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(Approved working notes)

**BOARD OF HEALTH
MEETING OF OCTOBER 13, 2011
ROCKY HILL COMMUNITY CENTER, ACTIVITY ROOM 2
Working Notes**

I. CALL TO ORDER AND ATTENDANCE

Chairperson Judy Sartucci called the Thursday, October 13, 2011 meeting of the Central Connecticut Health District Board of Health to order at 6:32 p.m.

Present: Judy Sartucci, Chairperson
Patricia Checko, Vice Chairperson
Arthur Yoaps
Nancy Bafundo (arrived at 7:15 p.m.)
Ray Jarema
Grant Golub
James Streeto
Enzo Pistritto
Dianne Doot
Carolyn Wysocki
Kevin Borrup
Paul Hutcheon, Director of Health

Excused: None.

Staff: Eileen Knapp, Recording Secretary
Judy Torpey, Emergency Preparedness Coordinator

Quorum

II. PUBLIC FORUM

None.

III. REVIEW AND REORDER TO THE AGENDA

A MOTION was made by Art Yoaps to approve the changes to the Agenda. Seconded by Kevin Borrup. MOTION CARRIED UNANIMOUSLY. The following changes were made to the Agenda:

- **Carolyn asked that they add under Director's Report and update on the Flu Clinics**
- **Move the PHAB Presentation to the beginning of the Agenda**
- **Under New Business add e. Revised Block Grant Application**

- **Under Director's Report add Komen Grant**

IV. COMMUNICATIONS

Carolyn brought in an article from the Berlin Citizen about the appointment of CCHD Board members.

Pat said the Department of Public Health received a federal grant for Chronic Disease and also a Community Transformation Grant.

Rocky Hill Life published an article titled, Let's Talk Turkey, about how the Health Department inspects food service establishments and another article about the Health District's 15 year anniversary. There was an article in the Norwalk Patch about the Norwalk Health Department and the NACCHO grant they received to study public health in the city and figure out how to improve it. Paul passed around copies of the Nation's Health Newspaper and the American Journal of Public Health.

Kevin passed around a tablet he uses at work that contains a cell phone use survey.

V. New Business

a. PHAB Accreditation Program - Presentation

Judy and Paul gave a PowerPoint overview of Public Health Accreditation to the Board. Judy described the new voluntary public health accreditation program, its components and what the process involves, and its value to the agency and the public. Paul described the agency's status in meeting the new accreditation standards and measures and what areas will need further work. He also addressed resources needed and the potential cost to the agency. He distributed a memo summarizing the above and copies of the PPT presentation for Board review and discussion. Carolyn Wysocki of the Board, who has served as a beta site reviewer for PHAB and Judy Torpey, CCHD EP Coordinator, with experience in several areas of accreditation, was present and available for questions.

The Board was asked to consider all the above so that a decision could be made at the November Board meeting on an accreditation timeframe for the agency, resources and next steps.

James said the Board should consider whether or not becoming accredited is really necessary. Kevin said the accreditation process is a good opportunity for self-examination and quality improvement. Art pointed out that in the future District funding may be tied to accreditation.

Pat asked when Judy would like to start this process, this budget year or next. Judy said the recommendation of the Governance Committee is to move forward as they indicated in the Strategic Plan. Pat said before a final decision to move forward with accreditation is made more work is necessary. She suggested that the Finance Committee take a look at this topic at their next meeting.

(Nancy Bafundo arrives at 7:15 p.m.)

Pat turned the meeting back over to Judy to continue on as Chairperson.

VI. REVIEW AND APPROVAL OF MINUTES AND WORKING NOTES (September 15,

2011)

A MOTION was made by Pat Checko to approve the minutes and working notes of September 15, 2011 with changes. Seconded by Art Yoaps. MOTION CARRIED UNANIMOUSLY.

VII. OFFICER AND STAFF REPORTS

a. Chairperson's report – appointment of Board Committees

Judy submitted a list of recommendations for the standing Committees.

A MOTION was made by Art Yoaps to approve Judy Sartucci's recommendations for the standing Committees. Seconded by Enzo Pistritto. MOTION CARRIED UNANIMOUSLY.

The following is a list of the Committees:

Executive Committee: Judy Sartucci, Board Chair, Pat Checko, Vice Chair, Enzo Pistritto, Paul Hutcheon

Finance Committee: Pat Checko, Chair, Kevin Borrup, Dianne Doot, Grant Golub, Carolyn Wysocki, Paul Hutcheon, Judy Sartucci, ex officio

Governance Committee: Art Yoaps, Chair, Enzo Pistritto, Carolyn Wysocki, Paul Hutcheon, Judy Sartucci, ex officio

Human Resources: Ray Jarema, Chair, Nancy Bafundo, Dianne Doot, Paul Hutcheon, Judy Sartucci, ex officio

Judy said she and Paul have discussed the high incidents of cancer deaths in Wethersfield, particularly due to late detection. She would like to appoint a special committee, using the expertise of the Board to review the statistics and identify the interventions that are needed and recommendations for the next grant application to the Komen Foundation. Pat said she would be collecting data and setting up a meeting time so they can discuss whether or not this is an issue or a non-issue. Carolyn said they should also consider whether or not this is a priority for the District. She said they have a higher rate of lung cancer in the District.

A MOTION was made by Art Yoaps to approve Judy Sartucci's recommendation to create a Special Committee called the Breast Cancer Evaluation Committee. Seconded by Kevin Borrup. MOTION CARRIED UNANIMOUSLY.

Breast Cancer Evaluation Committee: Pat Checko, Chair, Dianne Doot, Grant Golub, Jim Streeto, Paul Hutcheon, Judy Sartucci, ex officio

Committee charge: Use the expertise on the Board to review the statistics on breast cancer deaths in Wethersfield, obtain further data from DPH and other sources as needed; identify the appropriate demographic interventions; and make recommendations to the Director of Health for CCHD's next grant application to the Komen Foundation. **Time Frame:** Per committee to complete it's work.

Judy proposed setting up an IT Committee to address some of the District's IT concerns.

A MOTION was made by Kevin Borrup to approve the recommendation of Judy Sartucci to create an

IT Committee consisting of Kevin Borrup (Chairperson) and Enzo Pistritto. Seconded by Grant Golub. (Pat Checko volunteered to be on this Committee.) MOTION CARRIED UNANIMOUSLY.

Committee charge: use the expertise on the Board, and outside assistance as needed to review the IT needs of the Health District, including but not limited to the transition to the Digital Health Department, transition to a “cloud server”, hardware and software needs and need for replacements and upgrades, telephone communication and linkages, and make recommendations to the Board. **Time frame:** per committee to complete its work.

Judy suggested holding off on reappointing the assessment committee at least until the next Board meeting so she and Pat can discuss their charge.

b. Treasurer’s Report

Under Operating Expenditures, Pat questioned a \$23,500 increase in salaries and a \$2,500 increase in employee benefits. Paul said he would have to look into those increases.

Carolyn noted that the \$20,000 budgeted for the Health Director’s Retirement Health Fund Benefits that the Board authorized moving, still was not reflected under Revenues or Expenditures. Also, at the last Board meeting they decided that \$100,000 would be moved into the Capital Account but only \$60,000 is noted. Paul said that this might be because the Peach Tree software is not able to show it. Carolyn again said she would like to see a column showing the actual approved budget versus the adjusted budget. Paul said he would take care of putting an additional \$40,000 into the Capital Account. Carolyn asked why so much money is being held in the checking account. Paul said he would talk to the auditor to see if he could clarify some of these issues raised by the Board.

The Board decided to delay approval of the Finance Report until some of these questions were answered.

c. Director of Health Report

Flu Program Update: Flu shot sales are down for the District, most likely due to the number of different locations offering flu shots. All expenses have been covered by they are about \$35,000 shy of their target revenue number after holding half of the flu clinics. Paul said they are working on a marketing plan to sell the rest of the vaccinations.

Carolyn wondered if they should entertain the idea of giving free flu shots at a certain point. Judy suggested having a meeting with Paul and a few of the Board members to discuss their options.

Paul said there was an article in the Hartford Courant about the high levels of mercury in the sediment at Wethersfield Cove. Paul is trying to get a copy of the report and he sent the article to a toxicologist at the Department of Public Health. Right now nothing needs to be done, it is not uncommon to find mercury this far below in the sediment. The State already has a fish consumption advisory. The article and the report will be sent to D.E.E.P. to see if there is a need to sample the fish in the Cove.

Board members received copies of the new Strategic Plan Quarterly Report, listing the 5 Goals, the objectives under each goal and the action steps.

The Komen Grant is due the third week of November, before the next Board meeting.

A MOTION was made by Pat Checko to authorize Paul go forward with the Komen Grant if he feels it is appropriate. Seconded by Art Yoaps. MOTION CARRIED UNANIMOUSLY.

Judy described the new RFP from NAACHO to help departments prepare for agency accreditation that CCHD should apply for.

A MOTION was made by Pat Checko to authorize Paul go forward with the NAACHO Grant and PHAB if he feels it is appropriate. Seconded by Carolyn Wysocki. MOTION CARRIED UNANIMOUSLY.

Pat asked a question about Paul's report stating that he coordinated a contracted inspection of a 2-family home. She wondered why the staff wasn't doing that inspection when they are certified and the District gets funds to do these inspections. Paul said they contracted out for the SRF portion of the inspection because he felt due to the nature and structure of the case it was important to have an expert do the inspection and report. There was a \$700 cost for the two units to be inspected. These cases are rare and it is critical that the inspection be flawless for the abatement report. Pat said she disagrees when they have certified people on staff that can do these inspections and it is the duty of the Health Department. Kevin and Judy both agreed with Paul's decision. Paul said to be really skilled at this type of inspection you really need to do them on a regular basis, yet the District only gets one or two cases a year at most. There is a State law that allows the District to adopt an ordinance that would mandate the owner of the property to pay for this work.

d. Summary of Staff Reports

No discussion.

VIII. COMMITTEE REPORTS

a. Finance Committee

Pat received an estimate from Chris Monroe on the post-retirement obligations for the Director's health benefits. Also, within less than 5-years they will be paying at about \$25,000 per employee for family coverage. The Finance Committee and Human Resource Committee will be meeting together to further discuss this matter. Judy asked that one Committee take the lead at the joint meetings.

b. Governance Committee

The next Governance meeting will be held on November 7th and they will continue periodic review of the Strategic Plan.

c. Human Resources Committee

Director of Health Performance Appraisal: Ray said they have finalized the performance appraisal process. The Executive Summary stayed the same and he included an attachment of comments and suggestion from the Board.

At their last meeting Human Resources approved the finalization of Paul's Goals. They asking that Paul's salary survey be sent to the Finance Committee for their review and consideration for next year's budget.

There are two part-time Registered Sanitarians that are leaving in December and Paul is looking for approval to hire 1 full-time Registered Sanitarian to replace them. The Board was in agreement about Paul's moving forward to hire one full time Registered Sanitarian.

A MOTION was made by Dianne Doot to accept Paul's Goals for Fiscal Year 11/12 as recommended by the Human Resource Committee. Seconded by Grant Golub. Judy said she wondered if they should add another column to Paul's Goals for "Board Expectations" the Board decided to leave the Goals as presented. Pat said she would like to have Paul take all the required leadership courses that are available for Emergency Preparedness. Carolyn said she feels there is something missing from Paul's goals, which is the development of a Community Quality Improvement Plan. This is needed for the accreditation process. Dianne said that was discussed but given the fact that the Board hadn't yet come up with a timeline for accreditation it wasn't appropriate for Paul to add that to this year's goals. Also, given the amount of work that would be required for goals 2 & 3, the Human Resource Committee felt the goals presented were sufficient for this year. Carolyn felt that even if they didn't go forward with the accreditation process, this was something that should be done for the Health District. **MOTION CARRIED UNANIMOUSLY.**

d. Community Assessment Committee

Pat said she turned over all the data she had from the original Assessment and will work with Hilary, Lori and the intern to make whatever comparisons are possible between the 2011 Assessment and the 2006 Assessment.

IX. Old Business

a. Work session on NPHPS Governance Tool (Oct. 24, 2011)

Carolyn said they are all set for the workshop session with facilitator on the National Public Health Performance Standards on October 24th. She participated in a webcast orientation in preparation for the meeting. This session blends in with accreditation because the performance standards are based on the 10 Essential Functions of Public Health, which is what the accreditation domains are also based on. Carolyn handed out information about the procedures for voting on the standards. She asked Board members to complete the Government Assessment Tool before the Monday meeting. All results will be sent to the CDC and they will create a report on the findings.

X. New Business

a. PHAB Accreditation program – Presentation

This presentation was moved up on the agenda.

b. 2012 Board meeting dates *

A MOTION was made by Art Yoaps to approve the 2012 Board Meeting Dates. Seconded by Carolyn Wysocki. MOTION CARRIED UNANIMOUSLY.

c. Email communication

Enzo brought up a concern about e-mails being sent back and forth among Board members from their personal e-mail accounts. He asked if there was one e-mail system for the whole Health District. Kevin said the employees have e-mails through the different Town e-mail systems, but they are not unified. This is something they may want to address in the future. Enzo said he would like the IT Committee to look into this. Judy asked that Paul be involved in that discussion.

d. Lead Grant*

Paul is asking for approval of the revised Lead Grant, which has been significantly reduced to \$5,406 due to the fact that the District doesn't have that many lead cases.

A MOTION was made by Carolyn Wysocki to approve the revised Lead Grant in the amount of \$5,406. Seconded by Kevin Borrup. 10 were in favor (Sartucci, Borrup, Jarema, Bafundo, Golub, Doot, Streeto, Pistrutto, Wysocki, Yoaps), 1 abstention (Checko), MOTION CARRIED.

e. Revised Block Grant Application

Paul asked for approval of the Revised Preventative Health Block Grant Application. Their original plan for Diabetes Education the District came up with did not get enough support. The new proposal is to try to establish a community garden in Rocky Hill, as they are the only town in the district that doesn't have one. Part of the revision includes revamping the Smart Dining in the District Program, calling it the Healthy Dining in the District Program.

The Board was not in agreement about the initial proposal for this Grant and Paul suggested getting Hilary to address some of the questions that arose. The Board decided to table this approval until the November meeting.

XI. Other Business

Judy addressed an e-mail she sent out regarding the estimated population numbers that have come out from the State Health Department. She has asked Paul to contact the District's Attorney to get some guidance because it appears that Berlin may be losing a representative and Newington may be gaining a representative due to population changes. She would like to discuss how the Board should proceed with this at the November Board meeting.

A MOTION was made by Kevin Borrup to adjourn. Seconded by Grant Golub. MOTION CARRIED UNANIMOUSLY.

Meeting adjourned at 8:50 PM

Respectfully submitted,

Paul Hutcheon, Director of Health