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(Approved working notes)

**BOARD OF HEALTH
MEETING OF DECEMBER 16, 2010
BERLIN COMMUNITY CENTER, ROOM 4**

I. CALL TO ORDER AND ATTENDANCE

Chairman Kevin Borrup called the Thursday, December 16, 2010 meeting of the Central Connecticut Health District Board of Health to order at 6:40 p.m. in Room 4 of the Berlin Community Center, Berlin, Connecticut.

Present: Kevin Borrup, Chairperson
Pat Checko, Vice Chairperson
Dr. Grant Golub
Dianne Doot
Judith Sartucci
Carolyn Wysocki (arrives at 6:50 p.m.)
Art Yoaps
Ray Jarema
Paul Hutcheon, M.P.H., R.S. Director of Health

Excused: Nancy Klatt

Staff: Eileen Knapp, Recording Secretary

Quorum

II. PUBLIC FORUM

No one was present from the public.

III. REVIEW AND REORDER OF AGENDA

No changes were made.

IV. COMMUNICATIONS

Judy said NALBOH would be sending out the National Profile Survey of all local health boards. She suggested it be sent to the Governance Committee for them to take a look at it before it is returned.

Judy said the Health Rankings have come out and Connecticut was ranked #4 in the country. The Healthy People 2020 Objectives have been launched establishing a 10-year agenda to improve the

nation's health. The Board may want to discuss these when looking at the results of the Needs Assessment.

The Food Safety Modernization Act was approved. This Act includes major changes to food safety laws and increases the regulatory authority of the Food and Drug Administration. Judy said this is something the Board may want to discuss in the future. Pat suggested that Paul get more information about this Act from the NACCHO website.

Paul passed around a thank you letter from NALBOH.

V. REVIEW AND APPROVAL OF MINUTES AND WORKING NOTES (November 18, 2010)

A MOTION was made by Art Yoaps to approve the minutes and working notes of November 18, 2010, with changes. Seconded by Dr. Grant Golub. MOTION CARRIED UNANIMOUSLY.

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

A MOTION was made by Pat Checko to accept the November 2010 Financial Report. Seconded by Dr. Grant Golub. MOTION CARRIED UNANIMOUSLY.

VII. COMMITTEE REPORTS

a. Finance – draft FY 11/12 budget

The Finance Committee is recommending a raise for the Community Health Coordinator as proposed by Paul.

A MOTION was made by Judy Sartucci to accept the recommendation by the Finance Committee for a \$4,000 increase in the annual salary for the Community Health Coordinator effective January 1, 2011 as proposed by Paul Hutcheon. Seconded by Carolyn Wysocki. MOTION CARRIED UNANIMOUSLY.

Pat said she talked to the auditor about the Paul's future post retirement benefits. In the past municipalities didn't have to put serious long-term commitments that they had into the auditor's reports but now it is a reporting requirement even for the Health District. Any future audits must include any liability related to this post-retirement benefit. The Finance Committee discussed what needed to be done to get ready in the event of Paul's retiring.

A MOTION was made by Carolyn Wysocki to go into Executive Session to talk about the post-retirement benefits and work agreement of the Director of Health. Seconded by Judy Sartucci. MOTION CARRIED UNANIMOUSLY. The following people were in the Executive Session, Borrup, Checko, Sartucci, Wysocki, Jarema, Golub, Yoaps, Doot, Hutcheon.

Into Executive Session at 7:05 p.m.

Out of Executive Session at 7:27 p.m.

A MOTION was made by Pat Checko that regarding the Director of Health's Medical Benefits Package the Board hire an accountant to assist the Board of Director's in determining what the long term

liability is and what an appropriate amount would be to set aside annually. **Seconded by Dr. Grant Golub. MOTION CARRIED UNANIMOUSLY.**

A MOTION was made by Pat Checko that the Board create a special fund for the Director of Health's Post Retirement Medical Benefit that is not touchable for other uses and that they begin contributing money to this fund in the new year. Seconded by Dr. Grant Golub. Carolyn wanted to know what would happen to the money if Paul didn't retire until he was 65. Kevin said they would have to get advice at that time from the accountant as to what they should do. **7 were in favor (Borrupt, Checko, Jarema, Yoaps, Golub, Doot, Sartucci), one abstention (Wysocki), MOTION CARRIED.**

Pat said the Finance Committee is hoping to have a draft of the budget to bring to the Board in January.

b. Governance

Strategic Plan and 5 Strategic Goals: Judy said the Governance Committee continues to work on the Strategic Plan and the 5 strategic goals approved by the Board. The Committee is working on Goals 4 and 5 and staff is working on Goals 1-3. The Committee hopes to have a draft strategic plan for the Board to review early in 2011.

Accreditation: Paul and the staff continue work on the self-assessment/inventory. They are hoping to complete this by June 2011. The Governance Committee discussed what potential resources may be needed for the Board to get in position for accreditation. The District has applied for and received the ACHIEVE Grant, which will fund further assessment and a community health improvement planning process.

The Governance Committee is recommending continuing with mini Board development sessions at meetings and they would like to set up a meeting with an attorney to discuss the fiduciary and legal responsibilities of the Board.

A MOTION was made by Judy Sartucci to have the Governance Committee begin work on setting up a mini-session at a date to be determined in 2011 by an Attorney on Fiduciary and Legal Responsibilities of the Board. Seconded by Carolyn Wysocki. Kevin said he would talk to an attorney to find out how much the presentation would cost. **MOTION CARRIED UNANIMOUSLY.**

Judy said the Governance Committee plans to discuss examining the advocacy role for the Board.

c. Human Resources

Kevin said he did get in touch with Atty. Peter Boorman, who is experienced in municipal law and the Attorney is taking a look at Paul's old work agreement and the revised Director of Health work agreement. He hopes to have a report ready for the next meeting.

d. Community Assessment

Pat said everyone should have received a copy of the "almost" final draft of the Assessment. Paul and Pat met with Jerry Lindsey to discuss how the surveys would be done and what the District was looking to get out of the Assessment. There will be publicity to notify the public that they may be getting called. They plan on starting on February 1st and they are promised 400 completed surveys.

A MOTION was made by Judy Sartucci to approve the Community Assessment Survey as presented and to move forward with the survey. Seconded by Ray Jarema. MOTION CARRIED UNANIMOUSLY.

VIII. OLD BUSINESS

Carolyn asked if there was any progress sending letters to Newington to get 2 more Board representatives. Kevin said there has been a lot of contact about that. A letter has been sent to the Town Manager and the Mayor. He said he planned on speaking at the Town Committee meeting in the future. He suggested Paul include this in his report when he goes before the Newington Town Council. Paul said he is working on scheduling presentations before the Town Councils. Paul will be attending the January 3rd meeting in Wethersfield and the January 4th meeting in Berlin to update the Councils on the Health District's activities. Town representatives are encouraged to attend those presentations. Judy suggested that Paul circulate a copy of the slide presentation to Board members beforehand for review and comment.

IX. HEALTH DIRECTOR'S REPORT

Pat asked if the District inspects massage parlors. Paul said yes, in advance of licensure by the municipality. There is an Ordinance in Wethersfield that requires massage parlor's to be licensed by the Town.

Pat wanted to commend Greg on attending a smoke school to be better able to address wood burning stove issues.

Pat and Judy said they are willing to work on the Komen Project to help it along.

X. NEW BUSINESS

a. Public Health Emergency Preparedness Grant FY 10/11

Paul said there are two parts to this grant. The Public Health Emergency Readiness H1N1 program is a new submittal for the leftover H1N1 monies. The other part of the Grant is for Public Health Emergency Preparedness the District has been getting for years. The Emergency Preparedness Coordinator, Judy Torpey, will now be paid out of both Grants. Carolyn asked if Judy would be working full time. Paul said there would be an increase in Judy's hours to an average of approximately 32 hours per week.

Judy wondered if there would be additional money they could use to fund Judy's time to look at an evaluation of the H1N1 program. Paul said that option was no longer available under the H1N1 grant.

A MOTION was made by Carolyn to accept the proposals for both the Public Health Emergency Readiness Grant and the Public Health Emergency Preparedness Grant. Seconded by Art Yoaps. MOTION CARRIED UNANIMOUSLY.

b. Federal Bill 3072

Kevin received and circulated to the Board a request from Environment Connecticut asking that the Board join other health and environmental groups in signing on to a letter to our 2 U.S. Senators opposing the proposed Federal Bill S302. This Bill would delay the EPA's implementation of greenhouse gas initiative

limits for coal fire, power plants and other stationary sources.

A MOTION was made by Carolyn Wysocki to endorse the letter opposing Federal Bill 3072 and to have it signed by both Paul Hutcheon and the Chairman Kevin Borrup. Seconded by Judy Sartucci. 7 were in favor (Borrup, Sartucci, Wysocki, Doot, Jarema, Checko, Golub), one opposed (Yoaps), MOTION CARRIED.

XI. OTHER

No discussion.

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

Meeting adjourned at 8:17 p.m.

Respectfully submitted,

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