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(Unapproved working notes)

**BOARD OF HEALTH
MEETING OF DECEMBER 15, 2011
BERLIN COMMUNITY CENTER, ROOM 4
Working Notes**

I. CALL TO ORDER AND ATTENDANCE

Chairperson Judy Sartucci called the Thursday, December 15, 2011 meeting of the Central Connecticut Health District Board of Health to order at 6:35 p.m.

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

Excused: Nancy Bafundo

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

Quorum

II. PUBLIC FORUM

None.

III. REVIEW AND REORDER OF AGENDA

Enzo added a discussion of the Board funding a Holiday Party for the Staff under New Business.

Paul added a discussion of the CCMC contract under the Director's Report.

A MOTION was made by Grant Golub to approve the agenda as amended. Seconded by James Streeto. MOTION CARRIED UNANIMOUSLY.

IV. COMMUNICATIONS

Carolyn passed around two flyers, one having to do with the Mercury Thermostat Prevention Act and the other including additional information on Environmental Illnesses.

Paul passed around 2 issues of the American Journal of Public Health.

V. REVIEW AND APPROVAL OF MINUTES AND WORKING NOTES (November 17, 2011)

James said he found the minutes of the Breast Cancer Evaluation Committee to be misleading and incomplete. The two charges of that Committee were to evaluate the statistical significance of the late diagnosis of breast cancer in Wethersfield and to respond to the article in the Courant if it was felt to be necessary. He said there was no charge to evaluate the Komen Grant and he has never even seen a copy of the Grant. Judy asked that this discussion be continued under the Committee Reports portion of the meeting.

A MOTION was made by Pat Checko to approve the minutes and working notes of November 17, 2011 as amended. Seconded by Grant Golub. MOTION CARRIED UNANIMOUSLY.

VI. OFFICER AND STAFF REPORTS

a. Chairperson's Report

No report.

b. Treasurer's Report – approval of Financial Report (November 2011)

By consensus, the Board agreed to receive the Financial Report on a quarterly basis beginning with the December 2011 report in the January 2012 meeting packet.

A MOTION was made by Grant Golub to approve the November 2011 Financial Report. Seconded by Dianne Doot. MOTION CARRIED UNANIMOUSLY.

c. Director of Health Monthly Report

Hilary gave an overview of the ACHIEVE (Action Communities for Health Innovation and Environmental Change) Grant offered by the Connecticut Department of Public Health with funding from the Connecticut Cancer Partnership. This is not a "program" grant but a policy change type grant. This is a 2-year, \$50,000 grant that follows the CCHD Strategic Plan related to Goal #2, Supporting Good Health at Every Age, and Strategic Objective #2, Promoting Community, Homes, and School Environments that Increase Physical Activity, Health and Nutrition and Reduce Disease Risk Factor, and Strategic Goal #4, Quality of Service, Strategic Objective #3, Engage Community and Health Improvement Planning. The Districts objective for this grant is to empower the community to increase opportunities for healthy lifestyles through initiatives for policy, system and environmental change in the area of chronic disease management including cancer, heart disease and obesity.

Paul said the first step is to compile and evaluate the data from the assessment. After that they can develop an action plan to address the areas of concern. He said they would update the Board after an action plan has

been developed.

CCMC Grant: (Kevin recused himself from voting on this Grant as he is employed by CCMC and is the Principal on this Grant.) Hilary said CCMC received a grant through Allstate Foundation for a media campaign on Teens Promoting Responsible Driving Behavior. The District would receive \$1,500 to assist with coordination of the program with the chosen high school(s) working with teens and advertising consultants to develop safe driving messages to appear in local media. Each school will receive \$750 upon completion of the grant. Hilary would serve as the liaison between CCMC and the high school. Each high school in the District has the opportunity to apply for participation in this Grant.

Carolyn didn't think it was realistic to think that Hilary would only be spending an hour a week on this grant. Kevin felt 1 hour a week was adequate because Hilary would only be serving as a liaison representing public health by providing information in needed.

Enzo said he would contact the Newington High School Vice Principal to encourage him to consider applying for this grant. Kevin noted that more than one high school in the District could apply and be chosen to participate in this grant.

A MOTION was made by James Streeto to approve the Health District entering into an agreement with CCMC regarding the Teens Promoting Responsible Driving Behavior. Seconded by Art Yoaps. 9 were in favor (Sartucci, Checko, Doot, Jarema, Streeto, Yoaps, Wysocki, Pistritto, Golub), 1 abstention (Borrup), MOTION CARRIED. (Kevin recused himself from voting on this and only participated in the discussion to provide information.)

Director's Report: Paul said Medicare has a new program for billing for flu shots, which includes a charge of \$500.

A MOTION was made by Art Yoaps to approve the submittal of the Medicare Enrollment Form including the payment of a \$500 fee. Seconded by Carolyn Wysocki. MOTION CARRIED UNANIMOUSLY.

Paul said the District has another grant opportunity regarding Quality Improvement Training through the National Network of Public Health Institute for \$5,000. Grants will be awarded to local health departments, and will include 15 hours of individualized quality improvement assistance from a QI coach to support local health departments to be more efficient and meet the PHAB accreditation standards. Paul has already signed up for a webinar on December 19th and a letter of intent is due before the next Board meeting.

A MOTION was made by Kevin Borrup to authorize Paul to submit a letter of intent and prepare an application for the Quality Improvement Award Program. Seconded by Art Yoaps. MOTION CARRIED UNANIMOUSLY.

Paul said every year around the first of the year he sets up meetings at the District's Town Council meetings to do a PowerPoint presentation on the District's activities. They will be going in front of the Wethersfield Town Council on January 17th. Board representatives from each Town are encouraged to attend these meetings.

Pat suggested looking at the timing of these presentations. There was a discussion of when would be the best

time for this to be done. Judy suggested doing it in the fall. Paul said the presentation is based on the Annual Report and that report is not always ready by October. Kevin said the District usually gets positive feedback from the Towns when they do this presentation and it isn't tied to the budget, which he feels is important. The Board agreed to leave the timing of the presentations as is for the time being. Judy suggested taking a look at the timing for next year.

d. Staff Monthly Reports

Carolyn asked if anything is being done to improve the District Town's responses to providing shelter in the event of future storms. Paul said that is going to be a topic of discussion for all communities involved in the storm. The Capital Region Emergency Planning Committee will be convening to work on some of these issues, focusing on the special needs population.

Carolyn asked if the 755 routine inspections for food service establishments included the inspections done as a result of the storm. Paul said it does and there were roughly 250 inspections associated with the storm.

VII. COMMITTEE REPORTS

a. Finance

Pat said the Finance Committee is working on draft 2 of the budget. They are still working on the medical and dental piece of the budget. They agree that they need to establish a trust fund of about \$20,000 per year for the agreement they have regarding the Health Director's Retirement.

The Finance Committee will be making recommendation to increase their Operating Reserve Fund to 35% of expenditures.

The Finance Committee had a lengthy discussion about what to do regarding their commitment to the accreditation process at this point. This would involve a \$30,000 expense to the District, which would equal an additional .33 cents to the per capita amount. The Finance Committee feels the accreditation process is important but that they should not raise the per capita amount based on it at this time since they don't know what their commitment level to the process is. It was the consensus of the Committee that if the Board does want to move forward this year and they do want to set aside monies, that those monies would come out of the Operating Reserve Funds.

The Finance and Human Resources Committees held a joint meeting with Chris Monroe attending to discuss employee health and medical benefits. Their options are to go out on their own as a small employer with 8 employees or look at the possibility of participating in the State plan. They did just receive information that the State plan may be delayed until further analysis of the State's risk can be determined. Chris Monroe is still investigating all options.

Carolyn said she sent an e-mail to everyone listing a couple of different grants she found that are in line with the District's number one goal of Promoting Healthy, Natural and Built Environments that Protect Human Health and Safety. She suggested that Board members and staff research these available grants to see what is applicable as alternate sources of funding. Paul said he and Hilary will try to keep up to date on the available grant opportunities.

Pat asked if the Board wanted to vote today on an increase to 35% in the set-aside amount for Operating Funds or wait to vote on it when approving the budget. The Board agreed by consensus to vote on the increase when they approve the budget.

Judy asked Paul to brief the Board on the CADH Grant related to capturing insurance reimbursement for flu shots. Paul said the CADH received a grant that will allow them to examine the barriers for local health departments to bill private insurance carriers and to try to break down those barriers and open up health district's ability to bill private insurance carriers. CADH intends to put out an RFP to select the health departments to participate in this program.

b. Governance

The Governance Committee adopted their agenda for 2012 including the following:

- Complete a new fee policy for the Board.
- Draft Bylaw changes as requested.
- Periodically review issues that will improve Board meetings and help the Board to function better.
- Suggest and plan mini development sessions at board meetings.
- Monitor the Board overall implementation of the Strategic Plan.
- Monitor for the Board their steps toward accreditation.

Paul is working on a survey of how other health departments handle fees for non-profits. A final draft should be available next month. Board members were asked to submit any suggested changes for the Bylaws.

c. Human Resources

A MOTION was made by Pat Checko to go into Executive Session for the purpose of discussing some personnel issues and issues around the Director of Health Evaluation. Seconded by Grant Golub. MOTION CARRIED UNANIMOUSLY. (The following people were present in the Executive Session meeting, Sartucci, Checko, Wysocki, Golub, Jarema, Streeto, Doot, Yoaps, Pistritto and Hutcheon)

Into Executive Session at 7:50 p.m.

Out of Executive Session at 8:14 p.m.

A MOTION was made by Kevin Borrup that the only documents to appear in Paul's Performance Appraisal is the Executive Summary that was done and previously approved and the rating scale that was revised in October. The attached individual comments and suggestions should be destroyed. Seconded by Art Yoaps. 9 were in favor (Sartucci, Checko, Doot, Pistritto, Jarema, Yoaps, Streeto, Golub, Borrup) one opposed (Wysocki), MOTION CARRIED.

Judy said the Human Resource Committee is looking to put into writing current and appropriate agreements with all of our providers. Judy feels that if a service is being sponsored or provided by the District they then have a certain amount of liability and legal obligations. There was a discussion of whether or not to consult an Attorney on the proper wording of the agreements. Two areas of concern included the Foot Care Clinics and Prescription Consultations with a doctor.

The Board agreed by consensus that it is necessary to set up the agreements with our providers. Kevin noted that in the future the District may incur a lot more Attorney fees if they decide to change their previous

practices of having “informal” agreements and/or arrangements.

A MOTION was made by Art Yoaps to authorize Paul to contact the Attorney for guidance or a template on entering into Letters of Agreement with the District’s various professional providers. Seconded by Grant Golub. MOTION CARRIED UNANIMOUSLY.

d. Breast Cancer Evaluation Committee

Discussion moved to next Board meeting.

e. IT Committee

No report.

VIII. OLD BUSINESS

a. Accreditation – next steps

Judy said she and Paul have talked about where to go next regarding Accreditation. They could pursue funding, leverage money as they did with the Community Assessment or look at bringing the Agency into compliance with the items that were already grant funded.

Kevin said the Finance Committee is suggesting moving forward with the Accreditation process without dedicating any fixed monies to it, trying to attract money and authorizing Paul to take money out of the Operating Account to pay for anything authorized by the Board with a goal of completing the Accreditation process by July 1, 2014.

A MOTION was made by Carolyn Wysocki to proceed going forward with the Accreditation Process, without dedicating any fixed monies to it, trying to attract money and authorizing Paul to take money out of the Operating Account to pay for anything authorized by the Board with a goal of completing the Accreditation process by July 1, 2014 as recommended by the Finance Committee. Seconded by Jim Streeto. MOTION CARRIED UNANIMOUSLY.

b. NPHPSP Pilot Governance Tool-follow-up October 24, 2011 work session

No report.

IX. NEW BUSINESS

Enzo brought up the idea of funding the cost of a staff pizza party for the holidays at the next staff meeting.

A MOTION was made by Carolyn Wysocki to authorize the funding of a staff holiday pizza party at the December staff meeting. Seconded by Grant Golub. MOTION CARRIED UNANIMOUSLY.

X. OTHER BUSINESS

No discussion.

XI. NEXT MEETING: January 19, 2012, 6:30 p.m.

XII. ADJOURNMENT

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

Respectfully submitted,

Paul Hutcheon, Director of Health