



Central Office: 505 Silas Deane Highway, Wethersfield, CT 06109 Phone (860) 721-2822 Fax (860) 721-2823
Berlin: 240 Kensington Road, Berlin, CT 06037 Phone (860) 828-7017 Fax (860) 828-9248
Newington: 131 Cedar Street, Newington, CT 06111 Phone (860) 665-8586 Fax (860) 665-8533
Rocky Hill: 761 Old Main Street, Rocky Hill, CT 06067 Phone (860) 258-2770 Fax (860) 258-2767

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(approved working notes)

**BOARD OF HEALTH
MEETING OF SEPTEMBER 17, 2009
WETHERSFIELD COMMUNITY CENTER, ROOM S-3**

I. CALL TO ORDER AND ATTENDANCE

Chairman Nancy Klatt called the Thursday, September 17, 2009 meeting of the Central Connecticut Health District Board of Health to order at 6:30 p.m. in Room S-3 of the Wethersfield Community Center, Wethersfield, Connecticut.

Present: Nancy Klatt, Chairperson
Pat Checko, Vice Chairperson
Grant Golub
Kevin Borrup
Ray Jarema
Judith Sartucci
Carolyn Wysocki
Dianne Doot (arrives at 6:33 p.m.)
Amanda Hurwitz (arrives at 6:58 p.m.)
Paul Hutcheon, M.P.H., R.S. Director of Health

Excused: Art Yoaps

Staff: Eileen Knapp, Recording Secretary

Quorum

II. PUBLIC FORUM

No one was present from the public to speak.

III. REVIEW AND REORDER OF THE AGENDA

A MOTION was made by Judy Sartucci to accept the agenda with two changes. Seconded by Kevin Borrup. MOTION CARRIED UNANIMOUSLY.

X. NEW BUSINESS

a. CT Freedom of Information Commission presentation

Mr. Tom Hennick, Public Education Officer with the Freedom of Information Commission gave a

presentation on the rules and regulations of the Freedom of Information Act that would apply to the Board. He discussed several topics including the definition of a meeting, executive sessions, access to public records and posting of minutes.

Amanda Hurwitz arrives at 6:58 p.m.

IV. COMMUNICATIONS

Carolyn handed out booklets on Home Composting, Healthy Homes, Hazardous Waste and Energy. Copies of the NALBOH Newsbrief were distributed. Judy noted that the CPHA Annual Meeting is being held in October.

V. REVIEW AND APPROVAL OF MINUTES AND WORKING NOTES (July 16, 2009 and August 20, 2009)

A MOTION was made by Kevin Borrup to accept the minutes of July 16, 2009 with changes. Seconded by Amanda Hurwitz. 8 were in favor (Doot, Klatt, Checko, Wysocki, Golub, Borrup, Hurwitz, Sartucci, 1 abstention (Jarema), MOTION CARRIED.

A MOTION was made by Pat Checko to accept the minutes and working notes of August 20, 2009 with changes. Seconded by Amanda Hurwitz. Pat withdrew her motion. Amanda withdrew her second. MOTION FAILED.

The Board agreed to wait until the end of the meeting to approve the August 2009 minutes.

VI. REVIEW AND APPROVAL OF FINANCIAL REPORT (August 2009)

Carolyn asked why the transfer amount on the Financial Report did not match what was approved on the budget. She said the Board should approve any changes in the budget. Paul said he would find out why there was a difference and e-mail the information out. He believes part of the reason is that the Financial Report does not include income or expenditures for the Emergency Preparedness Grant.

A MOTION was made by Amanda Hurwitz to accept the August 2009 Financial Report. No Second, MOTION FAILS.

VII. COMMITTEE REPORTS

a. Finance

Pat said she needs more information about the new proposed Per Capita Grant amount before the Finance Committee meets to make recommendations.

b. Governance

There was no meeting this month. Judy said she would like Governance to discuss arranging legal counsel for the Board.

c. Human Resources

No report.

VIII. OLD BUSINESS

a. Discussion Groups

There was a discussion about whether to continue to hold Discussion Group meetings or distribute the work to the standing committees. The Board agreed to continue with the Discussion Groups but stressed the importance of getting together before the next Board meeting.

IX. HEALTH DIRECTOR'S REPORT

a. H1N1 Update

The State has prepared a State Vaccination Distribution Plan and has asked the Mass Dispensing Areas to assist in ensuring that within their MDA the vaccine is adequately and properly distributed. All health care providers are asked to pre-register to receive the vaccine when it becomes available. The Health District has contacted all the providers in the District and the District itself has also pre-registered. The District has received permission to run clinics on school properties. Initially priority groups will be serviced first. Paul said he is considering contracting for vaccinators. There is funding available to pay nurses to vaccinate at the H1N1 clinics. Paul handed out a sheet showing the actions steps to be taken to set up the influenza and pneumonia clinics. He said right now they are not planning on giving any vaccines to children under the age of 18 without the parent being present. Vaccine is being provided at no cost. Local health departments will be paid for administration. Schools are currently using influenza-like illness surveillance forms to track staff and students on a daily basis.

The Board agreed to invite the Town Managers to the November Board meeting.

There was a discussion about providing flu shots for those that are unemployed or not able to pay. Judy felt this is "part of the Board's public mission" and they have an "obligation" that they have been overlooking up until now. Carolyn felt that the District could be more proactive in making flu shots available to those who can't afford it. She suggested partnering with the town's Social Services Departments. Paul said if this is the direction the Board wants to go in they need to think about how much money they want to put forth for these efforts and what the criteria would be to have an individual be eligible. Nancy relinquished the Chair to Pat. Nancy agreed it is a little too late in the season to try to come up with a plan especially since there is no money budgeted to cover something like that. Pat relinquished the Chair back to Nancy. Kevin said although he feels this is a good idea, it has not been well thought out and the proper research has not been done. They have no idea about the numbers of people they would be serving. Nancy asked if anyone would volunteer to form a committee to research this issue. Paul said another risk is that they will run out of the vaccine sooner and may not have enough for all the scheduled clinics. Judy noted that this is not the first time she has raised this issue and she wonders why people are "reluctant to address it". Carolyn said she is concerned that they are separating the community into "haves and have-nots", and the have-nots don't have the opportunity to get the vaccine.

A MOTION was made by Pat Checko to accept the Chairperson's appointment of Amanda Hurwitz, Dr. Grant Golub and Judy Sartucci to a special committee to research the issue of offering

flu shots to those who can't afford them. Seconded by Dianne Doot. MOTION CARRIED UNANIMOUSLY.

They committee agreed to gather the information within two weeks and the Chair would decide whether or not to schedule a special meeting to discuss this further.

Carolyn asked if anyone under the age of 18 must pay for a flu shot. Paul said anyone who does not have the accepted insurances must pay cash. Carolyn wondered why Berlin was not included in an article offering homebound flu shots. Paul said volunteers from the Wethersfield/Rocky Hill Professional Nurses Association offer the homebound program to the District and he would check on service in Berlin. Carolyn said she received feedback about the Berlin Flu Clinic and was told that there was a lot of confusion about who was holding the clinic. Paul said CCHD signs were posted everywhere and CCHD magnets were handed out to all who came for a flu shot.

Paul asked if the Board had any concerns about his contracting with private duty nurses to give the H1N1 vaccinations. The Board asked that Paul handle the contracts and insurance coverage while keeping the Board updated.

X. NEW BUSINESS

a. CT Freedom of Information Commission presentation

This was discussed earlier on the agenda.

b. DOH Annual Review

This was moved to the bottom of the agenda.

c. Election of Officers

(The Board took a short 10-minute recess)

Nancy asked for a report from the Nominating Committee. Carolyn said if the Nominating Committee met, they should have posted an agenda and this was not done. The majority of the Board agreed to continue with the Nominating Committee's recommendations, realizing that they may be in violation of the FOI Act. They will work on following all FOI regulations in the future.

The Nominating Committee recommendations were as follows:

**Kevin Borrup – Chairperson
Pat Checko – Vice Chairperson
Nancy Klatt – Executive Committee**

There were no other nominations from the Board. Kevin, Pat and Nancy accepted the nominations.

A MOTION was made by Dr. Grant Golub to accept the Nominating Committees slate as presented. Seconded by Pat Checko. MOTION CARRIED UNANIMOUSLY. The nominations were as follows:

Kevin Borrup – Chairperson
Pat Checko – Vice Chairperson
Nancy Klatt – Executive Committee

Kevin Borrup now takes over as the Chairperson of the CCHD Board.

Minutes of August 20, 2009 for approval -

A MOTION was made by Kevin Borrup to approve the August 20, 2009 minutes and working notes with changes and to prepare future minutes and working notes in compliance with the FOI Act. The unapproved minutes will be posted on line. The working notes will be posted on-line following approval. Seconded by Dr. Grant Golub. 7 were in favor (Klatt, Borrup, Golub, Wysocki, Jarema, Hurwitz, Checko) 2 abstentions (Sartucci, Doot), MOTION CARRIED.

b. DOH Annual Review

Although the Board agreed that the review has been delayed too long, they decided to put it early on the next month's agenda. Paul agreed to wait for the review.

A MOTION was made by Dianne Doot to table the DOH annual review until the next meeting. Seconded by Amanda Hurwitz. MOTION CARRIED UANIMOUSLY.

XI. OTHER

No discussion.

A MOTION was made by Nancy Klatt to adjourn. Seconded by Dr. Grant Golub. 7 were in favor (Golub, Borrup, Checko, Hurwitz, Doot, Jarema, Klatt) 2 opposed (Sartucci, Wysocki).

Meeting adjourned at 9:30 p.m.

Respectfully submitted,

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