



Central Office: 505 Silas Deane Highway, Wethersfield, CT 06109 Phone (860) 721-2822 Fax (860) 721-2823
Berlin: 240 Kensington Road, Berlin, CT 06037 Phone (860) 828-7017 Fax (860) 828-9248
Newington: 131 Cedar Street, Newington, CT 06111 Phone (860) 665-8586 Fax (860) 665-8533
Rocky Hill: 761 Old Main Street, Rocky Hill, CT 06067 Phone (860) 258-2770 Fax (860) 258-2767
www.ccthd.org

**BOARD OF HEALTH
MEETING OF NOVEMBER 20, 2008
NEWINGTON TOWN HALL**

Approved working notes

I. CALL TO ORDER AND ATTENDANCE

Chairman Nancy Klatt called the Thursday, November 20, 2008 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: Nancy Klatt, Chairperson
Patricia Checko, Vice Chairman
Ray Jarema
Dianne Doot
Kevin Borrup
Arthur Yoaps
Amanda Hurwitz
Judith Sartucci (arrives at 6:40 p.m.)
Carolyn Wysocki (arrives at 6:40 p.m.)
Paul Hutcheon, M.P.H., R.S. Director of Health

Quorum

The newest board member, Ray Jarema introduced himself to the Board. He is employed with the State Health Department. Kevin Borrup reintroduced himself, he is a former board member who has been reappointed as a Newington representative replacing Andrea Urciuoli.

II. AUDIENCE OF CITIZENS

Mr. Chris Corcoran of West Hartford addressed the Board. He works for Clean Water Action and the Coalition for a Safe and Healthy Connecticut. The Coalition is very focused on the issue of toxic chemicals and he wanted to speak in support of the Healthy Cleaning Products Resolution being considered tonight. Scientists have linked many of the chemicals in cleaning products to serious health effects including developmental disorders, birth defects, asthma and even cancer. Many municipal buildings and schools use these unhealthy products yet safe, healthy cleaning alternatives do exist. Mr. Corcoran said educating the public to the dangers of exposure to cleaning products with toxic chemicals must be a priority. He encouraged the Board to adopt this resolution and to offer support to member towns in its implementation.

Pat Checko asked how the District could practically adopt the resolution and effect change in the member towns. Mr. Corcoran noted the need to educate the public of the dangers of toxic chemicals and making them aware of the healthy alternatives. The Coalition has a lot of information on this topic available on its website. Pat asked what other districts have passed this type of resolution. Mr. Corcoran said they are working on Bridgeport, New Haven, Portland and Essex. Hartford has already passed a resolution.

Ms. Molly Wolscam of Rocky Hill addressed the Commission. She also is in favor of the Healthy Cleaning Products Resolution. She read an excerpt from Ready, Set, Green about the hazards of toxic cleaning products. She would like to see Rocky Hill pass a similar resolution.

There was a discussion about changing the agenda. The Board discussed whether or not to add to the agenda an Executive Session to discuss several issues including Board member appointment issues. The consensus of the Board was not to go into Executive Session.

A MOTION was made by Art Yoaps to move the auditor's presentation up on the agenda following the audience of citizens. Seconded by Kevin Borrup. All were in favor, MOTION CARRIED UNANIMOUSLY.

A MOTION was made by Dianne Doot to move the Healthy Cleaning Products Resolution up on the agenda following the review and approval of the Financial Report. Seconded by Judy Sartucci. All were in favor, MOTION CARRIED UNANIMOUSLY.

IX. a. FY 07/08 Audit Presentation

Ms. Carolyn Geyson, Certified Public Accountant gave a presentation noting the highlights of the FY 07/08 Audit. When she finished she answered questions from the board members.

Pat asked why the original budget and final budget differ under the State Per Capita in the amount of \$43,000. Ms. Geysen said the State changed the allocation amount for all towns after the original budget was presented. Pat asked the auditor if she could make any recommendations to the board regarding things they should be concerned about. Ms. Geysen said the auditor is not supposed to be a consultant to the District. She noted that Cheryl Kissinger has done a fantastic job of keeping track of all the grants. She said the only thing she could report would be deficiencies and she said the District has no deficiencies. Pat said she would like the record to show that the Board does thank Cheryl for the incredible work she does and they understand and appreciate how difficult it is. Art suggested putting a letter to that effect into her personnel file.

Judy said she would like to see monthly or quarterly reports on the Emergency Preparedness Grant because this is not part of the monthly fiscal report. Paul said he could provide quarterly reports for the Board.

A MOTION was made by Art Yoaps to accept the FY 07/08 Audit as presented. Seconded by Pat Checko. All were in favor, MOTION CARRIED UNANIMOUSLY.

III. COMMUNICATIONS

The Board received a resignation letter from Andrea Urciuoli effective October 31, 2008.

Town Manager John Salamone sent a letter regarding the terms of appointments of Board Members. It is Newington's policy to appoint members to vacant positions for the remainder of the unexpired term and then for a full term thereafter. To appoint representatives to a full term whenever a vacancy occurs would run contrary to that policy. He is the only Town Manager who responded to the letter sent by the CCHD on October 10, 2008.

IV. REVIEW AND APPROVAL OF MINUTES

A MOTION was made by Pat Checko to approve the September 18, 2008 minutes as amended. Seconded by Judy Sartucci. 7 were in favor (Klatt, Sartucci, Doot, Checko, Yoaps, Hurwitz, Wysocki) 2 abstentions (Borrupt, Jarema)

Minutes of the October 2008 meeting were not approved because the meeting was cancelled.

V. REVIEW AND APPROVAL OF FINANCIAL REPORT (September and October 2008)

A MOTION was made by Pat Checko to approve the Financial Reports for September and October 2008. Seconded by Amanda Hurwitz. All were in favor, MOTION CARRIED UNANIMOUSLY.

VII. (b). Healthy Cleaning Products Resolution

Carolyn said this is a topic other Health Districts are working on and it is a public health issue. She did revise the resolution and in addition to encouraging the other 3 towns to adopt their own resolutions she added that the CCHD, itself, would also practice using non-toxic cleaning products in their workplace. The CCHD will also work to inform the public of the hazards of toxic cleaning products.

Pat asked how the wording of the resolution impacts our staff, district and programs. She said there is nothing in our budget for this type of programming. Judy said she thinks that we may get a better response from the member towns now that the District is adopting the resolution themselves.

A MOTION was made by Amanda Hurwitz to accept the Healthy Cleaning Products Resolution. Seconded by Carolyn Wysocki. Pat suggested that in addition to adopting it the best way to influence the other 3 towns is to work with Berlin to get information about their transition. She asked Carolyn to take the lead on working with Berlin. Carolyn said this type of program is something they might want to consider adding to the budget next year. Art suggested partnering with an organization to work with the towns to make the change. **All were in favor, MOTION CARRIED UNANIMOUSLY.**

VI. COMMITTEE REPORTS

a. Finance (Capital Improvement Reserve Fund Policy Resolution, Financial Reserve Fund Policy Resolution)

No report. The next meeting will be in December.

There was a discussion about the need for the Capital Improvement Reserve Fund Policy Resolution and the Financial Reserve Fund Policy Resolution that were in the Board packet. The Capital Improvement Reserve Fund Policy and the Financial Reserve Fund Policy were already adopted by the Board last March so no further action is needed. Copies of the resolutions in the Board Packet were meant for filing by board members in their board manuals under the respective policies.

Paul distributed hard copies of the draft FY 09/10 budget as it exists today along with the budget notes. Judy also asked if Paul could make available to the Board the Health District's response to the annual survey of local health departments required by DPH. Paul said he would make a copy available to interested board members.

b. Governance

Judy was voted the new chair of the Governance Committee. She thanked Andrea in abstentia for her help with the committee. Right now the committee is working on a draft related to the handling of public hearings and revising the Conflict of Interest Policy. The Governance Committee has also taken on the Strategic Planning process.

c. Human Resources

Dianne said the Human Resource Committee worked on the Overtime Policy. They estimated the overtime paid in a year to be about \$2,600. Pat wondered whether the Director and the Chief of Environmental Health should earn overtime and/or comp time instead of just taking time when they needed it. Paul said he never takes time off without accounting for it either as sick time, vacation time or comp time. Dianne said this was the policy that Paul was hired under so they decided to keep it the same. It is something to consider if they ever hire another Director.

A MOTION was made by Amanda Hurwitz to accept the Overtime Policy as presented. Seconded by Arthur Yoaps. 8 were in favor (Klatt, Yoaps, Jarema, Sartucci, Checko, Wysocki, Hurwitz, Doot), one abstention (Borrupt), MOTION CARRIED.

There was a discussion about whether or not employees who have overtime currently on the books should have the option to get paid retroactively.

A MOTION was made by Judy Sartucci to give employees with comp time currently on the books the option of being paid within the next time period, per the new Overtime Policy. Seconded by Amanda Hurwitz. All were in favor, MOTION CARRIED UNANIMOUSLY.

Pat asked that Paul send a memo the all employees explaining how this would work in the future. Carolyn asked about Paul's objectives. Dianne said Human Resources discussed and accepted the objectives. Carolyn said the Board has to accept them. This will be added to the December agenda.

VII. OLD BUSINESS

a. Strategic Planning (October 2008 updated report; FY 07/08 Discretionary Program Report; Top Public Health Priorities Chart; Tri-County Colo. Board Orientation Manual)

Strategic Plan: The Board agreed to put Strategic Planning on the December agenda.

FY 07/08 Discretionary Program Report: The Board received copies detailing program attendance. Carolyn said she would like to see a report showing a comparison of previous years attendance totals to track trends. She said the notation of "no cost to the District" is really misleading. Paul said when it says "no cost to the District" that does not include staff time, but contractors are providing the service. Pat said she would go over the report with Paul.

Top Public Health Priorities Chart: The Board received a report prepared by Hilary showing the topics of concern, what is in place now and ideas to address these topics. Pat said she doesn't think using the Community Health Assessment Report should be the only tool the District uses to decide what the community's needs are. There was a discussion about the possibility of the District conducting lead screenings in the future.

Tri-County Colorado Board Orientation Manual: Paul said this manual included a “job description” for Board members, which he found interesting. This was referred to the Governance Committee.

VIII. HEALTH DIRECTOR’S REPORT

a. CADH Pandemic Flu tabletop exercise proposal

Board members received copies of the CADH proposal along with a follow-up letter from CADH to assist the District in overseeing the design and evaluation of a tabletop exercise focused primarily on pandemic flu. The cost would be \$8,000. The majority of the cost would probably come from Emergency Preparedness monies. The District is also currently running under budget so there are additional funds if needed.

A MOTION was made by Pat Checko to go forward with the proposal and sign a contract with CADH before the end of the year. Seconded by Amanda Hurwitz. All were in favor, MOTION CARRIED UNANIMOUSLY.

b. Flu Clinic update

Paul said they had anticipated bringing in \$18,000 above expenditures this year for flu vaccines. The real amount of profit is close to \$64,000. Next year Paul will be budgeting for this amount.

c. Community Health Report Card

Board members received copies of the Community Health Report Card along with the Annual Report. Paul will be presenting the annual report to the Town Councils. Judy asked that he notify the Board Members when the presentation is being given in their towns.

Paul said they have updated the report on how good of a job they do on meeting their mandates with regard to inspections of mandated facilities. For food establishments they are averaging 95-100% of the mandated inspections.

The salon inspector has resigned. Paul is considering replacing her with a former District sanitarian that is looking for part time work. Right now almost 50% of the salon inspections are completed.

There was a report distributed listing a summary of grants that the District holds.

The annual report has been printed and will be distributed shortly.

Judy asked that Paul include in his monthly report to the Board the names and towns of restaurants and other entities that have formally appealed under law an order he has issued as Director of Health. Judy and Carolyn felt this is public information and of importance to the Board should further legal action be needed. There was a discussion of whether or not to include that in the Director’s report. Pat said if you really wanted to know Paul could answer that at the meetings but she didn’t feel it should be put in the report. Most Board members agreed with the way the report is written and asked that it be kept the same.

Judy asked if the annual report that was sent to the DPH was available on line. Paul said he could get her a copy of it.

Carolyn asked why the report on communicable diseases was now limited to only 4 diseases. Paul said they

are only reporting on cases for which they have confirmatory findings. A lot of the reports didn't represent true disease. Pat said she and Paul are working on a way to report the findings in a way that is more meaningful.

Carolyn asked about the meeting Paul attended in Berlin about the indoor air quality at Town Hall. Paul said they are still following up on the conditions that were found 1 ½ - 2 years ago. This meeting was a status report to go over how well they have done with the work that they completed. He was not involved in the situation at the middle school.

Carolyn said Berlin did do the Tools for Schools training. She stated that out of 159 school districts in the state, 20 have not had this training. Two of those 20 are Wethersfield and Rocky Hill. She would like to see the Health Department get involved in encouraging them to have it because it is a mandate. Paul said he has tried many times and they have yet to do the training. Rocky Hill has created an indoor air quality program modeled after Tools for Schools.

IX. New Business

a. FY 07/08 audit presentation

This item was moved up on the agenda.

b. CY 2009 meeting dates

A MOTION was made by Amanda Hurwitz to accept the meeting dates for CY 2009. Seconded by Dianne Doot. All were in favor, MOTION CARRIED UNANIMOUSLY.

c. Emergency Preparedness Grant revision – Cities Readiness Initiative (CRI)

A MOTION was made by Kevin Borrup to approve the Emergency Preparedness Grant revision related to Cities Readiness Initiative (CRI). Seconded by Amanda Hurwitz. All were in favor, MOTION CARRIED UNANIMOUSLY.

X. OTHER

No discussion

A MOTION was made by Pat Checko to adjourn. Seconded by Kevin Borrup. All were in favor, MOTION CARRIED UNANIMOUSLY.

Meeting adjourned at 8:54 p.m.

Respectfully submitted,

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