued on and the responsible party fails to comply.

Pat said there is a meeting scheduled with the Governor's staff to talk about the implications of funding for local health departments. Paul said he is going to the meeting as the CADH Advocacy Committee Chair. CADH hired a lobbyist to get their message across not to cut the per capita money. Pat asked Paul to keep the Board informed and to let them know when it is appropriate for them to get more involved. Paul agreed to prepare another letter for legislators. He encouraged Board members to make phone calls to elected officials. Judy asked Paul to send out a copy of the CADH position paper to the Board members.

Carolyn asked if there were any results from the air sampling at the Berlin football field. Paul said results haven't been received yet. Carolyn asked if the District was conducting any type of project with the \$18,900 lead money. Paul said there is no specific program flagged for this money. The District does need to report on how it is used although Paul said he doesn't think they submitted an initial budget for the lead money.

Amanda asked when it is necessary to hold a hearing with a food service establishment. Paul said he usually holds a hearing with an operator who is doing a poor job. This is a precursor to closing the restaurant. At the

hearing they develop a compliance plan.

Pat noted that the Childhood Lead Quarterly Report needs to be changed to reflect the new blood lead action level of 15.

Carolyn asked for feedback about dates for the follow-up meeting for the Pandemic Flu Tabletop Exercise. Paul said he didn't get much of a response. The request was sent to everyone who was invited to the tabletop exercise. He will be talking to the school superintendents, their cabinets and the Town Manager's about scheduling a follow-up meeting.

## **X. NEW BUSINESS**

### **a. By-laws revision**

**A MOTION was made by Kevin Borrup to accept the By-Laws Revisions as proposed by the Governance Committee. Seconded by Pat Checko. MOTION CARRIED UNANIMOUSLY.**

### **b. DOH Annual Review**

Nancy asked that all review forms should be submitted as soon as possible.

### **c. Phase I H1N1 Funding**

Paul gave a brief description of the program. The H1N1 Funding is to be used to develop and implement a district wide H1N1 distribution plan. They need to identify the providers that will be involved in the vaccinations and work with them to make sure they get what they need so the target population can get the vaccine. The priority groups will be based on the guidelines received from the State. They will need to make sure they have the capacity to store large quantities of the vaccine. Part of the budget includes an increase in hours to 30 for the Emergency Health Preparedness Coordinator, educational materials, medical supplies, advertising and office equipment. Pat asked if the budget included daycares. Paul said no, but he would make a note to include them.

(Amanda leaves at 7:42 p.m.)

**A MOTION was made by Pat Checko to accept the Public Health Emergency Response (PHER) Grant-H1N1 Phase I. Seconded by Kevin Borrup. Carolyn said she isn't convinced that this will be any different than the seasonal flu and she isn't comfortable voting to go ahead with this plan. She is concerned about the thimerosal in the vaccine and lack of testing of the vaccine. 6 were in favor (Klatt, Borrup, Sartucci, Yoaps, Checko, Jarema) 1 opposed (Wysocki), MOTION CARRIED.**

Paul said they would have to identify which populations are to be given the vaccine, first, second and third. There will be tight controls to ensure that the vaccines are distributed to the identified groups. Surveys have been sent to 85 providers within the District asking them if they intend to be involved in this process.

Judy noted that a motion was made at the last meeting without having a quorum because Dianne Doot had stepped out. She asked that the Board vote on the motion again.

**A MOTION was made by Kevin Borrup as noted in the July 16, 2009 minutes to approve the Public Health Preparedness Grant in the amount of \$61,839 in accordance with the budget. Seconded by Art**

**A MOTION was made by Kevin Borrup to adjourn. Seconded by Art Yoaps. MOTION CARRIED UNANIMOUSLY.**

Meeting adjourned at 7:50 p.m.

Respectfully submitted,

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