



BOARD OF HEALTH

OCTOBER 17, 2019 MEETING MINUTES

A. CALL TO ORDER. Chairman Patricia Checko called the meeting to order at 6:31 P.M. at 2080 Silas Deane Highway, Rocky Hill, CT.

Present: Patricia Checko, Chairman
Charles K Brown Jr., Secretary-Treasurer/Director of Health
Kevin Borrup (arr. 6:34 pm)
Ann Marie Diloreto
Barbara Gilbert
Jennifer Hill
Ray Jarema
Jerilyn Nagel
Lecia Paonessa
Michele Sadlosky
Judy Sartucci
Marti Stiglich

Excused: Deborah Henault

Absent: David Wemett

Quorum present.

Meeting notice posted: October 17, 2019

Staff Present: No one present

B. PUBLIC FORUM – no one from public was present.

C. ADOPTION OF MEETING AGENDA –

MOTION by Sartucci, seconded by Gilbert to amend the agenda; move “G.1 Treasurer’s Report to F.3. “Officer and Staff Reports” and remove “I.1 New Job Description – Environmental Health” as amended. **Motion carried unanimously.**

D. APPROVAL OF MINUTES –

1. Record of Votes and Minutes of September 19, 2019 Board meeting

MOTION by Jarema, seconded by Sadlosky to approve the minutes of the September 19, 2019 regular Board meeting as posted. Approved: Checko,

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PUBLIC HEALTH for BERLIN, NEWINGTON, ROCKY HILL, WETHERSFIELD

Diloreto, Henault, Hill, Jarema, Paonessa, Sadlosky, Sartucci and Stiglich. Opposed: No one. Abstained: Gilbert and Nagel. **Motion carried.**

MOTION by Sadlosky, seconded by Sartucci to approve the record of votes of the September 19, 2019 regular Board meeting as posted. Approved: Checko, Diloreto, Henault, Hill, Jarema, Paonessa, Sadlosky, Sartucci and Stiglich. Opposed: No one. Abstained: Gilbert and Nagel. **Motion carried.**

E. AUDITOR'S REPORT FY 2018-2019 – Checko introduced the agency's auditor, Charles Costello of Costello Associates of Hebron, CT. Costello has served as the agency's auditor for several years. Costello reviewed the FY 2018-2019 report and answered Board member questions. The Finance Committee had reviewed the audit report at its recent meeting. It was a clean report. There were no recommendations from Costello.

F. OFFICER AND STAFF REPORTS –

1. Chairman's Report – CPHA meeting is being held on Monday October 21, 2019. Checko stated two articles were in the board packet regarding vaping. An ordinance is coming before the Hartford City Council to ban vaping, not just the flavors.

2. Director Health and Staff – Brown highlighted the following:

- Flu clinics are almost complete. Staff did a great job preparing and promoting the flu clinics. Two news crew were on site in Rocky Hill, PSA in Berlin Picture Show and ads in Life newspaper.
- A Registered Sanitarian will start in early November.
- Environmental staff continue to work together, training on nail salon, eyelash tech and estheticians attended by Jeff and Nick.
- Community Health has a busy October already; senior fairs in Rocky Hill and Newington on Mondays, Opioid family and friends' group on Tuesday night, working with CCSU intern on next PSA and live well with Diabetes classes on Wednesday.

MOTION by Stiglich, seconded by Gilbert to accept the monthly report of the Director of Health dated October 17, 2019 as presented. **Motion carried unanimously.**

3. Quarterly Treasurer's Report - Brown reviewed the quarterly financial reports for FY 2019 and answered and clarified issues for the Board about various line items.

MOTION by Gilbert, seconded by Borrup to accept the FY 2019-2020 financial report as presented by Brown as Board Secretary/Treasurer. **Motion carried unanimously.**

G. COMMITTEE REPORTS

- 1. Human Resource Committee** – No report. Next meeting is November 6, 2019.
- 2. Finance Committee** – No report. Next meeting is November 12, 2019.
- 3. Governance Committee** – No report. Next meeting is November 4, 2019.

H. OLD BUSINESS -

- 1. EXECUTIVE SESSION:** – Executive Session for discussion of collective bargaining contract and other personnel issues.

MOTION by Gilbert, seconded by Sadlosky to go into Executive Session for discussion of collective bargaining contract negotiations as pertains to the FY 2019-2020 budget and other personnel issues.

In session at 7:19 PM. Present: Borrup, Brown, Checko, Diloreto, Gilbert, Hill, Jarema, Nagel, Paonessa, Sadlosky, Sartucci and Stiglich.

Brown left the meeting at 7:24 PM

Hill left the meeting at 7:55 PM

Brown re-entered the meeting at 8:22 PM

Out of Executive Session at 8:27 PM. **Motion carried unanimously.**

2. Action on Items Discussed in Executive Session –

MOTION by Borrup to approve the recommendation of the Performance Evaluation Committee to accept the 2018-2019 annual performance evaluation of the Director of Health as presented. **Motion carried unanimously.**

MOTION by Gilbert, seconded by Borrup to approve the draft performance criteria for 2019-2020 for the Director of Health. **Motion carried unanimously.**

I. NEW BUSINESS

1. Board Committee Assignments 2019-2020 -

Checko presented the appointments for Board Committees:

Finance Committee:

Deborah Henault, Chairman

Kevin Borrup

Patricia Checko

Barbara Gilbert
Charles K. Brown, Jr.

Governance Committee:

Michele Sadlosky, Chairman
Patricia Checko
Lecia Paonessa
Judith Sartucci
Charles K. Brown, Jr.

Human Resources Committee:

Marti Stiglich, Chairman
Patricia Checko
Ray Jarema
Jerilyn Nagel
Judith Sartucci
Charles K. Brown, Jr.

Nominations Committee:

Michele Sadlosky, Chairman
Ann Marie Diloreto

Performance Evaluation Committee:

Patricia Checko (Board Chairman)
Deborah Henault (Finance Committee Chair)
Marti Stiglich (HR Committee Chair)
Michelle Sadlosky (Governance Chair)

Management Negotiating Team:

Charles Brown (Lead)
Patricia Checko
Barbara Gilbert
Attorney Jarad M. Lucan

MOTION by Gilbert, seconded by Stiglich to approve committee appointments as presented. **Motion carried unanimously.**

J. NEXT MEETING – November 14, 2019, 6:30 PM, CCHD Offices in Rocky Hill, CT

K. ADJOURNMENT –

MOTION by Sadlosky, seconded by Borrup to adjourn. **Motion carried unanimously.**

Respectfully submitted,

Charles K. Brown, Jr., MPH
Secretary-Treasurer

REVIEWED AND APPROVED BY BOARD: November 14, 2019