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**BOARD OF HEALTH**  
**MEETING OF NOVEMBER 15, 2007**  
**NEWINGTON TOWN HALL**  
Minutes

**I. CALL TO ORDER AND ATTENDANCE**

Chairman Nancy Klatt called the Thursday, November 15, 2007 meeting of the Central Connecticut Health District Board of Health to order at 644 p.m. in Conference Room 3 of the Newington Town Hall, Newington, Connecticut.

**Present:** Nancy Klatt, Chairperson  
Arthur Yoaps, Vice Chairman  
Kevin Borrup  
Lynn Gavelek  
Andrea Urciuoli  
Dianne Doot  
Carolyn Wysocki  
Paul Hutcheon, M.P.H., R.S. Director of Health

**Excused:** Lauren Lionetti  
Patrick Kelly

Quorum

**II. AUDIENCE OF CITIZENS**

None.

**III. COMMUNICATIONS**

Paul handed out copies of an article published in the October 5, 2007 Newington Town Crier listing some of the programs and services that the Health District offers. He also passed around a resource guide created using the NACCHO Able to be Healthy Grant. Copies of the Annual Report were distributed. It will be sent to all town council members, town managers and department heads. Carolyn passed around the National Health Magazine. Subscriptions are \$55.00 per person. Carolyn suggested making copies of the magazine index and including that in the Board's packets.

Carolyn attended the CPHA workshop on Governance. The NABLO Conference in Alaska was well attended. Some of the workshops included topics on performance standards, accreditation, and ethics. There is a possibility that in two years the NABLOH Conference will be held in New England. One of the locations being discussed is Hartford, Connecticut. The Bi-Monitoring Press Conference was held last week.

Kevin Borrup attended the APHA Conference. He held two poster sessions, one on Violent Death in the State of Connecticut and the other on Children with Special Needs in Schools and Peer Harassment and Cruelty in Schools. He also suggested reading the article in the National Health Magazine titled "Health and Economic

Benefits of Reducing the Number of Students Per Class in U.S. Primary Schools”.

**IV. REVIEW AND APPROVAL OF MINUTES (September 20, 2007)**

**A MOTION was made by Kevin Borrup to approve the minutes of September 20, 2007 as presented. Seconded by Dianne Doot. 6 were in favor (Klatt, Yoaps, Borrup, Gavelek, Urciuoli, Doot) one abstention (Wysocki), MOTION CARRIED.**

**V. COMMITTEE REPORTS**

**a. Financial**

**Review and approval of financial Report (September & October 2007):** There was a discussion of how to handle the \$50,000 of Reserve Account funds. Paul said he needs to set up a separate bank account. They also need to make adjustments for the grants to show them all on separate budgets. Paul said he would get back to the Board on the time frame for having these things done. Carolyn asked if they were expecting more money from the New England Dairy Council Grant. Paul said all that money came in last year so that line could be removed from the financial report.

**Carolyn Wysocki made a MOTION to approve the September and October Financial Reports. Seconded by Kevin Borrup. All were in favor, MOTION CARRIED.**

**Audit Report:** The auditor presented the report at the October meeting. Paul noted that according to the budget they planned on using \$51,980 from the Reserve Account to balance the budget. Rather than withdrawing that amount they deposited \$49,564. This was primarily due to the addition of the Town of Newington and savings on salaries and benefits.

**A MOTION was made by Kevin Borrup to accept the Auditor’s Report. Seconded by Carolyn Wysocki. All were in favor, MOTION CARRIED.**

**b. Governance**

The Governance Committee will be meeting to discuss the By-Laws.

**c. Personnel – Health Educator salary range and vacation time**

Linda Bantell has requested that she earn vacation time at a rate that differs from that established under the CCHD Personnel Policies, based upon her years of service with the District. There was a discussion of how to pro-rate the vacation time when a part time employee switches to a full-time employee. The Board decided to send this to the Personnel Committee for discussion. Paul said he would find out what the policies are for the four member towns and set up a Personnel Committee meeting. He will also find out how many full-time years Linda’s part time hours would add up to.

**VI. OLD BUSINESS**

**a. Strategic Planning Update**

A sheet was passed around showing Board members what objectives they signed up for. The next step is creating action plans for the objectives. Members will give a report of their progress at the next meeting.

There was a discussion of how much of this work should be done by the Board and how much the staff should be doing. Carolyn felt that the Board should set the policy and staff should implement it. She felt that the Board was doing too much work that should be passed along to the staff. Kevin felt that during the Strategic Planning meetings the Board missed the opportunities to discuss things in a strategic manner. Carolyn said the Strategic Plan doesn't focus on the essential functions of public health (State and national). She said she could support this as an operational strategic plan for the district or one for the infrastructure but not as a plan for the District. Nancy said the Plan was approved at last weeks meeting. Carolyn noted for the record that she did not approve of this Strategic Plan.

**b. CY 2008 meeting dates and locations**

Members received revised copies of the CY2008 meeting dates, which now included the locations of the meetings. Carolyn felt that on the attendance sheet the July and August 2007 meetings should note that there was no quorum. Nancy said the meetings never took place because they were cancelled beforehand.

**VII. HEALTH DIRECTOR'S REPORT**

**a. Municipal Codes**

The Sanitary Code is in place. The CCHD has asked the member towns to abolish their ordinances for restaurants, motels and pools. Wethersfield voted not to abolish the motel ordinance. Rocky Hill abolished all their codes and adopted the CCHD codes. Berlin referred the request to their Ordinance Committee and Paul hasn't heard back from them. Newington has not taken action yet. Paul will eventually contact Rocky Hill to try to have them abolish ordinances again and rely solely on the CCHD Ordinances.

**b. Influenza/pneumonia clinics**

Paul has not yet determined if they have met their budget objective for flu clinics. They are still running clinics. He will give exact dollar amounts at the December meeting.

**c. Reserve account history**

The Board received a comparison between the budgeted adjustment to the reserve account and the actual year-end adjustment as reported in the Annual Audit.

**d. Budget History**

The Board received a report showing the total approved expenditures and the % increase from the prior year and the per capita membership fees and the % increase in per capita membership fees.

**e. District membership fees and expenditures**

This report shows what other health districts charge for a per capita membership fee and what they spend per capita.

There have been three meetings with salon owners/operators regarding the Salon Ordinance. They have received very positive responses and the attendees were very supportive of the whole idea. There have been many comments and Paul has made some edits to the draft. The primary concern was whether or not facilities would be grandfathered. The Board needs to decide the conditions under which grandfathering will occur.

Paul said he would circulate a memo highlighting the concessions the owners are looking for.

Paul handed out copies of the Emergency Preparedness Newsletter. Kevin asked that all Board members be added to the mailing list.

## VIII. NEW BUSINESS

### a. Safer Cleaning Products

A copy of the Berlin resolution regarding healthy cleaning products was handed out. Carolyn proposed that the Board submit this resolution to each of the other Town Councils as an example and ask that they adopt a similar resolution. Kevin suggested Paul review it and comment on it at the next meeting. Paul said it is really straightforward. Berlin resolved that all departments shall procure and use whenever practical cleaning products that have properties that minimize potential negative impacts to human health and the environment.

**A MOTION was made by Art Yoaps to direct Chairperson Klatt to urge the other member towns to adopt a similar resolution within their communities. Seconded by Carolyn Wysocki. Six were in favor (Klatt, Urciuoli, Gavelek, Borrup, Yoaps, Wysocki), one abstention (Doot), MOTION CARRIED.**

There was a discussion about the new population figures for Berlin. Berlin's population is now over 20,000 and they are now entitled to another representative. The Board needs to determine whether or not the new representative would be added immediately or be effective July 1, 2008. The Board could allow the new representative to start immediately but they also have to decide if the Town should pay the additional amount now or in July. This needs to be decided as a policy that would include not only increases in population but also decreases in population. Kevin suggested that Paul find out how other districts handle something like this. Paul said he has talked to the DPH about this and they have no recommendation. The Board agreed to think about this and discuss it at the next meeting. Kevin asked Carolyn to draw up a policy that would include wording for both losses and gains in population. Paul said he would survey the districts and ask what their policies are. Carolyn said she did check with a couple of districts and they have never had this situation take place. She is waiting to hear back from a contact at the Department of Public Health.

**A MOTION was made by Art Yoaps to adjourn. Seconded by Kevin Borrup. All were in favor, MOTION CARRIED.**

Meeting adjourned at 7:25 p.m.

Respectfully submitted,

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

