



(Approved working notes)

**BOARD OF HEALTH
MEETING OF OCTOBER 21, 2010
ROCKY HILL COMMUNITY CENTER, ROOM 2**

I. CALL TO ORDER AND ATTENDANCE

Chairman Kevin Borrup called the Thursday, October 21, 2010 meeting of the Central Connecticut Health District Board of Health to order at 6:30 p.m. in Room 2 of the Rocky Hill Community Center, Rocky Hill, Connecticut.

Present: Kevin Borrup, Chairperson
Pat Checko, Vice Chairperson
Dr. Grant Golub
Dianne Doot
Nancy Klatt
Judith Sartucci
Carolyn Wysocki (arrived at 6:34 p.m.)
Art Yoaps
Ray Jarema
Nancy Brault, Acting Director of Health

Excused: Paul Hutcheon, Director of Health

Staff: Eileen Knapp, Recording Secretary

Quorum

II. PUBLIC FORUM

None.

III. REVIEW AND REORDER OF AGENDA

Pat asked to discuss the Health Educator/Community Coordinator situation under Human Resources.

IV. COMMUNICATIONS

DPH came out with a report on poisonings, which is the number one public health threat in Connecticut as far as pharmaceutical drugs being mixed with alcohol.

Grant said there are only 3 States that don't spend money on Smoking Cessation for Medicaid and one is Connecticut.

(Carolyn Wysocki arrives at 6:34 p.m.)

Carolyn asked to add a discussion of CT State SALBHO under New Business. All were in favor for adding this to the agenda.

V. REVIEW AND APPROVAL OF MINUTES AND WORKING NOTES (September 23, 2010)

A MOTION was made by Pat Checko to accept the minutes and working notes of September 23, 2010 as presented. Seconded by Dr. Grant Golub. 8 were in favor (Borrup, Checko, Doot, Jarema, Sartucci, Wysocki, Golub, Yoaps) one abstention (Klatt) MOTION CARRIED.

VI. REVIEW AND APPROVAL OF FINANCIAL REPORT (September 2010)

A MOTION was made by Pat Checko to approve the September Financial Report as presented. Seconded by Nancy Klatt. MOTION CARRIED UNANIMOUSLY.

VII. COMMITTEE REPORTS – Committee assignments

A MOTION was made by Dr. Grant Golub to approve the slate of Committee assignments as follows:

- a. Finance: Pat Checko (Chair), Dr. Grant Golub, Carolyn Wysocki and Kevin Borrup (ex officio)
- b. Governance: Judy Sartucci (Chair), Carolyn Wysocki, Art Yoaps and Kevin Borrup (ex officio)
- c. Human Resources: Ray Jarema (Chair), Dianne Doot, Judy Sartucci, Kevin Borrup (ex officio)

MOTION WITHDRAWN.

A MOTION was made by Dr. Grant Golub to approve the slate of Committee assignments as follows:

- a. Finance: Pat Checko (Chair), Dr. Grant Golub, Carolyn Wysocki, Dianne Doot and Kevin Borrup (ex officio)
- b. Governance: Judy Sartucci (Chair), Carolyn Wysocki, Art Yoaps and Kevin Borrup (ex officio)
- c. Human Resources: Ray Jarema (Chair), Dianne Doot, Judy Sartucci, Kevin Borrup (ex officio)

Seconded by Art Yoaps. MOTION CARRIED UNANIMOUSLY.

A MOTION was made by Pat Checko to approve the slate of Assessment Committee assignments as follows: Pat Checko (Chair), Dianne Doot, Dr. Grant Golub, and Carolyn Wysocki Judy Sartucci. Seconded by Dr. Grant Golub. MOTION CARRIED UNANIMOUSLY.

a. Finance

No report. Carolyn sent Kevin and the Finance Committee a copy of the CT DPH Budget options for the coming year to be discussed at the next Finance meeting.

b. Governance

Judy handed out copies of the revised Mission Statement, Visions and core values. The Governance Committee is working on Strategic Goals. Handouts were distributed showing the most recent Strategic

Goals from the last 3-year plan. The Committee tried to decide if there was anything from these Goals they wanted to keep. The Governance Committee is recommending continuing with Goal #4 – Utilize and Extend Resources Equitably for the Maximum Benefit to our Communities. They also included 4 more possible Strategic Goals as follows:

Strategic Goal I: Promoting Health Environments – Promote healthy natural and built environments that protect human health and safety.

Strategic Goal II: Supporting good health at every age – Develop and implement health promotion initiatives that support good health at each stage of life.

Strategic Goal III: Responding to health threats and emergencies – Ensure internal readiness to anticipate, recognize and respond to infectious disease and other public health threats and emergencies.

Strategic Goal IV: Quality of Service – Maintain and improve the quality of services provided by the Health District.

Strategic Goal V: Finances and Resources – Utilize and extend resources equitably for the maximum benefit to our communities.

Judy asked for the Board's input through e-mail as to what they thought about the Goals being presented before the next Governance meeting in November. She said they are trying to turn the bulk of the direction on it down to Paul and his staff. Pat said not only is there an emphasis on healthy environments but CDC is also concentrating on healthy homes. She suggested including that in the Goals.

Judy noted that Paul sent out to the whole Board the beginning of the PHAB Self Assessment, which the Governance Committee is working on.

c. Human Resources

Pat noted that since Linda Bantell is leaving, this would be an opportune time to take a look at the job specifications for both the Health Educator and the Community Health Coordinator and to consider where to go in the future when hiring a replacement. She suggested Human Resources meet together with the Finance Committee.

Kevin said he and Paul talked about organizing the distribution of labor differently. The part-time Sanitarian will be staying on for at least another year and Becky and the Salon Inspector will continue working part time, also. These changes will have no impact on the current year's budget.

d. Special Committees

Assessment Committee: No report.

VIII. OLD BUSINESS

No discussion.

IX. HEALTH DIRECTOR'S REPORT

Carolyn asked how the Flu Clinics are going. Nancy said she doesn't have exact numbers but she could get them. Judy said the Wethersfield Clinic was very well attended. Attendance at clinics across the District is

down most likely due to the heavy marketing by the Pharmacies.

a. District per capita rates

Pat noted that the Per Capita Rates are not completely accurate because services are being offered that are not core services in some Districts.

b. CY 2011 meeting dates

No discussion.

c. NACCHO LHD Profile

Pat felt question #48 about Immunizations should have been answered differently because the question wasn't referring to Flu immunizations.

d. FY 09/10 complaints by category

Judy said she had asked for this report to include the Towns.

Carolyn said she noticed a lot of complaints involving mold and vectors. She wondered if staff had considered addressing these issues in a program or project. Nancy said there aren't any that she knows of but part of the education occurs when they go out to the site of the complaint.

Pat wondered if some of the complaints were duplicates. Nancy said one complaint could easily fall into more than one category so they may not be exact numbers but they should be fairly accurate.

Dianne said she doesn't think this Complaint Report is very useful as it is. It doesn't really show how well we are addressing public health issues as a District.

e. FY 09/10 DPH Annual Report

Several Board members felt it was time to change the DPH Annual Report. Judy said under Board/Board Function, they only list Advisory or Policy Making, not governing. All 20 of our Health Districts are governing Boards and all of the Municipal Boards are Advisory Boards.

X. NEW BUSINESS

a. CADH Health Equity Index

Judy said she was hoping to hear from Paul about the CADH Conference he attended in regards to what is going on in the State as far as the Health Equity Index. Pat said there were conversations about what the pilot sites were doing in their communities. The CPHA meeting being held tomorrow is going to be all about the Health Equity Index and how to implement it.

b. Time limiting discussion periods

Kevin feels the Board should consider time limiting discussion periods if they have an issue worthy of a lot of

discussion. He suggested each Board member get two 5 minute periods to speak on the topic. He suggested Governance take a look at this suggestion to help the meetings run more effectively. Kevin said the Board had the habit of raising an issue and voting on it at the same meeting when they really should wait until the next meeting to take the vote.

Dianne said if a Board member has a topic they want to bring up, send the information out beforehand so everyone can go over the data before the discussion begins.

c. Blood Glucose Screening Program

Pat said this was in response to her question as to why they were still involved in the Blood Glucose Screening Program when the Board voted that they would no longer be doing this as part of the Federal Block Grant. Linda sent a letter in response to Pat's question. Pat said although the program may be free in cost, it is not free in terms of staff time and they need to look at the best use of staff time in the future.

Judy said the Board also needs to consider if these services are being provided elsewhere in the community as they currently are. She said they should consider liability when CCHD advertises and lends sponsorship to a service that it is not funding and that is actually provided by another agency, such as the blood glucose screening program.

The Board agreed to have a discussion about this issue at the next meeting when Paul would be present.

d. CPHA – CT SALBOH

Carolyn said CPHA has amended their By-laws to include a section on Connecticut State Association of Local Boards of Health. Carolyn asked the Board to consider joining SALBOH at a membership fee of \$125.

(Kevin left at 7:38 p.m. No quorum.

Kevin returned at 7:41 p.m. Quorum.

The Board was in favor of changing from an individual membership to an agency membership but decided to wait to vote on it until the next meeting. Pat said if they agreed to pay the fee she didn't want to second-guess the decision during the Budget meetings next year. Pat suggested referring the matter to the Finance Committee.

XI. OTHER

No discussion.

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

Meeting adjourned at 7:45 p.m.

Respectfully submitted,

Nancy Brault, Acting Director of Health