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(Approved working notes)

**BOARD OF HEALTH
MEETING OF November 19, 2009
NEWINGTON TOWN HALL**

I. CALL TO ORDER AND ATTENDANCE

Chairman Kevin Borrup called the Thursday, November 19, 2009 meeting of the Central Connecticut Health District Board of Health to order at 6:32 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
Amanda Hurwitz
Art Yoaps
Paul Hutcheon, M.P.H., R.S. Director of Health

Excused: Ray Jarema
Carolyn Wysocki

Staff: Eileen Knapp, Recording Secretary

Quorum

II. PUBLIC FORUM - Town Managers invited

None.

III. REVIEW AND REORDER OF AGENDA

No changes.

IV. COMMUNICATIONS

The 18TH Annual NALBOH Conference will be held in Omaha, Nebraska on August 5-7, 2010.

Dr. Golub handed out an article titled "Cell Phones and Brain Cancer – Jury's Still Out."

Judy, Pat and Ray attended the CPHA meeting. Ray presented in a session on drinking water – federal and

state perspectives. All agreed that it was a good conference.

V. REVIEW AND APPROVAL OF WORKING NOTES (October 8 & October 15, 2009)

A MOTION was made by Judy Sartucci to accept the October 8, 2009 minutes and working notes with changes. Seconded by Pat Checko. MOTION CARRIED UNANIMOUSLY.

A MOTION was made by Pat Checko to approve the minutes and working notes of the October 15, 2009 meeting with changes. Seconded by Judy Sartucci. MOTION CARRIED UNANIMOUSLY.

VI. REVIEW AND APPROVAL OF FINANCIAL REPORT (October 2009)

A MOTION was made by Nancy Klatt to approve the October 2009 Financial Report as presented. Seconded by Amanda Hurwitz. Paul noted that they are planning to adjust this Financial Report to include all of the changes that the Board has made this year and also to update the budget spreadsheet and include the Emergency Preparedness monies. **MOTION CARRIED UNANIMOUSLY.**

VII. COMMITTEE REPORTS

a. Finance

Per Capita Grant Application – Paul said Board members received a memo on the suggested uses for the additional monies the District is getting.

A MOTION was made by Pat Checko that the Board accept the recommendation of the Finance Committee to amend the budget based on the increased per capita rate, to fund both the salon inspector and to increase the hours of the part-time secretary and also to set aside funds in the amount of \$1,500 so the Director of Health may attend the NACCHO meeting. Seconded by Nancy Klatt. MOTION CARRIED UNANIMOUSLY.

Judy said she attended the Finance Committee meeting and thought they agreed that the Governance Committee should look at some amendments to the language about a super majority being needed if there was a change in the budget that would have some impact on the town's per capita rate. The Board agreed that Governance should discuss this issue.

Paul said they received a renewal request for \$195 for the American Public Health Association (APHA) membership, which was eliminated in the budget. This was referred to the Finance Committee.

b. Governance

The Governance Committee did not meet. An agenda has been sent out to Committee members with suggested items for discussion, including redoing the Strategic Plan, By-Laws and the retaining of legal counsel.

c. Human Resources

No report.

d. Special Committees

Community Assessment: Pat said they have been working on drafting the Community Health Report Card and are close to a first draft. She asked for permission to present it at the December meeting.

Contingency Planning Committee: The Committee met November 2nd with 3 of the four Social Service Directors in the District. They agreed that there was no way to come up with a specific way to identify people who would be in need of seasonal influenza vaccination. One idea that was discussed was to target food service workers who might not be covered by insurance. Pat asked if the Committee would be moving on to discussions about contingency planning. Nancy said they are putting to rest the idea of a flu waiver for the moment and plan to start talking about contingency planning.

Program Evaluation: The committee met November 17th and discussed developing a common definition of "program evaluation". They agreed that evaluation needs to be tailored to each program and needs to include client satisfaction, determination of appropriate measurable outcomes and an assessment of whether or not the appropriate population was served. The Committee decided to begin by educating themselves on programs funded by the Asthma Grant and by the Dental Grant. One of these programs will be selected and the Committee will begin to develop performance measures appropriate for that program. Paul handed out copies of the two grants they want to take a look at. He said there are evaluations and follow-up involved in both of them.

Capital Improvement Committee: No report.

Regionalization Committee: No report.

VIII. OLD BUSINESS

a. CY 2010 Meeting Dates

The memo with the 2010 meeting dates was handed out and now includes the locations of the meetings.

IX. HEALTH DIRECTOR'S REPORT

Paul distributed an H1N1 Situation Report updating the Board on the District's vaccination efforts. The State Health Department has allowed the expansion of the priority groups to 25-64 year olds with chronic medical conditions provided you have available vaccine to do so and you have adequately served the existing priority groups. School clinics have not been run yet because we don't have enough vaccine to do them yet. Judy and Dianne extended their compliments and appreciation for the work the staff has done to coordinate the clinics and keep them running smoothly. Art suggested granting the volunteers recognition for their efforts when the clinics are completed.

Paul said the Program Evaluation Committee is supposed to be taking a look at what to do with the Federal Preventative Block Grant monies next fiscal year. The Board will have to decide what percentage of the money they get from the Block Grant they want to apply to cover salaries for staff versus what percent they want to apply to run the programs.

Paul checked with our insurance carrier, CIRMA, and they do provide a surety bond under the master policy in the amount of \$100,000. A surety bond is insurance in the event that funds are mishandled in some way.

X. NEW BUSINESS

a. Komen Foundation of CT Grant Application

Due to the timing of the submittal this proposal was sent to Board members via e-mail. Eight responses indicated "Yes" to submit so the grant was sent in.

A MOTION was made by Dr. Grant Golub to affirm the e-mail poll to send in the Komen Foundation of CT Grant. Seconded by Dianne Doot. MOTION CARRIED UNANIMOUSLY.

b. Lead Grant Application

Paul said they have yet to receive forms to detail how we would use the money but they know the dollar amount and can approve the acceptance of the dollar amount. He said he plans to use the majority of the money to cover the staff positions involved in all the work they do for the Lead Program. A small amount of the money he suggests using to contract with a licensed lead inspection company.

A MOTION was made by Judy Sartucci to approve the acceptance of the Lead Program Grant Funds in the amount of \$13,189. Seconded by Nancy Klatt. MOTION CARRIED UNANIMOUSLY.

c. Office of Women's Health Grant Application

Paul said ¼ of the amount is to be applied to salaries but the bulk of this grant is used to offer the services as far as educating the women in the District that heart disease is the number one killer among women.

A MOTION was made by Pat Checko to accept the Office of Women's Health Grant in the amount of \$5,000. Seconded by Nancy Klatt. MOTION CARRIED UNANIMOUSLY.

d. Chronic Disease Management Grant Application

Paul said this is a project that's going to go through the Asthma Coalition.

A MOTION was made by Nancy Klatt to accept the NACDD Grant Application in the amount of \$75,000 for ACHIEVE-Chronic Disease Management. Seconded by Art Yoaps. MOTION CARRIED UNANIMOUSLY.

e. Formation of a CT Association of Local Boards of Health with the CPHA

Judy gave a report in Carolyn's absence on a recent meeting with the Connecticut public Health Association (CPHA) and representatives from other local boards of health in CT on the formation of a State Association of Local Boards of Health (SA:BOH). Carolyn is very active with NALBOH as its New England Representative on its board of directors. She has been interested in forming a State Association of Boards of Health in CT for some time. There is interest in establishing a forum for local Boards of Health in CT for networking, board education and support. A representative from NALBOH presented an overview of SALBOH's and information on grant monies available to explore and set up a state level group. He also described Nebraska's experience in setting up a SALBHO under the Nebraska PHA. CPHA is interested in pursuing this and possibly creating a special interest group with CPHA for local boards of health. There are two grants

available to look at the interest and need for this type of group.

Kevin said he already told Carolyn that he is against any formation of a new independent association of boards of health in Connecticut because of the money, time and effort involved. He does, however, support the idea of the association as a special group under CPHA.

f. FY 08/09 audit presentation

Paul said the presentation should be ready for the December meeting. He will send copies of the audit prior to the next meeting if they are available.

g. Review of the Board Member Contracts with CCHD

Judy and Amanda are interested in contracting with the District to work at the H1N1 Clinics and according to the By-Laws and the Conflict of Interest Policy this needs to be reviewed and approved.

****Judy Sartucci and Amanda Hurwitz leave the room at 7:49 p.m.**

Kevin said he doesn't see any problem with this issue. Judy and Amanda are being paid the same as any other nurse working at the clinics.

Art Yoaps made a MOTION that there is not a conflict of interest with Judy Sartucci and Amanda Hurwitz's contracts in the Central Connecticut Health District. Seconded by Nancy Klatt. MOTION CARRIED UNANIMOUSLY.

Kevin will check to make sure all conflict of interest policies have been signed and returned.

****Judy Sartucci and Amanda Hurwitz resume their seats at 7:51 p.m.**

h. Appointments to Standing Committees and Special Committees

Kevin said he received a request through Judy to appoint Carolyn to the Governance Committee. Pat requested that Nancy be put on the Finance Committee.

A MOTION was made by Art Yoaps support the nominations appointing Carolyn Wysocki to the standing Governance Committee and Nancy Klatt to the standing Finance Committee. Seconded by Dr. Grant Golub. MOTION CARRIED UNANIMOUSLY.

Since the Governance Committee and the Regionalization Special Committees overlap in membership. Judy said it would make sense to dissolve the Regionalization Special Committee and charge the Governance Committee with that topic area.

A MOTION was made by Dr. Grant Golub to dissolve the Regionalization Committee and roll their responsibilities into the Governance Committee. Seconded by Amanda Hurwitz. MOTION CARRIED UNANIMOUSLY.

i. CY 2010 Holiday Schedule

The Board approved the CY2010 Holiday Schedule.

XI. OTHER BUSINESS

Each member of the Board introduced themselves for the members of the public that were present.

Art asked if staff would be invited to a future Board meeting. Judy suggested discussing it after the H1N1 Clinics have been completed.

A MOTION was made by Pat Checko to adjourn. Seconded by Grant Golub. MOTION CARRIED UNANIMOUSLY.

Meeting adjourned at 7:55 p.m.

Respectfully submitted,

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