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(Approved working notes)

**BOARD OF HEALTH  
MEETING OF SEPTEMBER 15, 2011  
WETHERSFIELD COMMUNITY CENTER**

**I. CALL TO ORDER AND ATTENDANCE**

Chairman Kevin Borrup called the Thursday, September 15, 2011 meeting of the Central Connecticut Health District Board of Health to order at 6:30 p.m.

**Present:** Kevin Borrup, Chairperson  
Patricia Checko, Vice Chairperson  
Arthur Yoaps  
Nancy Bafundo  
Enzo Pistritto  
Ray Jarema  
Grant Golub  
Dianne Doot  
Carolyn Wysocki  
Judith Sartucci  
James Streeto  
Paul Hutcheon, Director of Health

**Excused:**

Staff: Eileen Knapp, Recording Secretary

**Quorum**

Everyone introduced themselves.

**II. PUBLIC FORUM**

A reporter from Patch.com was present for the meeting.

**III. REVIEW AND REORDER OF THE AGENDA**

Judy asked if the presentation by Chris Monroe should be given during Executive Session because questions the Board may have could be personnel specific. Kevin said Chris Monroe could give an overview in public and any personnel specific questions could be asked in Executive Session if necessary.

**A MOTION was made by Pat Checko to accept all changes made to the agenda. Seconded by Grant Golub. MOTION CARRIED UNANIMOUSLY. The following changes were made to the agenda:**

- 1. Move up the Presentation by Chris Monroe, Wethersfield Insurance Agent of Record to VII.**
- 2. Carolyn added the NALBOH Conference under Communications.**
- 3. Carolyn added under Governance, report on the progress for the Governance Performance Standards Field Study.**
- 4. Carolyn added to Old Business, Summary of the 2010/2011 Financial Report and a NACCHO Conference Report.**
- 5. Carolyn added the Berlin Fair under New Business.**
- 6. Judy asked to add a report on the Achieve Grant under the Director's Report.**
- 7. Judy asked for an Executive Session regarding the DOH goals under Human Resources.**

#### **IV. COMMUNICATIONS**

Included in the Board's packets was Rocky Hill Life Article detailing how the Health Department inspects food service establishments.

Paul handed out to each Board member the Connecticut Guide to Emergency Preparedness distributed by the Connecticut Department of Public Health.

Carolyn reported that the NALBOH Conference was a great success with over 350 registrants, 117 of which were first time attendees. She handed out NALBOH bookmarks listing the 10 essential services of local health departments. Some of the presentations are available on NALBOH's website.

Carolyn passed around an ordinance relating to the regulations of e-cigarettes and fact sheets on Our Environmental Health Primer, which is a book NALBOH is working on.

Carolyn announced that Judy Sartucci was given the New England Regional Award at the NALBOH Conference not only for her work with the CCHD, but also for her participation with NALBOH and Connecticut SALBOH.

At this time Pat Checko introduced Chris Monroe, who is the agent of record for the Town of Wethersfield regarding all of their insurance coverage. He was asked to talk about the Post Retirement Agreement regarding medical coverage and also staff medical coverage for the Health District. The District has been involved with the Town of Wethersfield's insurance for many years and is the only group of people on their plan that are not employees of the Town. This is presenting issues for the Town and the District now needs to address this to see what the effects are of changing the District's arrangement.

**Mr. Chris Monroe, Principal with Constitution Advisory Group** introduced himself to the Board. He has been the agent for the Town of Wethersfield for about 14 years. He and Pat met earlier and talked about the Post Retirement Benefit Agreement as far as coming up with an actual value of what the cost of that would be over the course of the next couple of years. If the Board would like an exact amount they would have to hire an Actuary. Chris offered to recommend an Actuary if the Board requested it. He said with his background he could come up with an estimate as to what he thinks the cost of the Post Retirement Benefit Agreement would be. No matter who comes up with the estimate it is still not going to be an exact "to the penny estimate".

The other topic Pat and Mr. Monroe discussed was an aggregate view of the medical plan, itself taking into consideration, what the District has today and how the benefits compare to the marketplace and what options could be looked at if they made adjustments to the plan. The current plan is through Blue Cross and Blue Shield and in Chris's opinion it is a "rich plan" even by municipal standards. This plan would not be available if the District were to go out on their own. He showed scenarios of what the impact would be if the District were to change certain benefits of the current plan. He would still need more information to come up with a proposal for the District.

Chris, as a representative of the Town, has a fiduciary responsibility to the Town of Wethersfield. The Town is responsible for funding up to \$100,000 for any member on their plan, which puts the Town in a very precarious position regarding the Health District.

Pat said she talked to Mr. Monroe about the new law that had passed that would allow municipalities to "bump into" the State employee benefits package. Mr. Monroe said he believes that District would be able to participate in the State benefit package but he would need to get more information on that. Pat said they would continue this discussion in the Finance and Human Resources Committee meetings.

Judy said she talked to the Rocky Hill Town Manager about this insurance situation and she suggested sending a letter to each Town Manager inquiring about the options.

#### IV. COMMUNICATIONS (continued)

Paul passed around the Nation's Health News Letter and the American Journal of Public Health.

#### V. REVIEW AND APPROVAL OF MINUTES AND WORKING NOTES (August 18, 2011)

**A MOTION was made by Grant Golub to approve the minutes and working notes of August 18, 2011 with changes. Seconded by Ray Jarema. MOTION CARRIED UNANIMOUSLY.**

#### VI. REVIEW AND APPROVAL OF FINANCIAL REPORT (June and August 2011)

**June 2011 Financial Report:** Paul said he has received a preliminary report from the auditor for the year ending June 2011. The adopted budget was \$975,650 with a transfer of \$55,503 out of the Operating Reserve Fund to balance the budget. The audit shows that the expenditures were actually \$957,043. The District spent less than what they budgeted and the auditor's report showed them bringing in \$972,191 with no transfer from the Operating Reserve Fund. Approximately \$5,000- \$15,000 will be put back into the Operating Reserve Fund.

**A MOTION was made by Pat Checko to take the existing Peach Tree version of the June accounting and put it on file as a document, not accepting it as being the same as the auditor's report. Seconded by Grant Golub.** Carolyn said she would like to see more of a narrative explaining why the District came out ahead. **MOTION CARRIED UNANIMOUSLY.**

**August 2011 Financial Report:** Judy asked for an explanation of the CIRMA footnote. Paul said he would find out. Carolyn said she didn't see the line item for the \$20,000 transfer. Paul said it isn't shown as an expense, but it is money that was taken out of the Operating Reserve Fund and placed into a separate account.

Pat said the Finance Committee should talk about this.

Carolyn said she is concerned about the constant changes in the budget throughout the year and she suggested having a separate column on the Financial Report showing the Adopted Budget amount so it can be compared to the Revised Budget amount. Kevin suggested deferring that to the Finance Committee. Judy suggested having the Finance Committee investigate the possibility of getting new software to replace the Peachtree software they are currently using.

**A MOTION was made by Pat Checko to approve the August 2011 Financial Report. Seconded by Nancy Bafundo. MOTION CARRIED UNANIMOUSLY.**

## **VII. COMMITTEE REPORTS**

### **a. Finance**

No report.

### **b. Governance**

The next meeting will be held on Monday, September 26<sup>th</sup>. There was a copy in the Board packet of the New Policy on Advocacy, which needed one correction.

**Performance Standards Field Study:** Carolyn is looking for a Facilitator for this project. There will be training for the Facilitator and Coordinator by the CDC. The Facilitator and one member of the Board would be required to do a follow-up interview on how they thought the process went. The benefit of participating in this study is that the District will have the opportunity to evaluate itself to see how they are doing. The Board agreed that they would set a special meeting for 2-3 hours during the evening to work on this study.

### **c. Human Resources**

Ray said at their last meeting they addressed the Director of Health's Salary.

**A MOTION was made by Ray Jarema to approve a 2% salary adjustment for the Director of Health retroactive to July 1, 2011. Seconded by Grant Golub. 9 were in favor (Borrupt, Checko, Wysocki, Streeto, Yoaps, Jarema, Doot, Golub, Sartucci), one abstention (Bafundo), MOTION CARRIED.**

The Human Resource Committee also discussed the Performance Appraisal for the Director of Health and made a change in the score. The Executive Summary remains as approved at the last Board meeting with some changes on the attachments to the Summary, which will be presented next month.

The Committee also worked on DOH goal setting and they feel they are nearing completion of those.

### **d. Community Assessment**

Pat said she had a conversation with a reporter from Patch.com who may be doing a story on their Community Assessment Report. Kevin asked if this Special Committee completed the work it was charged with and should it be disbanded. Pat said there is more work for the Committee than just coming out with the report

and it is her recommendation that the Committee continue to function.

**e. Nominations**

Kevin said the Board has been looking for someone to take over the position of Chairperson since June. They must vote in a new Chairperson this evening according to their Bylaws.

**A MOTION was made by Ray Jarema to nominate Pat Checko as Vice Chairperson of the CCHD Board. Seconded by Art Yoaps. MOTION CARRIED UNANIMOUSLY.**

The Board discussed who is willing to fill the two remaining positions- Chairperson and member of the Executive Committee. Judy said if she were to serve as Chairperson of the Board she would need to rely upon strong and active Committee Chairs and Committee members to continue to get the work done that is needed.

**A MOTION was made by Grant Golub to nominate Judy Sartucci as Chairperson of the CCHD Board. Seconded by Ray Jarema.** Diane acknowledged that the Board understands that Judy is asking for a lot of support if she is to take on the Chairperson position. **MOTION CARRIED UNANIMOUSLY.**

**A MOTION was made by Dianne Doot to nominate Enzo Pistritto to the Executive Committee of the CCHD Board. Seconded by Grant Golub. MOTION CARRIED UNANIMOUSLY.**

Judy requested that Kevin finish the meeting as Chairperson.

**VIII. OLD BUSINESS**

**a. Capital Account & Retirement Fund Account**

As part of the Board's budget adoption process, Paul said they had agreed to establish the Capital Account at \$100,000 and the Retirement Fund Account at \$20,000 but there was never a motion made to that effect.

**A MOTION was made by Pat Checko to officially set the Capital Account at \$100,000 and the Retirement Fund Account at \$20,000 as agreed to in the budget process. Seconded by Grant Golub. MOTION CARRIED UNANIMOUSLY. (James Streeto was not present in the room at the time of this vote.)**

**b. Summary of the 2010/2011 Budget**

The auditor's report will be presented at the October Board meeting. Carolyn said she would like to see an explanation for variances in the approved versus final budget.

**c. NACCHO Conference Report**

Carolyn would like a written summary of what staff learned at the NACCHO Conference.

**IX. HEALTH DIRECTOR'S REPORT**

**a. Hurricane Irene – After Action Report Summary**

Paul noted that the AAR Summary was included in the Board packet. Judy asked how the District is involved in the setting up of shelters in emergency situations. Paul said the municipalities in the District set up and run the shelters. The Health District's role is primarily from an environmental health inspection standpoint. They would look at the sanitation, water supply and food services being provided at the shelters. Judy said she is concerned because special needs groups are a part of emergency planning. They may want to have Judy come back to a Board meeting to discuss this issue. Paul said the Emergency Management Directors and the shelter managers have been looking at their capacity and capability to provide for the needs of special needs groups.

### **b. DPH 2011 Annual Report**

Judy noted that on this DPH Annual Report the District is described as an "advisory and policy making" board and as she pointed out last year this is incorrect because they are also a governing board. Paul said he believes there are only certain choices they can choose from because it is a drop-down box. He will find out what the choices are. Judy suggested that Governance talk about this at their next meeting.

Carolyn asked about the blight ordinance that Nancy Brault was working on. Paul said the Town of Newington is considering adoption of a blight ordinance and they held a meeting of personnel in all different departments including the Health District to talk about it. He does not believe the Health District would be responsible for upholding the ordinance.

Carolyn asked if there was to be a change in office space for the Health District in Newington, which might result in an increased cost to the District. Paul said they will be moving into a new location but the decision is not definite and Paul is hoping that wherever they relocate to, the space will not cost the District more money.

Pat asked if the three Health District employees who work in Newington would fit in the new office space. Paul said he believes the new space would be too small for the three employees plus an intern.

Carolyn said she noted that there were some food borne outbreaks in the District and she thought they had agreed that the Board representatives would receive a heads up if something like that occurred in their towns. Pat said the District can't notify the Board member of the name of the restaurant. Carolyn said she thinks that the public has a right to know if there is a food borne outbreak. Pat said that isn't necessarily true. Paul said he is not allowed to give out any information as to which restaurant has a food borne problem.

### **c. ACHIEVE Update**

Judy said she asked that this item be put on the agenda because she is concerned that it isn't being treated the same as other Committees in terms of being FOI compliant. She feels ACHIEVE is a "committee of this agency due to the linkage with funding and staffing". It is part of the Strategic Plan as far as engaging the community and they have advertised for public input. Kevin said it is not a committee; it is a funded program of the District.

Pat said speaking as a member of ACHIEVE and as a funder of the project, if these meetings do fall under the FOI Act it would affect many other local health departments. She said she would ask the Department of Public Health and the Cancer Partnership to answer this question. Judy said she doesn't know "why the Board doesn't want this open to the public." Kevin said no one said it isn't open to the public, the question is

does this fall under the requirements of the Freedom of Information Act. The whole point of ACHIEVE is to gain public input.

Nancy suggested finding out how they wrote the grant to make sure they are meeting the requirements stated in the grant. Kevin asked Pat to ask the funders what their opinion on this issue is. He asked those Board members involved with ACHIEVE to take a look at their goals to make sure they are meeting the requirements of public participation. Judy said she would like the agenda and notes from the ACHIEVE meetings to be sent to the Board members.

## **X. NEW BUSINESS**

### **a. The Emergency Preparedness Grant Application**

Paul said this is the grant that funds the Emergency Preparedness Coordinator. It has been reduced from the prior year to \$55,655. The position will continue at about 22-23 hours per week and does include benefits. Judy asked that when Paul presents the grant proposals he also includes a summary of how it fits in with the District goals and objectives.

**A MOTION was made by Grant Golub to approve the Emergency Preparedness Grant Application. Seconded by Art Yoaps. MOTION CARRIED UNANIMOUSLY.**

## **XI. OTHER BUSINESS**

### **a. Berlin Fair**

Carolyn asked if the District plans to do anything at the Berlin Fair, which is being held in 2 weeks. She said this is a good opportunity to reach a large number of people. Kevin noted that the staff would have to be paid overtime to work at the fair or Board members would have to commit to working all three days. In the past the activities they planned were ineffective.

Pat said since the fair is in two weeks it is a little too late to start planning something now, especially since they have not committed any money to it in the budget.

The Board agreed to address this issue for next year and to consider participating in all the fairs in the District. Carolyn said she would give the incoming Chairperson time to think about this matter and to address it at a future meeting.

## **XII. ADJOURN**

**A MOTION was made by Art Yoaps to adjourn. Seconded by Jim Streeto. MOTION CARRIED UNANIMOUSLY.**

Meeting adjourned at 9:00 p.m.

Respectfully submitted,

Paul Hutcheon, Director of Health