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(Approved working notes)

**BOARD OF HEALTH**  
**MEETING OF NOVEMBER 17, 2011**  
**NEWINGTON SENIOR AND DISABLED CENTER**  
Working Notes

**I. CALL TO ORDER AND ATTENDANCE**

Chairperson Judy Sartucci called the Thursday, November 17, 2011 meeting of the Central Connecticut Health District Board of Health to order at 6:37 p.m.

**Present:** Judy Sartucci, Chairperson  
Patricia Checko, Vice Chairperson  
Arthur Yoaps  
Ray Jarema  
James Streeto  
Enzo Pistritto  
Dianne Doot  
Carolyn Wysocki  
Kevin Borrup (arrived at 6:45 p.m.)  
Paul Hutcheon, Director of Health

**Excused:** Nancy Bafundo, Grant Golub

**Staff:** Eileen Knapp, Recording Secretary  
Hilary Norcia, Community Health Coordinator

Quorum

**II. PUBLIC FORUM**

**Mr. Douglas Sacks of Wethersfield** addressed the Board. He is a member of the Economic Development and Improvement Commission and he also runs the Farmers Market. He is asking the Board to consider lowering the Farmers' Market fees to make them more commensurate with other Districts. He noted that there is a new law #6156, which was passed in June allowing portable permits for farmers and vendors at farmers markets. He is hoping the Board considers making the change immediately as they are currently holding a winter farmers' market because of demand.

Art said he is in favor of the change for those vendors that are actually farmers selling their own products. Mr. Sacks said the Department of Agriculture has asked Farmers Markets to become certified and in order to do that you can't have the "jobbers" at the market. Everything at the market has to be Connecticut grown. The non-farmers or commercial vendors are still going to be charged a fee.

(Kevin Borrup arrives at 6:45 p.m.)

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

**A MOTION was made by Pat Checko to move item IX d. Proposed fee changes for temporary and seasonal vendors under New Business up on the Agenda to follow Communications. Seconded by Dianne Doot. MOTION CARRIED UNANIMOUSLY.**

**A MOTION was made by Dianne Doot to move the item IX a. Presentation by auditor - agency's FY 2010-11 audit under New Business up on the Agenda to follow the discussion of the fee change. Seconded by Pat Checko. MOTION CARRIED UNANIMOUSLY.**

**A MOTION was made by Judy to add the Approval of the Auditor's FY 2010-11 Report under VII a. Finance Committee. Seconded by Dianne Doot. MOTION CARRIED UNANIMOUSLY.**

**A MOTION was made by Judy Sartucci to move IX c. Komen Grant Approval under VII d. Breast Cancer Evaluation Committee report. Seconded by Dianne Doot. MOTION CARRIED UNANIMOUSLY.**

**A MOTION was made by Kevin Borrup to accept the changes in the agenda. Seconded by Dianne Doot. MOTION CARRIED UNANIMOUSLY.**

### **IV. PROPOSED FEE CHANGES FOR TEMPORARY AND SEASONAL VENDORS**

Paul presented a proposal to revise the permit fee schedule for temporary food vendors and vendors participating in a farmers' market. After surveying other local health departments regarding their practices he is recommending changes in the fee structure and a reduction of the fees to be more in line with the CT Public Health Code and other local health departments. The proposed change may result in a loss of revenue of approximately \$500.

According to the new law, PA 11-191, any farmer participating in a certified farmers' market can obtain a permit from their local jurisdiction and that permit can be used statewide without having to pay any additional fees or complying with any other local requirements. This does not apply to a commercial enterprise and there is a definition for what constitutes a farmer.

**A MOTION was made by Pat Checko to adopt Paul's proposed fee changes for temporary and seasonal vendors with one change. Seconded by James Streeto. MOTION CARRIED UNANIMOUSLY.**

### **V. PRESENTATION BY AUDITOR – Agency's FY2010-11 Audit**

**Mr. Chuck Costello of Costello Company, LLC., 15 Wall Street, Hebron** addressed the Board. Board members all received copies of his Independent Auditor's Report and Supplemental Report. Mr. Costello went over the highlights of the report and answered questions from the Board. It is his opinion that the financial statements "presented fairly, in all material respects". This is the best opinion an auditor can give an organization. The Independent Auditor's Report on Internal Controls and Compliance also gives "a clean opinion".

## VI. COMMUNICATIONS

Advocacy: Carolyn shared some potential public health bills that are being considered this year.

- Outdoor wood burning stoves
- The use of pesticides to be determined by individual towns (testing of home rule)
- Mercury take-back programs
- Electronic take-back programs
- Use of DOT transportation money for bicycle paths
- Green Chemistry-looking at the health effects of chemicals
- Testing of well water for pesticides by Health Departments
- Use of regional governments for funding

Paul passed around the Journal of Public Health and the Nation's Health Newsletter. An article was published in the Newington Public Life following two sanitarians on an inspection and listed all the inspection scores for restaurants in the District. There was an article in the Wethersfield Post about the Health District receiving the ACHIEVE Grant.

Kevin passed out an informational brochure on Concussion Education.

## VII. REVIEW AND APPROVAL OF MINUTES AND WORKING NOTES

**A MOTION was made by Carolyn Wysocki to approve the minutes and working notes of October 17, 2011 with changes. Seconded by Pat Checko. MOTION CARRIED UNANIMOUSLY.**

**A MOTION was made by Pat Checko to approve the minutes of the October 24, 2011 Special Meeting. Seconded by Enzo Pistritto. 7 were in favor (Sartucci, Checko, Doot, Yoaps, Streeto, Wysocki, Pistritto), 1 abstention (Jarema), MOTION CARRIED.**

**A MOTION was made by Pat Checko to make one change to the October 24, 2011 Special Meeting minutes. Seconded by Art Yoaps. MOTION CARRIED UNANIMOUSLY.**

## VIII. OFFICER AND STAFF REPORTS

### a. Chairperson's report

No discussion.

### b. Treasurer's report – approval of Financial Reports (September & October 2011)

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. Paul said he talked with the Auditor about creating a report that more clearly showed that transferred amount, but in the meantime, the Financial Report Balance Sheet does show the Capital Account and the Retirement Account.

Pat pointed out that a previous meeting the Board decided that they did not need to receive the Financial Report on a monthly basis and that the Finance Committee should get it monthly while the Board received it

quarterly. The Board agreed to receive just the current month's Financial Statement on a quarterly basis, starting in January of 2012.

**A MOTION was made by Pat Checko to, in the future, send the monthly Financial Report to the Finance Committee for their review and to only send the Board the current month's Financial Report on a quarterly basis starting in January of 2012. Seconded by Dianne Doot. MOTION CARRIED UNANIMOUSLY. (Art Yoaps did not vote as he was out of the room at the time).**

**A MOTION was made by Kevin Borrup to approve the September 2011 Monthly Financial Statement. Seconded by Enzo Pistritto. 7 were in favor (Sartucci, Checko, Doot, Yoaps, Streeto, Pistritto, Jarema) one opposed (Wysocki), MOTION CARRIED.**

**A MOTION was made by Kevin Borrup to approve the October 2011 Monthly Financial Report. Seconded by James Streeto. Carolyn noted that the transfer of funds was different than what it was the previous month because it seemed the program added incorrectly. Paul said he would look into that. 7 were in favor (Sartucci, Checko, Doot, Yoaps, Streeto, Pistritto, Jarema) one opposed (Wysocki), MOTION CARRIED.**

### **c. Director of Health Monthly Report**

Paul said they have reached and exceeded their revenue goal for the flu clinics by about \$6,300.

Art complimented Paul on his efforts to sell the vaccine with the large amount of competition in the District.

Carolyn asked about the amount of flu revenue that was included in their adopted budget. Paul said in the adopted budget the flu revenue was \$97,095 with an expense of \$40,834. The excess revenue equaled \$56,261 but they have exceeded that amount by \$6,300. He also pointed out that expenses were less than budgeted by about \$5,000.

**Emergency response to Storm Alfred and aftermath:** Paul went over the After Action Report for Storm Alfred. The bulk of the District's work was inspecting food service establishments to make sure they were okay. They were prepared to get resources from outside the region if necessary in the form of Sanitarians from other Health Districts. There were shelters operating in each of the four towns and all were inspected.

Judy said she spoke with Paul several times during the outage and she noted that they do have a mutual aid agreement that is part of the Capital Region Emergency Planning Committee- Emergency Preparedness Plan. She asked Paul to look at the legal liability issue when they need to bring in help from other departments. Pat said they should come up with a procedure in case this situation comes up in the future.

Dianne congratulated Paul and his Staff on their performance during Storm Alfred. She noted that all the inspections that were done as a result of the power outages were extra work that was not expected or budgeted for by the District.

Judy asked if Paul anticipated any funding coming down as a result of Storm Alfred as it did for the tornado a few years ago. Paul said funding was available but that the District did not incur overtime costs.

Pat gave Paul credit for the way the shelters were staffed and run. This shows that their planning and call-out system is working very well.

Judy noted that she received positive feedback from the Wethersfield/Rocky Hill Professional Nurses Association involved with the shelters.

Art said he would like to see formal commendations put into the employees records for those who participated noting their exemplary efforts.

Judy asked for a motion to compliment Paul on his performance during this storm.

**A MOTION was made by Art Yoaps “to compliment Paul on his performance as well as the Staff” regarding the Emergency response to Storm Alfred and aftermath. Seconded by Dianne Doot. MOTION CARRIED UNANIMOUSLY.**

Paul asked if the Board could make the fee change that was approved earlier in the meeting, retroactive to Thursday November 10, 2011 because two commercial vendors have already come in and paid the fee of \$135.

**A MOTION was made by Kevin Borrup to make the approved fee changes for temporary and seasonal vendors retroactive to Thursday, November 10, 2011. Seconded by Pat Checko. MOTION CARRIED UNANIMOUSLY.**

**d. Staff monthly reports**

No discussion.

**IX. Committee Reports**

**a. Finance Committee**

Pat said the Finance Committee decided to spend their first meeting looking at their funding revenue and expenditure issues. The Committee agreed by consensus that in order to meet their obligations, there would need to be a per capita increase. The amount has not yet been determined. Pat will be asking Mr. Chris Monroe to meet with the Finance and Human Resource Committee to begin looking at the issues of insurance and medical coverage.

**A MOTION was made by Pat Checko to approve the Auditor’s FY 2010-11 audit report. Seconded by Kevin Borrup. MOTION CARRIED UNANIMOUSLY.**

**b. Governance Committee**

The Governance Committee will be meeting on December 5, 2011.

**c. Human Resources Committee**

The Human Resource Committee will be setting up their next meeting in early December.

**d. Breast Cancer Evaluation Committee**

Pat said the Komen Report stated that Wethersfield was one of the towns that had an increased incidence of breast cancer and also an increased incidence of late stage diagnosis. This Committee was put together to evaluate the data and get more information about whether or not the District has a problem, how the District should respond and whether or not to apply for the Komen Grant.

After meeting and reviewing the data the Committee determined that there was not a statistically significant difference at all and the District is basically on average with the State. Pat noted that when they did their Community assessment last year there was a very high percentage of women who had received mammograms in the District. There doesn't seem to be a problem of breast cancer in Wethersfield and there doesn't seem to be a lack of access to mammograms. Given that, the Committee felt that since the Komen Report information was made public, it would be beneficial to have a forum with women in the District to discuss and explain the findings.

The Committee didn't feel it was necessary to apply for the Komen Grant because they don't believe the District has a problem with breast cancer. The Committee is making the following recommendations:

- That the Board not proceed with pursuing the Komen Grant Application
- That the Board set up a session with the public along the lines of "A Conversation with the Public on Breast Cancer".
- That the Agency proceed with its focus on breast cancer prevention through its ACHIEVE Grant and other agency initiatives.

**A MOTION was made by Carolyn Wysocki to accept the report and recommendations (listed above) of the Breast Cancer Evaluation Committee as presented. Seconded by Dianne Doot.** Art said he would like it noted for the record that the Board recognizes that breast cancer is very serious but the Board is looking at handling this issue in a different manner.

James said he was opposed to the withdrawal of the Komen Grant application because the Director supported and prepared the proposal and was in favor of it as was Hilary and the Board did not have the opportunity to review the requirements of the Komen Grant and to consider making it better, linking with Hartford Hospital and improving it. He said the Komen Grant wasn't fully discussed.

Paul said the Komen Grant application was proposing to use \$16,000 of the Grant to support the District's employee salaries for the Health Educator and the Community Health Coordinator.

Pat said this grant would take a tremendous amount of time for Hilary Norcia and the Health Educator, which is a lot of time for a grant that may or may not have merit. They may have a hard time finding 125 women over the age of 40 who would be eligible to receive mammograms.

Carolyn wondered why they are doing the Community Needs Assessment if they are not going to follow through with the results. The Assessment did indicate that over 80% of the District population was getting mammograms. She asked why the financial Statement showed the District giving \$17,000 back to the Komen Foundation. Hilary Norcia said the reason they didn't spend the money is that they were not able to do the mammograms. Paul said they were not successful at finding women who qualified for the mammograms so they had to give back the money.

Carolyn said she hopes they don't just "follow the money" or go after a grant just because there is a good chance that they are going to get the money. The District should be considering what their needs are.

Paul said he is in favor of applying for the Komen Foundation grant. He feels they could make a difference with this grant and they have the opportunity to get it. He suggested that, in the future, he is allowed to present grant proposals before the Board makes a motion to reject it.

Pat noted that they did not make this decision quickly; the Committee spent a lot of time discussing this issue and whether or not it was worth it to take up a significant amount of employee time to work on an intervention program that may not be the best approach.

Dianne said there were two major issues the Committee discussed. One was the "somewhat inflammatory press articles" that were printed in local papers. The Committee felt the need to reassure the public that they don't have any concerns related to these statistics. Regarding the Komen Grant, she feels it may be difficult to find the 125 women who qualify for the mammograms. Hilary said there are fewer restrictions with this program and she stressed the importance of partnering with Hartford Hospital in general and for accreditation purposes specifically.

Judy said she and Enzo have some new ideas about further partnering with Hartford Hospital, which they would like to discuss at a future time. Her concern about the Komen Grant is that hiring a consultant for \$15,000 is not going to help the District reach the population they want to reach. They already have the ACHIEVE Grant, which will help them address cancer in some very unique ways so she said they are not abandoning their focus on breast cancer.

**5 were in favor (Checko, Doot, Sartucci, Wysocki, Pistritto), 4 opposed (Borrup, Streeto, Yoaps, Jarema), MOTION CARRIED.**

**e. IT Committee**

Kevin and Paul are getting information about joining in with Newington's Citrix system, including hardware costs and per user costs. The IT Committee will meet in December to discuss interoffice operability and Board member e-mail accounts.

**X. Old Business**

**a. Approval – revised plan for Preventive Block Grant**

Paul said they have had to make changes because the State did not accept the District's plan of touring Big Y Supermarket. The obesity portion remains unchanged but they are adding a tour of Stop & Shop with a Registered Dietician to teach students how to read labels and look at the nutrition information. The grant funds have been reallocated accordingly.

Carolyn asked about the outcomes of the program and how the results would be evaluated. Hilary said they would be performing pre- and post tests.

**A MOTION was made by Pat Checko to accept Paul's revised plan for Preventive Block Grant. Seconded by Art Yoaps. MOTION CARRIED UNANIMOUSLY.**

**b. Accreditation – next steps**

Judy said they did put in an application to NAACHO for a grant for \$40,000 to assist the District in getting ready for accreditation. They will discuss this at the next meeting when Paul hopes to have more information to share.

**XI. New Business**

**a. Presentation by auditor - agency's FY 2010-11 audit**

This was moved up on the agenda.

**b. CT DPH population estimates and implications for agency**

The new population figures have come out and this affects the District in two ways. First, the population estimates determine the figures used to charge Towns their membership fee for the next fiscal year but they are also used to determine the number of Board representatives for each member town. Based on the new figures, Berlin will be losing one representative and Newington will be gaining a representative. Paul has talked to the Department of Public Health and the District's Attorney about how to handle these changes. The DPH recommended that however the Board decides to handle this, they create a policy to address this and add it to their Bylaws. Judy recommended using this population information to establish a policy that from this point forward would require that any changes in the number of Board members become effective at the start of the Health District's fiscal year, July 1<sup>st</sup> and that the annual proportionate share of expenses of member towns be applied at the start of the District's new fiscal year. She also proposed that the Governance Committee be charged with drafting this Bylaws change.

Pat noted that this was only for the changes based on population and not on refilling positions that may become vacant during the year.

Kevin was concerned that all their financial discussions regarding the budget, which will eventually be charged to the towns, take place before July 1<sup>st</sup> and the Towns won't get the representation they're entitled to during those discussions, nor will they have the opportunity to vote on the proposed budget. Basically a Town may not have as much of a voice as it is entitled to during the budget discussions even though it will pay more. Pat didn't think that Town representatives voted in "blocks". Kevin said although that was true, the Towns are being charged based on their population.

Judy said after talking to their Attorney, he felt this was the best, "cleanest" way to handle this situation.

**A MOTION was made by Carolyn Wysocki that any changes in the number of board members, as determined by the recent annual population figures published by DPH, become effective at the start of the Health District's new fiscal year, July 1; and that the annual proportionate share of expenses of member towns charged by the Health District be applied at the start of the Health District's new fiscal year, July 1; and that the Governance Committee be charged with drafting changes for the Board bylaws to reflect the above actions going forward. Seconded by Pat Checko. Kevin said they have talked about not making major policy changes at the same meeting where they are first brought up. Board members**

should be given time to consider these changes before voting on them. **5 were in favor (Sartucci, Wysocki, Doot, Checko, Jarema), 4 opposed (Streeto, Borrup, Yoaps, Pistritto), MOTION CARRIED.**

**c. Approval - Komen Foundation grant application**

This was moved up on the agenda.

**d. Proposed fee changes for temporary and seasonal vendors**

This item was moved up on the agenda.

**XII. Other Business**

**a. Executive Session anticipated: DOH performance summary; post-retirement health benefits for DOH**

**A MOTION was made by Enzo Pistritto to go into Executive Session to discuss a personnel matter. Seconded by Dianne Doot. MOTION CARRIED UNANIMOUSLY. The following people were present for the Executive Session, Sartucci, Streeto, Yoaps, Checko, Doot, Wysocki, Pistritto, Jarema, Borrup, Hutcheon)**

**Into Executive Session at 9:00 p.m.**

**Out of Executive Session at 9:11 p.m.**

**XIII. Next Meeting: December 15, 2011, 6:30 PM (Berlin Community Center)**

**XIV. Adjournment**

**A MOTION was made by James Streeto to adjourn. Seconded by Enzo Pistritto. Motion carried unanimously.**

Meeting adjourned at 9:12 p.m.

Respectfully submitted,

Paul Hutcheon, Director of Health