



BOARD OF HEALTH

NOVEMBER 14, 2019 MEETING MINUTES

A. CALL TO ORDER. Chairman Patricia Checko called the meeting to order at 6:34 P.M. at 2080 Silas Deane Highway, Rocky Hill, CT.

Present: Patricia Checko, Chairman
Charles K Brown Jr., Secretary-Treasurer/Director of Health
Ann Marie Diloreto
Barbara Gilbert
Deborah Henault
Ray Jarema
Jerilyn Nagel
Lecia Paonessa
Michele Sadlosky
Judy Sartucci
Marti Stiglich
David Wemett

Excused: Kevin Borrup, Jennifer Hill

Quorum present.

Meeting notice posted: November 12, 2019

Staff Present: No one present

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

C. ADOPTION OF MEETING AGENDA –

MOTION by Gilbert, seconded by Sartucci to amend the agenda; change H. to “Old Business”, add H.1 “Audit Approval” and change I to “New Business”.
Motion carried unanimously.

D. APPROVAL OF MINUTES –

1. Record of Votes and Minutes of October 17, 2019 Board meeting

MOTION by Sartucci, seconded by Sadlosky to approve the record of votes and minutes of the October 15, 2019 regular Board meeting as posted. Approved: Checko, Diloreto, Gilbert, Jarema, Nagel, Paonessa, Sadlosky, Sartucci, Stiglich and Wemett. Opposed: No one. Abstained: Henault. **Motion carried.**

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PUBLIC HEALTH for BERLIN, NEWINGTON, ROCKY HILL, WETHERSFIELD

E. OFFICER AND STAFF REPORTS –

1. Chairman's Report –

- Checko distributed an article regarding how vaping becomes so quickly addicting. State of Massachusetts and the President are pushing to ban flavors.
- Community Health Assessment is coming up this year. CCHD will be working with Data Haven.
- Checko discussed a chart based on our four towns, regarding immunization rates among the incoming class of kindergarteners in 2019. This data was newly released by DPH and provided town and school level immunization rates for the state of Connecticut.
- A meeting from the State Health Improvement Plan (SHIP) was held in October. Topics included chronic disease, health system, social determinants of health and HPV vaccines. All this information is on the DPH website.

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

- Flu billing is underway. Jane is working hard to get everything through the portals to be paid ASAP. Cuts in Medicare reimbursement will affect revenue this season.
- CPHA annual conference was held on October 21, 2019 at the Aqua Turf. Three board members attended along with DOH. Sartucci and Checko moderated sessions.
- Barbara Gigliotti broke her arm on an inspection and will be out until next week. EH staff has stepped up and has done a great job of ensuring things stay afloat. Kate Kupstis, RS, started on Tuesday and hit the ground running. She is initially working in Wethersfield to catch up on food inspections.
- Community Health had a busy October with senior fairs in Rocky Hill and Newington. They were well attended and most information that was taken pertained to Mental Health and substance abuse issues. Opioid Family and Friends groups on Tuesday nights are still happening. We continue to work with CCSU intern on next PSA which will focus on promoting the How Can We Help? Program. It will be in movie theaters during the holidays.
- Annual town presentations are coming up. Brown is looking to schedule after the holidays due to the local elections that just concluded. Board will be notified of dates as soon as scheduled.

MOTION by Stiglich, seconded by Paonessa to accept the monthly report of the Director of Health dated November 14, 2019 as presented. **Motion carried unanimously.**

F. COMMITTEE REPORTS

- 1. Human Resource Committee** – Stiglich discussed standardizing job descriptions. New job description has been written for Environmental Health, Sanitarian I, Sanitarian II and Community Health Worker. Next meeting is December 11, 2019.
- 2. Finance Committee** – Henault discussed that recommendations to the board regarding negotiations will be discussed in Executive Session. Next meeting is December 17, 2019.
- 3. Governance Committee** – No report. Next meeting is December 9, 2019.

G. EXECUTIVE SESSION –

- 1. Executive Session for discussion and ratification of collective bargaining contract and other personnel issues.**

MOTION by Gilbert, seconded by Henault 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 7:13 PM. Present: Brown, Checko, Diloreto, Gilbert, Henault, Jarema, Nagel, Paonessa, Sadlosky, Sartucci, Stiglich and Wemett.

Out of Executive Session at 8:20 PM. **Motion carried unanimously.**

- 2. Action on Items Discussed in Executive Session –**

MOTION by Henault as Finance Chair to accept the recommendation of the Finance Committee to approve the adoption of the collective bargaining contract for 2019-2022. **Motion carried unanimously.**

MOTION by Henault as Finance Chair to accept the recommendation of the Finance Committee to approve performance awards for certain non-union employees. **Motion carried unanimously.**

MOTION by Henault as Finance Chair to accept the recommendation of the Finance Committee to approve the compensation of the Director of Health for 2019-2020. **Motion carried unanimously.**

H. OLD BUSINESS

1. Audit Approval –

MOTION by Gilbert, seconded by Sartucci to approve the final audit report for FY 2018-2019. **Motion carried unanimously.**

I. NEW BUSINESS –

1. New Job Description – Environmental Health and Community Health Worker.

MOTION by Stiglich as Human Resources Chair to accept the recommendation of the Human Resources Committee to approve the job descriptions for Environmental Health Inspector, Registered Sanitarian I and Registered Sanitarian II. **Motion carried unanimously.**

MOTION by Stiglich as Human Resources Chair to accept the recommendation of the Human Resources Committee to approve the job descriptions for Community Health Worker. Approved: Checko, Diloreto, Gilbert, Henault, Jarema, Nagel, Paonessa, Sadlosky, Stiglich and Wemett. Opposed: No one. Abstained: Sartucci. **Motion carried.**

J. NEXT MEETING – December 19, 2019, 6:30 PM, CCHD Offices in Rocky Hill CT.

MOTION by Gilbert, seconded by Jarema to cancel the December board meeting. **Motion carried unanimously.**

Jarema gave praise to Jeff Vecchitto, Registered Sanitarian for his hard work and dedication. Jeff went out of his way to be able to communicate with a restaurant owner who didn't speak English, by finding another restaurant owner to translate.

K. ADJOURNMENT –

MOTION by Sadlosky, seconded by Gilbert to adjourn at 8:39. **Motion carried unanimously.**

Respectfully submitted,

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

REVIEWED AND APPROVED BY BOARD: January 16, 2020