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(Approved working notes)

**BOARD OF HEALTH  
BOARD MEETING OF OCTOBER 15, 2009  
ROCKY HILL TOWN HALL**

**I. CALL TO ORDER AND ATTENDANCE**

Chairperson Kevin Borrup called the Thursday, October 15, 2009 meeting of the Central Connecticut Health District Board of Health to order at 6:37 p.m. in Meeting Room 2 of the Rocky Hill Community Center, Rocky Hill, Connecticut.

**Present:** Kevin Borrup, Chairperson  
Pat Checko, Vice Chairperson  
Grant Golub  
Dianne Doot  
Nancy Klatt  
Judith Sartucci  
Carolyn Wysocki  
Art Yoaps  
Ray Jarema  
Paul Hutcheon, M.P.H., R.S. Director of Health

**Excused:** Amanda Hurwitz

**Staff:** Eileen Knapp, Recording Secretary

Quorum

**II. Public Forum**

None.

**III. Review and Reorder of Agenda**

Added Committee Composition under New Business, added DOH Review as item IV.

**A MOTION was made by Art Yoaps to accept the agenda changes as discussed. Seconded by Carolyn Wysocki. MOTION CARRIED UNANIMOUSLY.**

**IV. DOH Annual Review**

**A MOTION was made by Dianne Doot to increase the Director of Health salary by 1%. Seconded by**

**Grant Golub. 8 were in favor (Yoaps, Jarema, Doot, Klatt, Golub, Borrup, Checko, Sartucci), 1 abstention (Wysocki), MOTION CARRIED.**

Pat felt Paul's goals looked like the same goals from last year. She would like to see newer, more challenging goals. Carolyn felt the goals were "safe" and hard to measure. She would like to see more done towards getting the District accredited. Judy didn't think the goals were specific enough. Pat felt the goals discussed at the retreat should also be part of the Director's goals. She would also like to see something more challenging included. Dianne pointed out that the goals are not the same as last year's goals.

**A MOTION was made by Dianne Doot to accept the goals as written with the addition of a 4<sup>th</sup> bullet point under goal 3, which was prepare a seasonal flu plan. Seconded by Dr. Grant Golub. Carolyn expressed a desire to include the development of a marketing plan for the District. 6 were in favor (Yoaps, Jarema, Doot, Klatt, Golub, Borrup), 3 opposed (Checko, Sartucci, Wysocki), MOTION CARRIED.**

#### **IV. COMMUNICATIONS**

Carolyn handed out flyers from the Kensington Garden Club on non-toxic cleaning products and alternatives to pesticides.

Paul said Hilary Norcia would be attending the CPHA meeting.

#### **V. REVIEW AND APPROVAL OF WORKING NOTES (September 17, 2009)**

**A MOTION was made by Pat Checko to approve the Working Notes of September 17, 2009. Seconded by Ray Jarema. Motion withdrawn. Second withdrawn.**

**A MOTION was made by Pat Checko to adopt the Working Notes of September 17, 2009 with the recommended changes as the official minutes. Seconded by Ray Jarema. 8 were in favor (Borrup, Checko, Doot, Sartucci, Klatt, Golub, Wysocki, Jarema), 1 abstention (Yoaps), MOTION CARRIED.**

#### **VI. REVIEW AND APPROVAL OF FINANCIAL REPORT (August & September 2009)**

**A MOTION was made by Nancy Klatt to accept the August 2009 and September 2009 Financial Reports. Seconded by Dr. Grant Golub. MOTION CARRIED UNANIMOUSLY.**

#### **VII. COMMITTEE REPORTS**

##### **a. Finance**

The Finance Committee will be meeting October 20, 2009 to look at the additional influx of funds from the Per Capita Grant to determine how they should be used.

##### **b. Governance**

No report.

##### **c. Human Resources**

No report.

**d. Special Committees**

**Contingency Planning Committee:** Nancy said they are starting to investigate how to proceed with the proposal to offer reduced rates and/or free flu vaccines. The Committee is working with local Social Services Departments to create the criteria.

**Community Assessments:** Pat will be setting up a meeting with Hilary Norcia and Paul to review the information that has been collected.

**VIII. OLD BUSINESS**

None.

**IX. Health Director's Report**

**a. H1N1 Update**

Flu mist and Novartis H1N1 vaccines are now available for ordering. The target groups are pregnant women, children 2-4, medical care providers, children under 19 with chronic medical conditions and caregivers of children 6 months and under. Paul is preparing a press release to let people know they can register to get an H1N1 vaccine if they are in those groups. Hopefully as more vaccine becomes available the target groups will be expanded. The District is also pre-registering school age children, although the vaccine will not be available for a while. Paul said he would find out if they were allowed to vaccinate the vaccinators. Flu mist is available and there was a lengthy discussion about whether or not to order it. Flu Mist can only serve the priority group of 2-4 year olds now. Carolyn said she is still opposed to using Flu Mist because she doesn't think they have enough information about it and they don't know the long-term effects of it. Paul said they would be tracking the adverse reactions of those receiving the Flu Mist vaccine. The consensus of the Board was to order the Flu Mist in accordance with CDC and CPH recommendations and due to shortages of the intramuscular vaccines.

**A MOTION was made by Nancy Klatt to empower Paul Hutcheon to purchase the H1N1 vaccine in any form or quantities that he deems necessary. 8 were in favor (Yoaps, Jarema, Checko, Doot, Klatt, Golub, Sartucci, Borrup) 1 opposed (Wysocki), MOTION CARRIED.**

**b. New State Per Capita Grant allocation amount**

Paul said the current budget was adopted with a per capita rate of \$1.25 but we are now scheduled to receive \$1.85. This is an increase of \$ 56,677.20 in revenue for the current fiscal year. Paul proposed that a portion be used to reinstate the part-time Salon Inspector and to increase the part-time Secretary hours to 15 hours per week for a total cost of \$20,469. He recommended that the remaining \$36,208.20 be used to reduce the transfer from the Operating Reserve Fund from \$77,933 to \$41,725.

Pat requested that no action be taken until the Finance Committee has the opportunity to meet. They will take this memo under advisement.

**X. NEW BUSINESS**

**a. CY 2010 meeting schedule**

Carolyn suggested that meetings not be scheduled during the summer (July, August) and any action taken could be done by the Executive Committee.

**A MOTION was made by Nancy Klatt to accept the proposed CY 2010 Board Meeting Dates. Seconded by Pat Checko. 8 were in favor (Yoaps, Jarema, Checko, Doot, Klatt, Golub, Sartucci, Borrup) 1 opposed (Wysocki), MOTION CARRIED.**

**b. Budget amendments**

Paul submitted a process that the Board may wish to adopt when accepting new grants that may impact the Districts bottom line. After a brief discussion the Board decided to send this issue to the Governance Committee for their recommendation. Pat suggested looking at the budget every 3 months to see how it has changed as a result of grants.

**c. FY 09/10 Per Capita Grant Application**

**A MOTION was made by Nancy Klatt to accept the SFY 2010 Per Capita Application as presented. Seconded by Dianne Doot.** Pat suggested using this Per Capita Grant money for discretionary purposes instead of just salaries. Paul said it really doesn't matter because the District already set the revenue and expenditures so it doesn't matter where you show using this per capita grant. He said doing it this way means no reporting and no tracking. Pat, Judy and Carolyn were in favor of sending this issue to the Finance Committee. **8 were in favor (Yoaps, Jarema, Checko, Doot, Klatt, Golub, Sartucci, Borrup) 1 opposed (Wysocki), MOTION CARRIED.**

**d. Update on Regionalization**

Carolyn said there were informal e-mails sent between members of the CCHD Regionalization Discussion Group this summer talking about which abutting towns could join the CCHD. We also looked at the Massachusetts Regionalization Project Report. Carolyn is recommending that the District look at the set of principles that Massachusetts used. Some of the principles include:

- Respect historic relationships between and among towns in the state.
- Support and accommodate local existing structures and existing arrangements for delivering public health services.
- Allow communities to cluster in ways that meet their needs and local relationships.
- Respect the existing legal authority of local public health agencies and their municipalities.

The Council recognizes that one size does not fit all and every citizen of Connecticut should have access to public health services. The service should be based on the Ten Essential Functions of Public Health.

**e. Resolution on Regionalization**

Carolyn drafted a resolution on regionalization for the Board to consider adopting and sending to the Governor's Council. Judy noted that this is an opportunity for the Board to have some input early on in the

process instead of simply responding in a crisis. After a brief discussion Kevin said there didn't appear to be a consensus about sending a resolution to the Council on Regionalization.

Carolyn reported that the Governor's Council recognizes that one size does not fit all and every citizen of Connecticut should have access to public health services. These services should be based on the Ten Essential Functions of Public Health.

**f. Revised Asthma Grant Application**

Paul handed out a sheet showing the changes that have been made in the Asthma Grant Application. The District is due to receive additional money in the amount of \$15,563 over a period of 3 years.

**A MOTION was made by Art Yoaps to accept the Revised Asthma Grant as presented. Seconded by Nancy Klatt. MOTION CARRIED UNANIMOUSLY.**

**g. Committee Composition**

Pat asked Kevin to reconsider having only two Board members and the Chair on each Committee. She felt four people would be more balanced. There was a brief discussion with several other Board members voicing their agreement for having 4 members per committee. Kevin said he would like the Committees to stay the same. Any Board member is welcome to attend any Committee meeting.

**XI. OTHER**

No discussion.

**A MOTION was made by Nancy Klatt to adjourn. Seconded by Art Yoaps. MOTION CARRIED UNANIMOUSLY.**

Meeting adjourned at 8:42 p.m.

Respectfully submitted,

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