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(approved working notes)

**BOARD OF HEALTH  
MEETING OF SEPTEMBER 23, 2010  
WETHERSFIELD COMMUNITY CENTER, ROOM 4**

**I. CALL TO ORDER AND ATTENDANCE**

Chairman Kevin Borrup called the Thursday, September 23, 2010 meeting of the Central Connecticut Health District Board of Health to order at 6:45 p.m. in Room 4 of the Wethersfield Community Center, Wethersfield, Connecticut.

**Present:** Kevin Borrup, Chairperson  
Pat Checko, Vice Chairperson  
Grant Golub  
Dianne Doot  
Judith Sartucci  
Art Yoaps  
Carolyn Wysocki (arrived at 7:05 p.m.)  
Paul Hutcheon, M.P.H., R.S. Director of Health

**Excused:** Ray Jarema, Nancy Klatt

**Staff:** Eileen Knapp, Recording Secretary

Quorum

**Mr. Chuck Costello of Costello Company, LLC. in Hebron** gave a presentation and answered questions on his audit of the Financial Statements of the CCHD for the year ending June 30, 2010.

**A MOTION was made by Dr. Grant Golub to accept the Auditor's Report. Seconded by Dianne Doot. MOTION CARRIED UNANIMOUSLY.**

**II. PUBLIC FORUM**

None.

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

**A MOTION was made by Dianne Doot to accept the agenda with changes. Seconded by Dr. Grant Golub. MOTION CARRIED UNANIMOUSLY.**

The following items were added to the agenda:

- ✓ Add a discussion about the October Board meeting after the review and approval of the financial reports.
- ✓ Add under the Director's Report a discussion of the 2011 meeting dates.
- ✓ Add under New Business an item regarding emergency preparedness funding
- ✓ Carolyn said she would like to make a motion under the Finance Committee report regarding the auditor's report.
- ✓ Add a discussion of glucose clinics under the Health Director's report.
- ✓ Add a discussion of assessments under Special Committees
- ✓ Move the election of Officers under the Nomination Committee report.

#### IV. COMMUNICATIONS

The American Public Health Association meeting is being held November 6<sup>th</sup> – 10<sup>th</sup> in Denver and will focus on Social Justice. Also the CPHA meeting is being held October 22, 2010. They will be looking at the issue of health disparities. Judy handed out information on a presentation being held by the Hospital for Special Care being held on September 29<sup>th</sup> regarding Social Policy and its Impact on Health Outcomes.

Judy congratulated Paul on the articles printed in the local and weekly papers about the Health District. There was also an article printed about Kevin Borrup's work on injury prevention.

Carolyn noted that NALBOH is airing web casts free of charge requiring board members to just sign up. The next 3 are related to accreditation.

#### V. REVIEW AND APPROVAL OF MINUTES AND WORKING NOTES (August 19, 2010 Board Meeting)

Judy again asked that the Board members receive copies of both the working notes and the minutes in their packets.

There was a discussion about whether or not the values were accepted as part of last month's motion accepting the proposed revisions to the District's mission statement, vision, purpose and 10 essential functions. It was agreed that the motion as stated was correct.

**A MOTION was made by Pat Checko to accept the Minutes and Working Notes of August 19, 2010 as amended. Seconded by Art Yoaps. MOTION CARRIED UNANIMOUSLY.**

#### VI. REVIEW AND APPROVAL OF FINANCIAL REPORTS (May, June, July and August 2010)

**A MOTION was made by Dr. Grant Golub to accept the May, June, July and August Financial Reports. Seconded by Dianne Doot. MOTION CARRIED UNANIMOUSLY.**

#### VII. DISCUSSION OF THE OCTOBER MEETING DATE

Paul will not be available for either the October 21<sup>st</sup> or the October 28<sup>th</sup> meeting dates due to his vacation. The Board agreed by consensus to hold the Board meeting on October 21, 2010 and to have Nancy Brault

attend in the absence of the Director of Health. Paul will secure a room for the meeting and send a reminder to all Board members noting the change.

## VIII. COMMITTEE REPORTS

### a. Finance

Pat said she would be setting up a Finance meeting to discuss the audit.

**In view of the fact that the District had an unexpected increase in revenue, A MOTION was made by Carolyn Wysocki that \$10,000 of that be put into the Capital Account. Seconded by Judy Sartucci.**

Although Board members seemed to agree with the concept of the motion they felt more thought should be given to the exact amount and an overall plan for the funds.

**A MOTION was made by Pat Checko to table the above motion until the Finance Committee has a chance to discuss it. Seconded by Dr. Grant Golub. MOTION CARRIED UNANIMOUSLY.**

### b. Governance

**A MOTION was made by Judy Sartucci to accept the entire revised Mission Statement as recommended by the Governance Committee, which includes the Vision, Mission, Purpose of the Public Health Agency, the Essential Functions and Values. Seconded by Carolyn Wysocki. Pat said she didn't feel that the Board had time to digest the values. Judy said the Governance Committee looked at many different health department values including those from NAACHO. 4 were in favor (Yoaps, Golub, Wysocki, Sartucci), 3 opposed (Borrupt, Doot, Checko), MOTION CARRIED.**

Judy said the Committee is continuing its work on the Strategic Plan and the District's self-assessment.

### c. Human Resources

**A MOTION was made by Dianne Doot to recommend a 3% salary increase for the Director of Health retroactive to July 1, 2010. Seconded by Dr. Grant Golub. Carolyn said at some point the Board might want to look at another way to increase the Director of Health's salary instead of just a percentage. She suggested basing salary increases on performance and achievement of goals. She said she would be in favor of a 2% increase. 6 were in favor (Borrupt, Doot, Checko, Yoaps, Golub, Sartucci) one opposed (Wysocki), MOTION CARRIED.**

**A MOTION was made by Dianne Doot to give the Director of Health a \$1,000 one-time bonus for his efforts on the H1N1 Clinics. Seconded by Dr. Grant Golub. Judy said in terms of the H1N1 efforts she felt this was something staff was already being paid to do and was not in favor of the employee bonuses. She did give Paul and staff credit for their ability to cover and keep a seamless program going. Carolyn agreed with Judy's comments. Pat felt that the Board already set a precedent by giving the staff a bonus. Art said the H1N1 clinics were unique and the District's efforts were remarkable and deserve to be rewarded. 5 were in favor (Checko, Doot, Yoaps, Golub, Borrupt) 2 opposed (Wysocki, Sartucci), MOTION CARRIED.**

Dianne said the Human Resource Committee is still revising the Director of Health's Employment

Agreement. They welcome feedback from all Board members as this process continues.

The Committee also discussed the issue regarding insurance for volunteer nurses. The District's CIRMA representative has stated that the current insurance policy covers volunteers, including flu clinic volunteers. She also recommended continuing to provide volunteer nurses with additional personal liability insurance. Judy said in other volunteer situations nurses are not required to carry this kind of insurance and if there are gaps in the District's insurance then there are gaps in the insurance for all licenses professionals and volunteers. She feels they are singling out nurses and they should be addressing a broader base so they have coverage in place for everyone. Kevin said they have discussed this at length and the Human Resource Committee and Paul have given their recommendations. He asked the Board for a motion in support of the recommendation of the Human Resource Committee requiring nurses to have this coverage.

Pat said her only concern was that they aren't requiring physicians and pharmacists to have this extra insurance.

Carolyn said she was satisfied with the CIRMA representative's statement that the nurses are covered and they don't need the extra insurance.

Judy said they need to make sure they are looking at all the types of licensed professionals that are now volunteering and she is personally offended that nurses are being singled out in this situation. She feels that as a nurse she may be able to ask CIRMA questions that were not asked. She said she knows nurses who are not volunteering because they are being required to get liability insurance.

Eileen Knapp has resigned her position as part-time Secretary. She will continue on as the Board Secretary. Paul proposed changes to the job description for the part-time secretary so the replacement would be qualified to maintain spreadsheets including budgets and grant expenditures. Some of the essential job functions added include working with electronic and paper format, assist with coordination of flu clinics, and perform accurate entry of claims to insurance companies.

Carolyn suggested referring this to the Human Resource Committee. Dianne felt they could decide on it now.

Pat suggested adding to the job description that the part-time secretary would assist in the preparation of grants. Kevin pointed out that the description included "special projects as assigned". This change would not affect the budget.

**A MOTION was made by Art Yoaps to accept the Paul's recommendation to approve the new job description for the Part-time Secretary and to advertise to fill the position. Seconded by Dr. Grant Golub. MOTION CARRIED UNANIMOUSLY.**

**d. Nomination Committee**

**Judy Sartucci made a motion to nominate the following people for Chairperson, Vice Chairperson and Executive Committee:**

**Chairperson – Kevin Borrup**

**Vice Chairperson – Pat Checko**

**3<sup>rd</sup> Member of the Executive Committee – Nancy Klatt**

**All nominees accepted the nominations. No other nominations were made. Dianne Doot seconded the motion. MOTION CARRIED UNANIMOUSLY.**

**A MOTION was made by Judy Sartucci to dissolve the Nomination Committee. Seconded by Art Yoaps. MOTION CARRIED UNANIMOUSLY.**

**e. Special Committees**

**Assessment:** Pat said she would like to set up a meeting to discuss the future role of the Assessment Committee. She said she is willing to take a lead role with the assessment. Pat said based on the Board's vote they will be going ahead with a contract. Paul suggested postponing reproducing the Community Health Report Card until further notice. The Board agreed by consensus.

Dianne suggested waiting to do any more program evaluation until after the assessment is completed.

**A MOTION was made by Dianne Doot to dissolve the Program Evaluation Committee. Seconded by Pat Checko. MOTION CARRIED UNANIMOUSLY.**

Kevin asked all Committee Chairs to let him know if they would like to continue on as Committee Chairs and whom they recommend as members of their Committees.

Kevin suggested tabling Old Business until the next meeting and moving on to the Lead Grant Sub-contract and the Health Director's Report. Carolyn wasn't happy that Old Business was being tabled again. It has been on the agenda since May.

**d. Lead Grant Sub-Contract**

Paul said this money is being provided by the Department of Public Health through an agreement with CADH. The Central Connecticut Health District will be the sub-contractor performing our lead investigations. The amount is \$20,126 and will be applied to salaries.

**A MOTION was made by Art Yoaps to accept the Lead Grant Sub-Contract. Seconded by Carolyn Wysocki. MOTION CARRIED UNANIMOUSLY.**

**IX. HEALTH DIRECTOR'S REPORT**

**A. Community Conversation Report**

Board members received a report on the Community Conversation meeting, which centered on the current state of public health and chemical exposures in the District towns. There was also an article printed in the NALBOH publication in recognition of their efforts. Carolyn said this report might also be used as an assessment.

Paul handed out a sheet with the proposed meeting dates for 2011. Meetings are held on the third Thursday of every month. Judy pointed out that one meeting date conflicted with a Catholic holiday and another conflicted with the CPHA meeting. She also suggested not having the public hearing on the budget listed on

the meeting schedule because many times it has to be moved back. The Board agreed to change the April meeting date to the fourteenth and the October meeting date to the thirteenth.

**A MOTION was made by Art Yoaps to accept the 2011 meeting dates as amended. Seconded by Pat Checko. MOTION CARRIED UNANIMOUSLY.**

Pat Checko said the Board decided that they would no longer provide glucose screenings as part of the Federal Block Grant. She wondered why we are still holding clinics. Paul said he would get a report on what we are doing and what it takes to do it. He said he believes a woman from a long term care facility volunteers to hold the clinics and there isn't much involved as far as the District's time.

Carolyn said she would like to receive a report on the District's complaints showing them categorized.

Pat Checko requested that the monthly Communicable Disease report sheet show lead >10 not >20.

Kevin suggested tabling the time limiting discussion periods. Judy Sartucci said she would like a report on the meeting Paul and Pat attended in June on the CADH Health Equity Index. Pat said she would put something together and e-mail it.

Paul said the State has approximately \$8 million dollars left over from the H1N1 efforts. The District will be receiving a \$100,000 grant to spend by July 30, 2011 on H1N1 related activities. The Board discussed how to move forward on this when they receive the grant application.

**Pat Checko made a MOTION to authorize Paul to apply and accept the \$100,000 H1N1 grant money. Seconded by Dianne Doot. MOTION WITHDRAWN.**

**A MOTION was made by Pat Checko to create a Special Committee consisting of Pat, Grant, Judy and Carolyn to work with the Director of Health on how to divide the \$100,000 for H1N1 activities that they are going to apply for and accept. The Committee will be authorized to direct Paul to apply for that money in lieu of the full Board. Seconded by Art Yoaps. MOTION CARRIED UNANIMOUSLY.**

Paul said he would put together a proposal on how to spend the \$100,000.

**A MOTION was made to adjourn by Dr. Grant Golub. Seconded by Art Yoaps. MOTION CARRIED UNANIMOUSLY.**

Meeting adjourned at 9:07 p.m.

Respectfully submitted,

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