



BOARD OF HEALTH

JANUARY 17, 2019 MEETING MINUTES

A. CALL TO ORDER. Chairman Patricia Checko called the meeting to order at 6:45 P.M. at 2080 Silas Deane Highway, Rocky Hill, CT.

Present: Patricia Checko, Chairman
Michele Sadlosky, Vice-Chairman
Charles K Brown Jr., Secretary-Treasurer/Director of Health
Kevin Borrup
Ann Marie Diloreto
Barbara Gilbert
Deborah Henault
Ray Jarema
Lecia Paonessa
John Richter
Judith Sartucci
Marti Stiglich

Excused: No one

Quorum present.

Meeting notice posted: January 14, 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 move item “D2., Approval of Minutes of December 19, 2018 Executive Committee meeting” to “F., Committee Reports” and to approve the agenda as amended. **Motion carried unanimously.**

D. APPROVAL OF MINUTES –Approval of Record of Votes and Minutes- October 18, 2018 meeting

MOTION by Sartucci, seconded by Borrup to approve the record of votes and minutes of the October 18, 2018 regular Board meeting as posted. **Motion carried unanimously.**

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PUBLIC HEALTH for BERLIN, NEWINGTON, ROCKY HILL, WETHERSFIELD

E. OFFICER AND STAFF REPORTS –

1. Chairman’s Report –

- Checko welcomed everyone to the new office space and thanked everyone for 5 years of hard work.
- CCHD received the SOR grant which was a long-term project worked on by many committees.
- 2019 is a new administration and the centralization bill will come up again.
- Checko stated legislation per capita monies may decrease and we can’t look to the state for financial support.
- Meeting dates for board and committees are in the packet

2. Treasurer’s Report – Brown distributed and reviewed the quarterly financial reports for FY 2018 through December 31, 2018 and answered and clarified issues for the Committee about various line items. Revenues and expenditures are right on track for this time of the year.

3. Director Health – Brown highlighted the following:

- Tonight’s meeting is being held in the new office space at 2080 Silas Deane Highway. Overall, Brown cannot overemphasize the teamwork that made it happen, there are still some bugs to work out, but things went very smoothly.
- “How Can We Help Grant” was awarded to CCHD from DMHAS. It will be \$150K over 2 years and Luis Pantoja is being brought up to full time to serve as program coordinator. Synopsis of the grant was provided in the packet.
- Brown and Marcia DuFore have been selected to take part in training provided by the Behavioral Health Training Institute. Training will include bi-monthly calls and paid attendance for conference in March, which is looking to focus on Substance Abuse and ACE’s (adverse childhood events).
- Staff has continued to work as a team to address issues, however Greg Mattus has resigned effective 1/25/2019. Brown wished him well. A promising candidate was interviewed and Brown plans to make an offer.
- Legislative session has begun, and placeholder bills are being filed. Long session this year so the amount of bills could be high. Big shifts in representatives for our district towns.

Borrupt thanked Sartucci for all her hard work over the years to secure new headquarters for the agency.

MOTION by Jarema, seconded by Henault to accept the monthly report of the Director of Health as presented. **Motion carried unanimously.**

MOTION by Richter, seconded by Diloreto to accept the FY 2018-2019 Financial Report dated December 31, 2018 as presented by Brown as Board Secretary-Treasurer. **Motion Carried unanimously.**

F. Committee Reports

- 1. Finance Committee** – Committee Chairman Henault discussed the concept of two open house events at the new CCHD Office at 2080 Silas Deane Highway in Rocky Hill one for internal and one for external partners. There will be a lunch event for staff and Board members an early evening event for external partners.
- 2.** Sartucci asked about the fraud risk assessment recommended by the agency’s auditor. Henault noted that the committee is evaluating using an intern to assist with this process.

MOTION by Henault, to accept the recommendation of the Finance Committee to approve a \$1,500 budget for open house events in FY 18-19. **Motion carried unanimously.**

- 3. Human Resources Committee** – Committee Chairman Stiglich updated the Committee on the status of Memorandum of Agreement between West Hartford-Bloomfield and CCHD for Director of Health coverage. We are waiting for the MOA to be signed by the WHBHD Board Chair, as they have had some leadership changes.

Brown reported on the development of a durational position for Clinic Nurse Supervisor to oversee immunization clinic medical operations if needed in the future.

MOTION by Stiglich, to accept the recommendation of the Human Resources Committee to approve a MOA between the Central CT Health District and the West Hartford-Bloomfield Health District with one change, to delete the word “permanent” and replace with the word “officially.” **Motion carried unanimously.**

MOTION by Stiglich, to accept the recommendation of the Human Resources Committee to approve the job description of a Clinic Nurse supervisor. **Motion carried unanimously.**

- 4. Governance Committee** – Committee Chairman Sadlosky thanked Sartucci for her guidance.

The committee discussed the use of the University of Michigan Governance-in-action training modules the agency had purchased last year. Committee members will evaluate these modules and provide recommendations for use.

The By-Laws need to be updated.

Goals for the upcoming year may include:

- Community Health Assessment process to include the development of the Community Health Improvement Plan
- Oversight of the CCHD Strategic Plan activities

The committee discussed the need to revise the current conflict of interest statement.

There are still unfilled board seats. Checko to follow-up to assure open positions are being targeted by individual towns.

5. Executive Committee-

MOTION by Sartucci, seconded by Stiglich to endorse the actions of the Executive Committee taken at its December 19, 2019 meeting. **Motion carried unanimously.**

MOTION by Richter, seconded by Henault to accept all the committee reports. **Motion carried unanimously.**

G. UNFINISHED BUSINESS: –

1. Centralization Progress Report – Brown stated there are a few items left to do, but most of the move is complete. Checko stated Brown presented a separate sheet of expenses for the centralization costs.

2. Annual Presentations to member town councils– Annual

presentations are scheduled for:

Rocky Hill 1/22/2019

Wethersfield 2/4/2019

Newington 2/12/2019

Berlin 2/19/2019

Brown suggested board members attend the presentation for their town.

Borrupt expressed concern about the agency losing contact with the towns by centralizing. Borrupt suggested setting up meetings with town leaders and continue to show our presence. Checko stated we

will work very hard to make sure we keep good relationships. Checko and Brown discussed setting up meetings with mayors and town managers to work together as a team. Sartucci would like a concrete plan in place.

H. NEW BUSINESS

- 1. Board and Committee meeting dates for 2019** – After much discussion the meeting dates for the board will stay as proposed. Sartucci suggested reducing the number of meetings to six times a year.

MOTION by Borrup, seconded by Paonessa to approve the Board meeting dates for CY 2019. **Motion carried unanimously.**

- 2. CCHD Office Open House** – Two open house events, one will be a luncheon for staff and board, the second will be late afternoon with finger foods and coffee for external partners. A Committee was formed with Checko, Brown, Sadlosky, Diloreto, and Stiglich. Open house will be no later than March.
- 3. Union Contract Negotiations** – Union contract negotiations will start on Friday with the assistance of Shipman and Goodwin. Barbara Gigliotti will be the new union President.
- 4. Action Items from Human Resources Committee** – Done in committee reports.

I. NEXT MEETING – February 21, 2019, 6:30 PM, CCHD Office in Rocky Hill, CT

J. ADJOURNMENT –

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

Respectfully submitted,

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

REVIEWED AND APPROVED BY BOARD: February 21, 2019