



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](http://www.ccthd.org)

**BOARD OF HEALTH**  
**MEETING OF DECEMBER 20, 2007**  
**BERLIN COMMUNITY CENTER**  
Minutes (revised)

**I. CALL TO ORDER AND ATTENDANCE**

Chairman Nancy Klatt called the Thursday, December 20, 2007 meeting of the Central Connecticut Health District Board of Health to order at 5:45 p.m. in Room 2 of the Berlin Community Center, Berlin, Connecticut.

**Present:** Nancy Klatt, Chairperson  
Arthur Yoaps, Vice Chairman  
Kevin Borrup  
Lynn Gavelek  
Andrea Urciuoli  
Dianne Doot  
Judith Sartucci  
Amanda Hurwitz  
Paul Hutcheon, M.P.H., R.S. Director of Health

**Excused:** Carolyn Wysocki  
Patrick Kelly

Quorum

The new members of the Board, Judith Sartucci and Amanda Hurwitz introduced themselves.

**II. AUDIENCE OF CITIZENS**

No one was present from the public.

**III. COMMUNICATIONS**

Board members received a copy of the informational brochure titled Preparing for Pandemic Influenza and a copy of the Emergency Preparedness Newsletter. Dianne Doot suggested sending the brochure on Pandemic Influenza to schools in the District. Board members are invited to attend a conference on Alternative Products and Green Chemistry in February. A copy of an article on the CCHD flu clinics was included in the Board's packets. Staff is working on an article for Wethersfield/Rocky Hill Life focusing on the CCHD annual report. Board members received a handout on How to be an Effective Chair and Keep the Board Out of Trouble.

**IV. REVIEW AND APPROVAL OF MINUTES (November 15, 2007)**

**A MOTION was made by Lynn Gavelek to accept the minutes of November 15, 2007 as presented. Seconded by Kevin Borrup. 7 were in favor (Klatt, Yoaps, Borrup, Doot, Urciuoli, Gavelek, Hurwitz), one abstention (Sartucci).**

## V. COMMITTEE REPORTS

### a. Financial:

**Review and approval of Financial Report (November 2007):** Paul noted that the December financial statement will have a separate entry for the \$50,000 capital expenditure account.

**A MOTION was made by Kevin Borrup to accept the November 2007 Financial Report. Seconded by Dianne Doot. All were in favor, MOTION CARRIED.**

**Emergency Preparedness Grant:** This Grant started in August and runs through 2008. This is a two-year grant and the bulk of the monies are used to pay for the Emergency Preparedness Coordinator. Paul highlighted the activities that the District would be involved in. The contract amount is about \$82,000 and is split into two categories, pandemic flu and emergency preparedness.

**A MOTION was made by Arthur Yoaps to accept the Emergency Preparedness Grant Contract. Seconded by Kevin Borrup. All were in favor, MOTION CARRIED.**

**Dental Screening Grant:** The amount of this grant is \$5,040 and the District intends to offer dental screenings in each of the four communities. They originally were offering \$25,000 but the project was scaled down to \$5,000. They have already teamed up with each community center and a dental hygienist will do the screenings. If this program were successful they would like to look for additional dollars in the future. Kevin asked if they could see what the original proposal was compared to what is being promised at the lower amount.

**A MOTION was made by Kevin Borrup to accept the Dental Screening Grant provided the Director of Health present the Board with a comparison at the next meeting of what was proposed and what the District is promising for \$5,040. Seconded by Judith Sartucci. All were in favor, MOTION CARRIED.**

**NACCHO Grant Extension:** With this grant Laura created a Resource Guide for disabled individuals. Because of the success of this Guide, NACCHO has approved an extension of this grant for another year. With this extension Laura plans to continue to conduct a Perceived Barrier Survey, hold town meetings to determine transportation barriers to health promotion, meet with each town's Disability Committee and continue the dissemination of the Resource Guide.

**A MOTION was made by Arthur Yoaps to accept the NACCHO Grant Extension. Seconded by Andrea Urciuoli. All were in favor, MOTION CARRIED.**

Paul suggested including a one-page synopsis with future grants listing the budget, the use of the monies, and proposed outcomes.

**Draft FY 08/09 Budget:** The Budget Committee met Monday and made some adjustments. Per Capita Membership fees remain the same for the fourth year in a row. Overall expenditures and revenues are lower because the District is planning to purchase 25% fewer flu doses. They are projecting flu clinic

revenues at 50% above expenditures. Judith asked if the District would be getting involved with flu clinics at schools in the future. Paul said he doesn't think schools would permit that to happen on their properties. The current budget draft shows a transfer from the reserve account of \$78,000 to balance the budget. In order to get \$10,000 in revenue they would have to raise the per capita membership fee 11 cents per person. Currently expenditures are at .7% less than the adopted revised 07/08 budget primarily due to cutting back on the purchase of flu shots. Paul is proposing that the District move to the medical insurance plan called the Teachers Plan from the Town of Wethersfield.

The Health Promotion Clinic is the most expensive discretionary program offered providing a free appointment with a nurse. The nurse can give injections and provide medication and nutrition review along with cardiac and blood pressure monitoring.

Art said there was a discussion at the budget meeting about allowing employees to work more than the 37.5 hours per week and adding a line to the budget for overtime. Right now there is no overtime allowed. Employees are instead given compensatory time. There was a discussion about whether or not to allow employees to be paid overtime. They decided that the Budget Committee would discuss this further at their next meeting.

There was a request for an increase in hours by the Community Health Coordinator from 25 hours a week to 37.5 hours a week. Laura submitted additional information requested by the Personnel Committee. The Personnel Committee recommends using the money available in the budget to increase her hours through June. They also recommend putting the monies in the 08/09 budget to fund the position at a 37.5 hour a week level. The Budget Committee suggested reviewing the amount of hours needed every year. Paul noted that approximately 50% of Laura's FY 07/08 salary is covered by grants and that approximately 30% of her proposed FY 08/09 salary (at 25 hrs/wk) is covered by grants.

**A MOTION was made by Dianne Doot to move into executive session. Seconded by Lynn Gavelek. All were in favor, MOTION CARRIED.**

**A MOTION was made by Dianne Doot to come out of executive session. Seconded by Andrea Urciuoli. All were in favor, MOTION CARRIED.**

**A MOTION was made by Dianne Doot to increase the hours for the Community Health Coordinator to 37.5 hour per week for the remainder of this fiscal year. Seconded by Andrea Urciuoli. 7 were in favor (Klatt, Yoaps, Doot, Urciuoli, Hurwitz, Sartucci, Gavelek) one abstention (Borru).**

The Board recommended that the Budget Committee consider the continued increase in hours for the Community Health Coordinator for the 08/09 budget.

**b. Governance: By-Laws update**

None.

**c. Personnel-Health Educator vacation time and staff salary ranges**

The Health Educator went from a part time position to full time and requested an increase in vacation time that was more than allowed in the Districts vacation policy. The Personnel Committee agreed to go

back to the date vacation time was offered to part-time employees and use that as a start date to determine her vacation time. She will be pro-rated for her 24 hours per week at 64% of full time and she will accrue vacation time at 64% of a full time employee who started as of July 1, 2003.

**A MOTION was made by Dianne Doot to change the Personnel Policy to allow part-time employees changing to full-time status to earn vacation time using their hiring date as their start date. Seconded by Kevin Borrup. All were in favor, MOTION CARRIED.**

Salaries for Sanitarians, the Administrative Assistant and the Health Educator exceeded the stated maximum salary ranges in the Personnel Policy because of the cost of living increases. The Personnel Committee recommends changing the policy to reflect these increases.

**A MOTION was made by Dianne Doot to increase the salary ranges as follows:  
Sanitarians – \$58,500  
Administrative Assistant – \$50,500  
Health Educator - \$30.40/hour  
Seconded by Kevin Borrup. All were in favor, MOTION CARRIED.**

## **VI. OLD BUSINESS**

### **a. Strategic Planning Update**

One of the Strategic Plan objectives is to come up with a Reserve Fund Policy. There was a discussion about what percentage of the operating budget should be kept in the Reserve Fund. Right now if they exclude the \$50,000 capital expense from the Reserve Fund there will only be approximately 25% of the operating budget in the fund effective June 30, 2009. Dianne noted that the Town Managers said they would not look favorably on a 25-30% Reserve Fund if the District suggested raising per capita rates. Paul said he would provide a draft version of the Reserve Fund Policy for the next meeting.

At the next meeting Board Members will give updates on their progress with the Strategic Plan.

## **VII. HEALTH DIRECTOR'S REPORT**

### **a. Salon Ordinance**

There have been 3 meetings with salon owner's and operators. Paul handed out the latest draft of the Salon Ordinance along with a cover letter listing some of the issues raised and actions taken in response to the meetings. Most of the concerns centered on grandfathering.

The Board agreed on the following:

- Not to grandfather in perpetuity; they would only grandfather the current owners
- One permit per facility and no separate permit for individuals renting work stations
- Only cosmetologists with at least 2 years experience could be designated as the operator.
- Remove requirement for one shampoo station for each 3 work stations
- Hand washing sink must be conveniently located.
- No mop sinks required
- Require floors to be kept "clean".
- Linens must be stored in a clean manner.
- No changing room required

- Grandfathering provided for aisles less than 3', hairdryers encroaching in aisles, mobile station size
- Home laundering not permitted
- Break rooms are not required
- Quarter length sleeves are not required

**A MOTION was made by Kevin Borrup to accept the Salon Ordinance as amended and move it to a Public Hearing. Seconded by Andrea Urciuoli. All were in favor, MOTION CARRIED.**

#### **b. Influenza/Pneumonia Clinics**

The District was very successful running the Flu Clinics this year. Information on the status of flu/pneumonia revenues vs. expenditures was distributed.

#### **c. Safer Cleaning Products**

At the last meeting the Board voted to encourage the other member towns to follow Berlin's lead and pass a resolution and look towards purchasing healthy cleaning products. A letter was sent to the Mayors and Town Managers of Wethersfield, Rocky Hill and Newington.

Judith Sartucci suggested that in the future when the District takes a stand and endorses a topic that they then recommend that the Town Councils consider it. At the end of the letter they can add that other towns may already be taking action.

A letter has been sent to the Mayor and Town Manager of Berlin letting them know that effective immediately they are now eligible to have an additional representative on the Board.

Nancy will be discussing Committee assignments with the new Board members.

Dianne said after meeting with the Town Managers from Rocky Hill, Newington and Wethersfield the overall impression is that they like the CCHD and the services being provided. Dianne and Paul urged the Town Managers to be more proactive when health issues arise. The Board agreed to invite the Town Managers to the January Board Meeting.

### **VIII. NEW BUSINESS**

None.

### **IX. OTHER**

None.

**A MOTION was made by Kevin Borrup to adjourn. Seconded by Arthur Yoaps. All were in favor, MOTION CARRIED.**

Meeting adjourned at 7:56 p.m.

Respectfully submitted,

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