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(Approved working notes)

**BOARD OF HEALTH  
MEETING OF DECEMBER 17, 2009  
BERLIN COMMUNITY CENTER, ROOM 4**

**I. CALL TO ORDER AND ATTENDANCE**

Chairman Kevin Borrup called the Thursday, December 17, 2009 meeting of the Central Connecticut Health District Board of Health to order at 7:00 p.m. in Room 4 of the Berlin Community Center, Berlin, Connecticut.

**Present:** Kevin Borrup, Chairperson  
Grant Golub  
Nancy Klatt  
Judith Sartucci  
Carolyn Wysocki  
Art Yoaps  
Ray Jarema  
Dianne Doot (arrives at 7:02 p.m.)  
Amanda Hurwitz (arrives at 7:08 p.m.)  
Paul Hutcheon, M.P.H., R.S. Director of Health

**Excused:** Pat Checko

**Staff:** Eileen Knapp, Recording Secretary

Quorum

Everyone introduced himself or herself.

**II. PUBLIC FORUM**

None.

**III. REVIEW AND REORDER OF AGENDA**

**A MOTION was made by Nancy Klatt to amend the agenda by moving the Auditor's Report before Communications. Seconded by Ray Jarema. MOTION CARRIED UNANIMOUSLY.**

Judy suggested that the agenda be changed to read "Review and approval of *minutes* and working notes". The Board agreed by consensus.

**Dr. Grant Golub made a MOTION to add a discussion of wood burning smoke and what reports**

should be coming out of standing committees or special committees. Seconded by Nancy Klatt. **MOTION CARRIED UNANIMOUSLY.**

(Dianne Doot arrives at 7:02 p.m.)

**A MOTION was made by Judy Sartucci to approve the agenda as amended. Seconded by Dr. Grant Golub. MOTION CARRIED UNANIMOUSLY.**

(Amanda Hurwitz arrives at 7:08 p.m.)

#### **IV. a. FY 08/09 audit presentation**

**Mr. Charles Costello, Certified Public Accountant with Costello Company, LLC. 15 Wall Street, Hebron** introduced himself and handed out copies of the Audit Report. He gave a brief presentation highlighting the important aspects of the Report. In his opinion the financial statements referenced present fairly, which is the best opinion an auditor can give. Net total assets increased a little bit because of the Board's fiscal restraint. The Budget had excess deficit revenue of \$94,971 but they ended the year with an excess of revenue in the amount of \$21,600. Mr. Costello said there were no material weaknesses or control deficiencies and this was a "clean" audit report. During further conversation about preparing budget, Mr. Costello suggested not including the Capital Reserve Funds when preparing the budget and he also said to use the actual numbers from the audit report when preparing the budget

**A MOTION was made by Carolyn Wysocki to accept the auditor's report. Seconded by Dr. Grant Golub.** Paul noted that the presentation came later than was planned because as a new auditor for the CCHD, it took Mr. Costello longer to prepare the report and it is also an extremely busy time of the year for the District. Nancy felt that it was a very favorable report, which is a reflection of the quality of work that is done within the District. **MOTION CARRIED UNANIMOUSLY.**

#### **V. COMMUNICATIONS**

Judy distributed two reports she thought might be of interest, one on the Consequences of Health Department Funding Nationally and the other on Trust Funds for American Health about the gap in Emergency Preparedness. Grant noted that the CDC's Morbidity and Mortality Report states that as a country we are not prepared in the event of a health emergency.

Carolyn said in regards to the Connecticut Association of Local Boards of Health endeavor, CPHA is submitting a startup grant to NALBOH. She asked if the Board would consider sending a letter of support for this venture. Kevin said he and Paul would work on drafting a letter to CPHA.

Paul handed out copies of the NALBOH Newsbrief and membership cards.

Carolyn asked if Paul receives any communications from NAACHO or APHA. Paul said he gets one copy of NAACHO Happenings, which he could bring to the meetings.

#### **VI. REVIEW AND APPROVAL OF WORKING NOTES (November 19, 2009)**

**A MOTION was made by Dr. Grant Golub to accept the working notes of November 19, 2009 with**

changes. Seconded by Dianne Doot. 7 were in favor (Borrupt, Klatt, Doot, Hurwitz, Yoaps, Klatt, Sartucci) 2 abstentions (Jarema, Wysocki), MOTION CARRIED.

## VII. REVIEW AND APPROVAL OF FINANCIAL REPORT (November 2009)

Paul said the Board would be receiving a revision of the Financial Report with a correction because the annual budget column was blank. The Financial Report approval was tabled until the next meeting.

## VIII. COMMITTEE REPORTS

### a. Finance

Nancy said the Finance Committee met and took a look at the first draft of the Fiscal Year 10/11 Budget. There were discussions about decreasing the price for flu vaccines to \$25 and how to budget in the future. Some ideas about budgeting in the future included raising the per capita membership rate and whether or not to transfer money from the Operating Reserve Fund. Art said they discussed making small incremental changes to the per capita rate to the towns but it all depends on what the State decides to do. Carolyn said she would like a note on the budgets as they are revised so they know which ones are the newest. Paul said the print date and time are always on the reports. Kevin said at their next meeting the Finance Committee would incorporate what they learned from the Auditor's Report into their discussions.

### b. Governance

A meeting is scheduled for January 14, 2010.

### c. Human Resources

No report. A meeting will be scheduled after the holidays.

### d. Special Committees

**Contingency Planning** – No meeting has been scheduled but a Contingency Planning first draft has been e-mailed.

**Assessment Committee** - Paul said the Assessment Committee has been working on the Community Health Report Card. The latest version of the Report was handed out and Board members were asked to provide any comments.

**Program Evaluation**- No meeting.

**Capital Improvements** – No meeting.

## IX. OLD BUSINESS

## X. HEALTH DIRECTOR'S REPORT

**a. H1N1 Update**

As of this evenings clinic we have vaccinated over 3,000 people. The supply of vaccine in Connecticut is now adequate so anyone who wants a vaccine can get it. There will be a break from clinics from Christmas to New Years then in January we will be holding walk in clinics on a first come, first serve basis. Letters have been sent to parents of all school age children in the District and letters will be sent out to all customers from the seasonal flu clinics. Pharmacies will also begin to hold clinics.

Paul said the District is being reimbursed in the amount of \$2,253 by CIRMA for storm related response to the summer's tornado.

In going over the Report on Mandated Inspections Paul pointed out that the rate at which we inspect facilities as compared to the mandate is at a 96% compliance rate. He credited this to the hard work of the staff.

Paul said we have been invited to order next year's flu vaccines now. He recommended ordering as early as possible and asked if the Board was comfortable ordering some seasonal FluMist vaccines for the population under 49 with no chronic medical conditions. They also may want to consider only giving the vaccine to children over 9 to avoid having to give two doses. The Board agreed by consensus to allow Paul to order FluMist.

Carolyn asked about the general environmental health complaints listed in the monthly report. Paul said they categorize complaints in about 12 different categories and he could provide that report for the Board.

Judy asked about the rejection of the Bike Tour Grant. Paul said the District just didn't fit what they were looking for.

Carolyn asked if the District would be involved in the 6 million dollar renovation at McGee School in regards to air quality. Paul said no the District is not involved.

**XI. NEW BUSINESS**

Paul handed out a grant application to be approved for work on a Bicycle Friendly Communities Program. This would be for \$3,600 per year for 3 years. All four towns would be involved in creating bicycle friendly committees and developing outreach programs to promote biking, community events, bike rides, bike rodeos, in school bike safety programs, etc. This grant is from the Federal Department of Energy in concert with the Capital Region Council of Governments.

**A MOTION was made by Art Yoaps to accept the CRCOG and Federal Department of Energy Grant in the amount of \$3,600 for the Bicycle Friendly Communities Program. Seconded by Dianne Doot. MOTION CARRIED UNANIMOUSLY.**

**IX. OTHER**

Judy asked about the Digital Health Department Grant. Paul said CRCOG was awarded \$350,000 to establish a digital health Department contracted through CADH and six local health departments. CCHD signed up to participate and we are in line to receive the equipment to do field entries.

The Board agreed to add discussions of wood burning stoves and how to record minutes of standing

committee meetings and special meetings to the January meeting.

**A MOTION was made by Nancy Klatt to adjourn. Seconded by Amanda Hurwitz. MOTION CARRIED UNANIMOUSLY.**

Meeting adjourned at 8:25 p.m.

Respectfully submitted,

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