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(Approved working notes)

**BOARD OF HEALTH
MEETING OF NOVEMBER 18, 2010
NEWINGTON TOWN HALL, CONFERENCE ROOM 3**

I. CALL TO ORDER AND ATTENDANCE

Chairman Kevin Borrup called the Thursday, November 18, 2010 meeting of the Central Connecticut Health District Board of Health to order at 6:35 p.m. in Conference Room 3 of the Newington Town Hall, Newington, 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: None.

Staff: Eileen Knapp, Recording Secretary

Quorum

II. PUBLIC FORUM

None.

III. REVIEW AND REORDER AGENDA

- Judy asked to add a discussion of the Acting Director of Health under XI. Other.
- Carolyn asked to add an update on the Digital Health Department under IX. Health Director's Report

A MOTION was made by Carolyn Wysocki to accept the Agenda with changes. Seconded by Art Yoaps. MOTION CARRIED UNANIMOUSLY.

IV. COMMUNICATIONS

Carolyn distributed some publicity handouts on Public Health that she picked up at the CPHA Conference.

V. REVIEW AND APPROVAL OF WORKING NOTES

A MOTION was made by Art Yoaps to accept the minutes and working notes of October 21, 2010 with changes. Seconded by Dr. Grant Golub. MOTION CARRIED UNANIMOUSLY.

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

Carolyn asked where the money for the Community Health Assessment was reflected under Revenues because that money was coming from a grant. Paul said the revenues and expenditures are not shown yet because they don't have a signed contract with the cost yet. When they get the amounts they will show it as dollars received from the grant and dollars received from District funds.

A MOTION was made by Art Yoaps to accept the October 2010 Financial Report. Seconded by Carolyn Wysocki. MOTION CARRIED UNANIMOUSLY.

VII. COMMITTEE REPORTS

a. Finance

Pat said the Finance Committee met last week and there were two things that required motions. The first was to put into the budget and institutionalize the fact that the District will be, for purposes of CPHA, an agency opposed to an individual, increasing the fee to \$125.

A MOTION was made by Pat Checko to put into the budget and change the CPHA membership from an individual (\$45) to an agency membership in the amount of \$125.00. Seconded by Dr. Grant Golub. 8 were in favor (Borrupt, Checko, Doot, Yoaps, Jarema, Wysocki, Sartucci, Golub) 1 opposed (Klatt), MOTION CARRIED.

The second issue discussed was a proposal brought up by Carolyn to take \$10,000 of the Operating Reserve Fund and transfer it into the Capital Account. The Committee is recommending this transfer for the future modernization of computer equipment.

A MOTION was made by Pat Checko to take \$10,000 from the Operating Reserve Fund and transfer it to the Capital Account with the goal of updating the District's technology. Seconded by Carolyn Wysocki. Nancy wanted to make sure that in the future they would be able to vote to take money out of the Capital Account if they needed it for some other use. Kevin said yes, they could do that. MOTION CARRIED UNANIMOUSLY.

The next meeting of the Finance Committee will be held November 30, 2010 from 7-8:30 p.m. in Berlin.

Paul said Hilary is already listed on the CPHA membership. Two more members need to be added. The Board agreed to add Carolyn Wysocki and another staff member to be decided.

b. Governance

The Governance Committee met and established an agenda for the year. They will continue working on the Strategic Plan. They will also continue to review the status and prepare for Accreditation making recommendations to the Board. They will also look at mini Board development sessions. The Governance Committee is going to look at the advocacy role of the Board and look at issues that would help to improve Board meetings and allow the Board to function better.

Work continued on the Strategic Plan. Judy handed out the recommended Strategic Goals from the Committee. It is basically the same as before with a minor change to Goal #3. They are trying to make this an agency Strategic Plan by including input from staff on suggested objectives for the first 3 goals.

A MOTION was made by Judy Sartucci to accept the CCHD Strategic Goals as presented by the Governance Committee. Seconded by Carolyn Wysocki. MOTION CARRIED UNANIMOUSLY.

The Governance Committee continues to review the status of Accreditation. The Committee would welcome any suggestions for Board development sessions.

c. Human Resources

The Human Resource Committee and Finance Committee held a joint meeting regarding the funding for the Health Educator.

A MOTION was made by Nancy Klatt to accept the recommendation of the Joint Human Resources and Finance Committee Report to accept Paul's report regarding the Health Educator and Community Health Coordinator positions excluding the last paragraph. Seconded by Ray Jarema. 8 were in favor (Borrupt, Checko, Doot, Yoaps, Jarema, Klatt, Sartucci, Golub), one abstention (Wysocki), MOTION CARRIED.

*Art Yoaps leaves at 7:11 p.m.

*Art Yoaps returns at 7:13 p.m.

Paul said he would set up a meeting with both the Human Resource Committee and the Finance Committee to discuss the last paragraph of Paul's proposal regarding the funding for the Health Educator.

There was a discussion of how to address the future retirement of the Director of Health and how to address it by the Human Resource and Finance Committees. Kevin said they have had this conversation before and the accountant's recommendation was to not set aside funding for medical benefits at this time. Judy would like to know the exact amount that would be needed for Paul's medical benefits in the event that he retires. She said this is also a Finance Committee issue and should be addressed by them, but should not hold up Paul's Agreement. She also thinks they should get another opinion from an attorney.

Art said there are both financial and legal ramifications that need to be addressed. Paul said he could ask the District's new auditor for his opinion. Judy said it would really be the job of the Chair or Vice Chair to discuss this matter with the Auditor since it involved Paul's contractual agreement with the Board. She said another issue to be addressed in the contract is that of his seniority with the Health District; is it determined when Paul came to work for the Health District or when he began work with the Town of Wethersfield. She suggested that they have another Attorney give his opinion on this topic. She said she is not happy with some

of the decisions the Board makes without appropriate legal counsel.

Carolyn said she doesn't feel comfortable acting on something that is not in front of them.

Kevin said there are two issues. Finance would like to know what the financial impact is of Paul's retirement either now or in the future and how should the Board plan for that. The second issue is related to the agreement and whether it should go to legal review and there is a specific question of longevity. Ray suggested that the next step be a review by an Attorney.

Pat said she would like clarification on the post-retirement benefit issue. Paul said there is no cost to the District for his pension; the only liability is the medical insurance that is part of the agreement. The Committee agreed to send a copy of the agreement to a labor Attorney. Carolyn asked to receive a copy of the draft agreement.

A MOTION was made by Pat Checko to refer the draft agreement to a Labor Attorney for review and recommendation. Seconded by Judy Sartucci. Judy said it should be either Kevin or Ray that deals with the labor attorney and the auditor on this issue. Pat said she would talk to the auditor. **MOTION CARRIED UNANIMOUSLY.**

d. Community Assessment

Pat said, at their meeting the Community Assessment Committee decided that the role of assessment was to be involved in any kinds of assessments that were taken on by the District. At this point in time they include the B.R.F.S.S. type risk assessment, accreditation issues and the assessment associated with the ACHIEVE Grant. They are hoping to be ready with questions for the contractor by January. They have received a contract from Jerry in the amount of \$17,300. The Board needs to discuss where the money will come from. Paul said they agreed to take the portion that was not grant funded from the Operating Reserve Fund.

A MOTION was made by Pat Checko asking the Board to approve Paul's signing of the contract with Jerry Lindsey in the amount of \$17,300. Seconded by Dr. Grant Golub. MOTION CARRIED UNANIMOUSLY.

VIII. OLD BUSINESS

a. CPHA SALBOH

Kevin said with the District's group membership, they would automatically belong to SALBOH. Carolyn agreed.

IX. HEALTH DIRECTOR'S REPORT

a. Status of flu clinics

Statewide attendance at local health department clinics is down, most likely due to the fact that there are more providers. This resulted in a reduction of the total doses administered to date. The District is about \$40,000 shy of what they predicted. Paul will soon be sending out the proposed 11/12 Budget and in that will be the projected flu numbers for 2011. He said they plan on advertising free flu shots for anyone without health

insurance. Pat said that fact really needs to be advertised. Judy said they should advertise not that it is “free”, but that “no one will be turned away”. Nancy suggested sending out a broadcast fax to food service establishments for their workers. Paul said they just got a new copier/printer/fax machine and all the numbers have not been entered yet. He distributed vouchers to all the Human Services Directors in all four towns and let them know they could be handed out to anyone they felt needed a voucher. Pat said they might want to come up with a plan to get any excess flu vaccines out to the high-risk groups.

Paul said there are monies left over from the H1N1 grant in the amount of about \$100,000 for each planning region. The District has submitted an application for the money but they have yet to hear back yet. We also don't have our contract for the base funding yet.

The latest Annual Report was handed out for FY 2009/2010. The Digital Health Department has not launched. Details are being finalized and it is supposed to be launching soon. Paul said there is \$6,000 under computer use for maintenance costs that will not be charged until next fiscal year. Some Board members said they would like to see a picture of the Board in the next Annual Report.

X. NEW BUSINESS

Carolyn pointed out that there are two vacancies on the Board for Newington. She suggested contacting the Mayor to state the situation. Carolyn said they should send a letter to the Town Manager and all Board members should talk to friends and acquaintances to see if there is any interest. He said he would also contact the Mayor and the Chairs of the Democrat and Republican Town Committees.

XI. OTHER

a. Acting Director of Health

Judy expressed concern from a liability standpoint about the Acting Director of Health. She said the Board is supposed to officially appoint the Acting Director and she isn't sure that has been done. Pat said no one could officially act as Acting Director of Health unless the Commissioner has signed off on the request. Paul said Nancy has been authorized by the Commissioner to serve as the Acting Director of Health and she is the only staff person that has been authorized. Paul said there are times when neither he nor Nancy may be available and they would need to appoint another Acting Director of Health to cover. Judy said she had some ideas that they could discuss in the Human Resources Committee meeting.

A MOTION was made by Art Yoaps to appoint Nancy Brault to act in the capacity of Director of Health in Paul's absence. Seconded by Dr. Grant Golub. MOTION CARRIED UNANIMOUSLY.

Kevin asked the Board to think about whether or not they should establish a subcommittee to handle the issue of technology. He asked Paul to look at the options for creating a unified network. Judy noted that the Town Halls are all using virtual servers and the Health District is behind the times. Paul said he would investigate consultants who would be able to advise the District on how to create a unified network.

A MOTION was made by Nancy Klatt to adjourn. Seconded by Dr. Grant Golub. MOTION CARRIED UNANIMOUSLY.

Meeting adjourned at 8:13 p.m.

Respectfully submitted,

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