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(Approved working notes)

**BOARD OF HEALTH
MEETING OF APRIL 17, 2008
WETHERSFIELD COMMUNITY CENTER
Minutes**

I. CALL TO ORDER AND ATTENDANCE

Chairman Nancy Klatt called the Thursday, February 21, 2008 meeting of the Central Connecticut Health District Board of Health to order at 5:39 p.m. in the Wethersfield Community Center, Wethersfield, Connecticut.

Present: Nancy Klatt, Chairperson
Arthur Yoaps, Vice Chairman
Lynn Gavelek
Andrea Urciuoli
Judith Sartucci
Amanda Hurwitz
Patricia Checko (6:05 p.m.)
Paul Hutcheon, M.P.H., R.S. Director of Health

Excused: Patrick Kelly
Dianne Doot
Kevin Borrup
Carolyn Wysocki

Quorum

II. AUDIENCE OF CITIZENTS

No one was present from the public to speak.

III. COMMUNICATIONS

Board members received news briefs from NALBOH. The volunteer reception is being held Tuesday April 29, 2008 at the Pitkin Community Center in Wethersfield. The Northeast District's Department of Health is holding a Cleaning For Health Conference in September. Judy asked that this be discussed at the next meeting. Paul said he would contact the Northeast District Health Department to see if they are looking for funding from local health departments. If that is the case, the request should be directed to the Chairperson.

IV. REVIEW AND APPROVAL OF MINUTES

A MOTION was made by Art Yoaps to accept the minutes of February 21, 2008 as presented. Seconded by Andrea Urciuoli. All were in favor, MOTION CARRIED.

There was no quorum at the March meeting so there was no need to approve minutes for March.

Judy suggested calling the minutes of the public hearing of March 19, 2008 "proceedings" instead of "minutes".

V. REVIEW AND APPROVAL OF FINANCIAL REPORTS (February & March 2008)

A MOTION was made by Art Yoaps to accept the February and March 2008 Financial Reports. Seconded by Andrea Urciuoli. All were in favor, MOTION CARRIED.

A MOTION was made by Judith Sartucci to move up agenda item VII a. Salon Ordinance. Seconded by Amanda Hurwitz. All were in favor, MOTION CARRIED.

VII a. Salon Ordinance

Judy asked if there had been a change in salon fees. Paul said no changes were made. There is a fee of \$75 for salons with 1-8 stations and \$100 for salons with 9 or more stations. They are trying to make the revenues equal the expenditures. State statutes allow local health department to charge up to \$100 per inspection. It does not regulate the licensing fee. About 184 salons fall into the 1-8 category and 18 are 9+. The District is charging for the licensing but there will be no additional inspection fee. Pat Checko thought the District should try to make some additional money by charging an inspection fee along with the licensing fee and asked that this be submitted to the Finance Committee when developing the next budget.

A MOTION was made by Patricia Checko to approve the Salon Ordinance and associated fees. Seconded by Amanda Hurwitz. All were in favor, MOTION CARRIED.

Judy suggested that Paul give an update of how everything is going once the program is up and running.

VI. COMMITTEE REPORTS

a. Budget: Financial Reserve Fund Policy; Capitol Improvement Reserve Fund Policy; Charge for services beyond core

The Budget Committee had a meeting and worked on two resolutions and the Financial Reserve Fund Policy, the Capitol Improvement Reserve Fund Policy. They came to an agreement that they should take 25% of operating expenditures from the Reserve Fund and put it into a Reserve Account for any unforeseen events, which would enable the District to continue their operations without interruption. They are ending the year by taking \$85,000, which is half of the Capitol Investment Account. If this policy passes in June of 2009 there will only be \$24,000 in the Capitol Account. Pat noted that the Capitol Improvement Reserve Fund should not be used in determining the total surplus.

A VOTE was made to accept the recommendation of the Budget Committee to pass the Financial Reserve Fund Policy Resolution and to adopt the Financial Reserve Fund Policy. All were in favor, VOTE PASSED.

A VOTE was made to accept the recommendation of the Budget Committee to pass the Capital Improvement Reserve Fund Policy Resolution and to adopt the Capital Improvement Reserve Fund Policy. All were in favor, VOTE PASSED.

The Budget Committee decided that at this time there was no need to charge towns for services beyond what was being offered. There was a discussion about what housing code services were being provided in certain towns that were not being provided in other member towns. Paul said the proposal to the Town of Newington to join the District included the continuation of that work by the CCHD without an extra fee for the service. Judy suggested talking to the Town Managers to clarify what services are being offered to what towns. Paul said he meets with them quarterly and he will make sure this topic is on the agenda for the next meeting. He noted that each town had it's own wants and needs and you won't be able to standardize programs exactly the same in each community.

b. Governance

The By Laws were presented to the Board for feedback. The Governance Committee asked that the By-Laws be submitted to a lawyer for review before being voted on by the Board. Once the Board gets the approval from the Attorney they can then adopt the By-Laws. The Board went over all the proposed revisions to the By-Law and made some changes. There were also some changes to the memo. Paul said he would make the changes and send it to the Attorney.

Judy suggested employing an attorney that doesn't have a relationship with any of the member towns. Art felt that at this point they didn't need to have another attorney on retainer. Judy said in the future she would like to discuss the major consultants the Board uses who can represent them in the event that an issue arises between the District and a member town.

VII. OLD BUSINES

a. Salon Ordinance

This was discussed earlier in the meeting.

b. Compliance with FOI requirements

Paul said he had a discussion with an Attorney at the FOI Commission and he distributed a memo showing what the Board is required to do and what they are currently doing. Judy asked if Paul talked to the Attorney about the FOI requirements concerning committees. He said the same FOI requirements apply to subcommittees. The Committee decided to send this issue to the Governance Committee.

VIII. Health Director's Report

a. Updated web site

The website is almost completed. Information about some programs and services still needs to be added along with additional health information.

b. Switching 457 Providers

Paul said CCHD has always used ING out of Glastonbury. Paul and the staff are asking to switch providers because as a Health District they can access the State's 457 Plan. The fee levied by the State designated providers are the lowest available.

A MOTION was made by Judith Sartucci to switch 457 accounts from ING to the State of CT Plan. Seconded by Andrea Urciuoli. All were in favor, MOTION CARRIED.

c. Community Health Survey Analysis – Top Public Health Priorities

Laura Morris, the Community Health Coordinator took a look at the survey and flagged items that came back with a significant or high percentage of good or bad responses. This list can now be used for grant application purposes, program development purposes, district funding for future programs, etc. Pat said she doesn't think this should be the only criterion the Board should use to set up priorities. Paul said he would get Pat a copy of the full report.

d. NALBOH Survey

Nancy has completed a NALBOH survey and it is ready to be submitted.

e. Volunteer Fair and Reception

The volunteer reception is being held Tuesday April 29, 2008 at the Pitkin Community Center in Wethersfield.

f. Hartford Courant FOI Request

The Hartford Courant has requested and we have provided inspection results for restaurant establishments from January 1, 2006 to present. The Courant said they are attempting to create a web-based mechanism for people to find the recent inspection records for a particular restaurant. Paul said they are working on giving the Courant information for re-inspections.

g. Sharing of sick time

If the Board authorized it, there is a situation where there may be a need for other staff to donate their sick time. The Board agreed that it would have to be added to the Board's personnel policy. Paul said he would prepare something for the next Board meeting's packet.

h. BT Grant for 08/09

The contract period for BT Grant for 08/09, which is the Emergency Preparedness Grant under which the Emergency Preparedness Coordinator is funded, ends August 9, 2008. The new contract has been cut 38%, going from \$82,717 to \$51,171. Paul will put together a plan to implement that reduction with the Emergency Preparedness Coordinator.

i. Customer and Program Satisfaction Surveys

CCHD is in the midst of performing a Customer Satisfaction Survey. The survey has already been distributed to all CCHD "customers". They are also conducting a survey of all people who participate in any program or service offered by the District. When these surveys are completed the results will be presented to the Board.

j. Farmers Markets

We do not have any State of Connecticut sanctioned certified Farmer's Markets in the District but from

time to time farmer's may gather together in an area to sell their products. Since they are selling food to the public they would be considered itinerant vendors. Paul asked the Board to consider waiving the itinerant vendor fee of \$75 for farmer's markets. After a long discussion the Board agreed not to wave the \$75 fee for farmer's market. This topic will be discussed at the next Board meeting.

IX. New Business

Berlin Fair: There was a discussion of whether or not the District should participate at this year's Berlin Fair. Paul said they do not pay overtime so staff is offered comp time for working at the Berlin Fair. Pat said she spoke to an attorney and they are not allowed to only offer comp time. They must also offer overtime pay as an option. The Board asked Paul to get an opinion from a labor attorney and to also ask about whether or not the staff should be salaried employees or hourly. Paul noted that as far as participating in different town events, it isn't going to always be even.

a. Terms of appointment

Judy suggested asking an attorney for an opinion about the correct way to determine terms of appointments. She pointed out that 4 Board members are up for re-appointment and one Board member submitted their resignation. Appointments are supposed to be for 3 years unless the new Board member is filling a position for someone who has resigned from the Board. The Board asked Paul to send a letter to the town of Berlin asking them to begin the appointment the very night that Judy was appointed continuing for a 3 year period.

A MOTION was made by Art Yoaps to adjourn. Seconded by Patricia Checko. All were in favor, MOTION CARRIED.

Meeting adjourned at 8:21 p.m.

Respectfully submitted,

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