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**BOARD OF HEALTH**  
**MEETING OF SEPTEMBER 20, 2007**  
**PITKIN COMMUNITY CENTER**  
Minutes

**I. CALL TO ORDER AND ATTENDANCE**

Chairman Nancy Klatt called the Thursday, September 20, 2007 meeting of the Central Connecticut Health District Board of Health to order at 5:45 p.m. in Room S-3 of the Pitkin Community Center, Wethersfield, Connecticut.

**Present:** Nancy Klatt, Chairperson  
Kevin Borrup, Vice Chairman (leaves at 6:45 p.m.)  
Arthur Yoaps  
Lynn Gavelek  
Andrea Urciuoli  
Dianne Doot  
Paul Hutcheon, M.P.H., R.S. Director of Health

**Excused:** Lauren Lionetti  
Carolyn Wysocki  
Patrick Kelly

Quorum

**II. AUDIENCE OF CITIZENS**

No one was present from the public.

**III. COMMUNICATIONS**

Paul asked Chairman Nancy Klatt to sign a Certificate of Appreciation for Patricia Cioffi who resigned from the Board of Health.

**IV. REVIEW AND APPROVAL OF MINUTES (JUNE 19, 2007)**

The minutes of June 19, 2007 were accepted as presented.

**V. COMMITTEE REPORTS**

- a. Financial: Review and approval of Financial Report (June, July, August 2007);  
Per Capital Grant; Block Grant; Asthma Grant**

Paul went over the updated June Financial Report. Actual Expenditures were less than Revenue by \$16,186

with zero dollars transferred out of the Reserve Account. Instead of taking money out of the Reserve account they added \$16,186 to it.

**Kevin Borrup made a MOTION to approve the June, July and August Financial Reports. Seconded by Arthur Yoaps. All were in favor, MOTION CARRIED.**

**Per Capita Grant Application** – The Legislature increased the Per Capita Grant from \$1.66 to \$2.08. There is about \$39,000 of new money coming into the District. The Board needs to decide on an acceptable use for the money so the application can be submitted. Paul suggested increasing the hours of the Health Educator from 19 ½ hours to 24 hours and applying the remainder of the money to support the position of the Community Health Coordinator. The Personnel Committee has already approved the increase in hours for the Health Educator. Arthur Yoaps asked if the Health Educator was agreeable to working the extra hour. Paul said she is.

**Kevin Borrup made a MOTION to accept the use of the new Per Capita Grant money as proposed by Paul. Seconded by Lynn Gavelek. All were in favor, MOTION CARRIED.**

**Block Grant Application-** This application is for use of the Block Grant monies to support programs that have been running for many years. They are also using a small amount of money to support Youth Violence Prevention. The total amount is about \$14,000. The application was already submitted. They will be running a High Blood Cholesterol Reduction Program, a Diabetes Self-Care Program and a Youth Violence/Suicide Prevention Program

**A MOTION was made by Arthur Yoaps to approve the Block Grant Application. Seconded by Dianne Doot. All were in favor, MOTION CARRIED.**

**Asthma Grant** – This is a 2-year Grant that was previously coordinated by the East Hartford Health Educator. Laura is willing to take over this Grant. Over the course of 2 years they will be applying about \$17,000 to support Laura's position. The remaining monies will be used to contract with the American Lung Association to perform the Open Airways for Schools Program in schools. The program will encompass 29 towns in the Capitol Region. It will include all four towns in the Central Connecticut Health District.

**A MOTION was made by Arthur Yoaps to accept the Asthma Grant. Seconded by Kevin Borrup. All were in favor, MOTION CARRIED.**

**b. Governance: By-Laws update**

None.

**c. Personnel**

**VI. OLD BUSINESS**

**a. Strategic Planning Update**

Board Members need to sign up to help develop different pieces of the Strategic Plan.

Paul received an overview of what took place at the Saturday Strategic Planning Meeting and a copy of the Boards Goals and Objectives. There is also a Resource Allocation Sheet and sheet for creating action steps for their goals and objectives.

## **VII. HEALTH DIRECTOR'S REPORT**

There are now binders available for all Class 3 and Class 4 Food Service Establishments in the District. These include all types of materials and forms restaurants can use.

All Board Members received in their packets a brochure on Children in a Public Health Emergency. This was created with the help of a student intern from Yale. CCHD magnets will be handed out at the flu clinics this year. Flu Clinic notifications are being sent to all past customers letting them know the dates flu shots are being offered this year. Board members received information on the cost of all CCHD's memberships. The total cost of memberships is about \$2,000. The Board agreed to become members of The Connecticut Public Health Association. Spreadsheets were handed out showing all the services the District offers and the costs associated with them.

## **VIII. NEW BUSINESS**

### **b. Nondiscrimination Resolution**

The State Legislature passed a law that requires them to have this Nondiscrimination Resolution in place if they want to get grant money from the state.

**A MOTION was made by Arthur Yoaps to accept and approve this Nondiscrimination Resolution. Seconded by Kevin Borrup. All were in favor, MOTION CARRIED.**

### **c. Elections**

Chairperson Nancy Klatt said she would like to run for Chairperson again. Art Yoaps said he received a call from an absent board member suggesting Kevin and Dianne take on an additional role on the Board. Kevin Borrup declined.

**Art Yoaps nominated Nancy Klatt as Chairperson. Seconded by Kevin Borrup. There were no more nominations for Chairperson. All were in favor.**

**Kevin Borrup nominated Art Yoaps for Vice Chairman. Seconded by Lynn Gavelek. There were no more nominations. 5 were in favor, 1 abstention (Yoaps).**

**A MOTION was made by Kevin Borrup to go into Executive Session to discuss personnel. Seconded by Dianne Doot. All were in favor, MOTION CARRIED.**

**A MOTION was made by Andrea Urciuoli to come out of Executive Session. Seconded by Dianne Doot. All were in favor, MOTION CARRIED.**

**A MOTION was made by Dianne Doot to give Paul Hutcheon a 3% cost of living adjustment retroactive to July `1, 2007 along with a \$2,500 performance bonus to be paid in one lump sum. Seconded by Lynn Gavelek. All were in favor, MOTION CARRIED.**

Arthur Yoaps suggested including a letter with the bonus check detailing the reasons for issuing it.

(Kevin Borrup leaves at 6:45 p.m.)

## **VIII. HEALTH DIRECTOR'S REPORT**

### **a. Annual Review**

Paul said they are in the process of drafting their Annual Report for 2006/2007. He also handed out copies of the State Annual Report. There are services other local health departments offer that the Central Connecticut Health District does not such as follow-up on reported STD's and Hepatitis B and C. These are areas that they may want to explore in the future.

**Conflict of Interest Policy** – This is under the Personnel Policy and Board Members are asked to sign it every year.

The Town Manager of Wethersfield may be sending a letter to Chairperson Klatt regarding equitable services. She found out that CCHD enforces the housing code in Newington but not the property maintenance code in Wethersfield. There are also services that are being offered in some towns, but not others. Arthur Yoaps suggested possibly charging towns an extra fee in the future for additional services. Paul said if you read the statutes, you are not allowed to charge extra fees. Everybody should be paying the same per capita rate for services. In reality, this statute is not being strictly enforced.

b. Municipal Codes

Member towns are in the process of abolishing their Food, Pool and Motel Ordinances allowing CCHD to enforce the CCHD Sanitary Code. The Wethersfield Fire Marshall is opposed to abolishing the Motel Ordinance. He would like the Town Council to maintain the legal authority with the power to make amendments to the Ordinance when issues arise. Chairperson Klatt asked that Board Members be made aware of the dates when the CCHD Ordinances are being presented to the Town Councils so they can attend it they so choose.

**VIII. NEW BUSINESS**

a. **New Britain Water Company – PA 07-244**

The Legislature passed a law allowing the New Britain Water Company to lease land to Tilcon for removal of rock. Paul said there has been a lot of negative press regarding this deal and it will probably be overturned.

**IX. OTHER**

Paul presented the proposed dates for the 2008 Board meetings. All meetings are on the third Thursday of every month with locations to be determined.

**Art Yoaps made a MOTION to accept the dates for the 2008 Board meetings with the locations to be determined. Seconded by Dianne Doot. All were in favor, MOTION CARRIED.**

**A MOTION was made by Arthur Yoaps to adjourn. Seconded by Dianne Doot. All were in favor, MOTION CARRIED.**

Meeting adjourned at 7:50 p.m.

Respectfully submitted,

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