



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

BOARD OF HEALTH
MEETING OF FEBRUARY 21, 2008
ROCKY HILL 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 5:53 p.m. in Room 2 of the Rocky Hill Community Center, Rocky Hill, Connecticut.

Present: Nancy Klatt, Chairperson
Arthur Yoaps, Vice Chairman (leaves at 7:34 p.m.)
Kevin Borrup
Andrea Urciuoli
Dianne Doot
Judith Sartucci
Carolyn Wysocki
Patricia Checko
Paul Hutcheon, M.P.H., R.S. Director of Health

Excused: Patrick Kelly
Amanda Hurwitz
Lynn Gavelek

Quorum

A MOTION was made by Judith Sartucci to amend the agenda by adding a discussion of the addition of Plainville to the District under Old Business. Seconded by Dianne Doot. All were in favor, MOTION CARRIED.

II. AUDIENCE OF CITIZENS (Town Managers Invited)

Mr. John Salomone, Newington Town Manager introduced himself to the Board. He said the conversion of Newington joining the District has gone very smoothly and he is very pleased with the service Newington is receiving from the Central Connecticut Health District.

The newest member of the Board, Patricia Checko introduced herself. She is representing Berlin.

III. COMMUNICATION

Paul passed around a membership welcome packet from NALBOH. Copies of the NewsBrief were made available. NALBOH election ballots were not received yet. Carolyn will look into it.

The Toxic Toy Forum is being held Saturday February 23, 2008 at the Berlin Community Center from 10:00 a.m.- Noon. The public is invited to bring toys to be tested for lead content.

IV. REVIEW AND APPROVAL OF MINUTES

A MOTION was made by Arthur Yoaps to accept the minutes of January 17, 2008 as amended. Seconded by Kevin Borrup. All were in favor, MOTION CARRIED.

The minutes of the February 7, 2008 Special Meeting were on the agenda for approval. Kevin Borrup noted that there was no quorum at that meeting so it was not an official meeting and the minutes cannot be approved.

A MOTION was made by Kevin Borrup to accept the minutes of November 8, 2007 as presented. Seconded by Arthur Yoaps. 5 were in favor (Doot, Klatt, Borrup, Urciuoli, Yoaps), 3 abstentions (Sartucci, Checko, Wysocki), MOTION CARRIED.

V. COMMITTEE REPORTS

a. Financial

Review and approval of Financial Report (January 2008)

A MOTION was made by Kevin Borrup to accept the January 2008 Financial Report. Seconded by Carolyn Wysocki. All were in favor, MOTION CARRIED.

Proposed FY 08/09 Budget: Carolyn said the expenditures were listed at a 1.77% increase but when she did the figures it came out to a 3.7% increase. Also salaries were increased by 3% but when she figured out the line item increase for salaries it was 4.5%. Paul said the 3% represents the increase in a person's salary from this year to next, it doesn't reflect the difference in the total salary line item. The 4.5% noted by Carolyn represents the difference between the projected FY 07/08 salary line item and the proposed FY 08/09 salary line item. Carolyn was also concerned about taking out \$85,000 from the Reserve Account for expenditures. In the future they will not be able to use money from the Reserve Account to cover expenditures and they may have to look at alternate means to cover their budget.

The 1.77% increase in expenditures was the difference between the revised FY 07/08 budget and the proposed FY 08/09 budget. The 3.7% difference noted by Carolyn was between the projected FY 07/08 expenditures and the proposed FY 08/09 expenditures. Patricia Checko said she feels having a Reserve Account is healthy but you can't always use the Reserve Account to cover expenditures and it may be necessary to raise per capita rates in the future.

Judith Sartucci suggested finding out what the total cost would be to the District for cars, gas, copy services and rent if they weren't provided by the Towns for a minimal cost.

Carolyn noted that the cost of benefits is constantly increasing. Paul said a couple of positions have gone from part-time to full-time.

A MOTION was made by Kevin Borrup to accept the proposed FY 08/09 Budget. Seconded by Arthur Yoaps. All were in favor, MOTION CARRIED.

b. Governance: By-Laws update

Paul distributed a hand out to the Board. The Governance Committee continues to work on a draft to update the By-Laws.

VI. OLD BUSINESS

a. Salon Ordinance

The public hearing for the Salon Ordinance was scheduled for March 20, 2008 but that is Holy Thursday and Judy Sartucci suggested changing the date of the March meeting and Public Hearing. Patricia Checko said the Public Hearing could be held with the Director of Health and one Board member. There was a discussion of when to hold the public hearing and who would attend. Paul said he would set up a date for the public hearing that works for the salon owners and he would notify members of the Board when it would be.

b. Compliance with FOI requirements

Judy Sartucci submitted a list of the requirements of the Freedom of Information Act for agendas, minutes and record of votes. Everyone agreed that all requirements should be met within the time constraints required. Paul said they were not filling out all the forms in the past but now he feels they are in compliance. Judith Sartucci asked that the record of votes be sent out with the minutes in the Board packets. Members also asked that the record of votes be e-mailed to them within 48 hours.

c. Posting District meeting notices, minutes and working notes on member town web sites

The Board agreed that it was sufficient to send the information to the Town Clerks to be put on the member town's websites. Information will also be posted in the CCHD website when it is up and running.

d. Plainville Proposal

A MOTION was made by Arthur Yoaps to go into executive session. Seconded by Judith Sartucci. All were in favor, MOTION CARRIED.

The Board came out of executive session.

Kevin Borrup made a MOTION that the District not put forth a proposal to the Town of Plainville to join the CCHD. Seconded by Arthur Yoaps. 7 were in favor (Wysocki, Klatt, Yoaps, Borrup, Urciuoli, Sartucci, Doot), 1 abstention (Checko), MOTION CARRIED.

VII. Health Director's Report

a. Strategic Plan Update

Everyone received a copy of the Strategic Plan Update Report to track progress on the Strategic Plan. New members still need to sign up to work on specific objectives. The Board agreed to continue working on developing action steps. As they are completed, action steps will be sent to Paul.

Carolyn suggested adding another column stating who is responsible for implementing the action plan. The Board decided to leave the Strategic Plan Report as is.

b. Food Service Inspection Review

Paul reviewed the routine food service inspections for the period of January 1, 2007-December 31, 2007 to determine compliance with the State mandate. The overall compliance rate was 89%. The Board recognized that the sanitarians have done an outstanding job complying with the State mandates.

c. CCHD Website

Paul said the website still needs work. The web designer has promised it would be up and running in a week. Kevin Borrup said if the site weren't operating by the next Board meeting he would make a motion to contract with another web designer and that the current designer not receive any more remuneration from this Board.

d. Job opening in Newington

Greg Matus has resigned, tomorrow being his last day. The job opening has been posted and the closing date is March 7, 2008 at 4:00 p.m. In the meantime if the other sanitarians are not able to keep up with the work they have an individual that is willing to do contracted food inspections.

e. Student Intern

The CCHD has taken on a student intern who is an undergraduate from Southern Connecticut State University. The State is asking the District to do a couple of things in order to keep the student intern. They need to indicate that they have a non-discrimination certification in accordance with the State. He gave a form to Nancy Klatt to sign. They also need to sign a Certification of Authorized signature for the Student Educational Affiliation Agreement.

A MOTION was made by Patricia Checko authorizing Paul Hutcheon to sign the Certification of Authorized Signature for the Student Educational Affiliation Agreement. Seconded by Judy Sartucci. All were in favor, MOTION CARRIED.

Paul passed around a Smart Dining in the District brochure that sanitarians will be handing out to restaurants in the District urging them to sign up for the program. Several restaurants are already interested in participating.

VIII. NEW BUSINESS

a. Financial Reserve Fund Policy

The Board decided to refer this to the Budget Committee.

b. Capital Improvement Reserve Fund Policy

The Board decided to refer this to the Budget Committee.

c. Scheduling of Board and Committee meetings – RSVP's

Judith Sartucci asked that Board Members respond to Paul as soon as possible when trying to set up special meetings.

d. Request Cancellation of or change in March 20, 2008 meeting date

The Board changed the meeting date to Wednesday March 19, 2008.

e. Policy on admission of new towns to the District

The Board decided to refer this to the Governance Committee.

f. Policy regarding charges to member towns for additional services beyond core package.

This item was referred to the Budget Committee.

IX. ADJOURN

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

Meeting adjourned at 7:54 p.m.

Respectfully submitted,

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

