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(Approved working notes)

**BOARD OF HEALTH
MEETING OF APRIL 16, 2009
BERLIN COMMUNITY CENTER, ROOM 4**

I. CALL TO ORDER AND ATTENDANCE

Vice Chairperson Pat Checko called the Thursday, April 16, 2009 meeting of the Central Connecticut Health District Board of Health to order at 6:35 p.m. in Room 4 of the Berlin Community Center, Berlin, Connecticut.

Present: Pat Checko, Vice Chairperson
Arthur Yoaps
Ray Jarema
Dianne Doot
Judith Sartucci
Carolyn Wysocki
Kevin Borrup (arrived at 6:57 p.m.)
Paul Hutcheon, M.P.H., R.S. Director of Health

Excused: Nancy Klatt, Amanda Hurwitz

Staff: Eileen Knapp, Recording Secretary
Linda Bantell, Health Educator

Quorum

Pat suggested that the Board consider moving up the presentation by Andrew Bernstein, MD to the first agenda item. Carolyn asked that the presentation by Dr. Bernstein be removed from the agenda because she has "concerns that it is a conflict of interest for the Board to have this presentation which may be perceived to persuade the Board from its decision last month to wait until 2010 to discuss the Flu Program." Pat did not feel this presentation posed a conflict of interest. She said the purpose is to gather more information and address some of the Board's concerns. The rest of the Board agreed to go ahead with the presentation. Carolyn chose not to be present for the presentation and left the room.

Paul introduced **Dr. Andrew Bernstein with Medimmune, LLC**. He is a Physician and former Director of Health for a local health department in Maryland. Dr. Bernstein gave a 1-hour presentation on the FluMist product.

(Kevin Borrup arrived at 6:57 p.m.)

Dr. Bernstein suggested focusing on vaccinating children as a way to have a greater impact on the rate of illness in the higher risk elderly and chronically ill. Children less than 9 years of age who receive their first

dose in a single year need to have two doses within that year so he suggested starting the clinics early. Flu mist is stored in a syringe with a plastic applicator and is very easy to administer with same day training. The vaccine is live and it is attenuated. Dr. Bernstein went over the studies showing the efficacy and effectiveness of the FluMist. After large studies FluMist was shown to work and it is FDA approved. As far as the length of time the vaccine is effective, according to data if FluMist is given in August, it will still work in February. FluMist has not been approved for use in children with asthma, reactive airways disease or recurrent wheezing. The vaccine is available for use in children to adults from 2-49 years of age. Side effects in the pediatric population include low-grade fever, runny nose and nasal congestion for 1-2 days. In adults the side effects include runny nose and sore throat lasting 1-2 days. The vaccine can be given anywhere but in bone marrow transplant units. FluMist is not approved for pregnant women. There are no prohibitions about who can administer this type of vaccine. This is an egg-based vaccine so anyone with egg allergies would not be a recipient for this vaccine. As far as price, it is close to the same price as the TIV vaccine in individual syringes. Dr. Bernstein said 97% of insurance companies do cover the FluMist vaccine.

(Carolyn returned to the meeting.)

II. AUDIENCE OF CITIZENS

None.

III. COMMUNICATIONS

The NALBOH National 17th Annual Conference is being held July 1st – July 3rd in Philadelphia, Pennsylvania.

IV. REVIEW AND APPROVAL OF MINUTES (MARCH 19, 2009)

A MOTION was made by Carolyn Wysocki to accept the Minutes of March 19, 2009 as amended. Seconded by Kevin Borrup. MOTION CARRIED UNANIMOUSLY.

V. REVIEW AND APPROVAL OF FINANCIAL REPORT (February and March 2009)

A MOTION was made by Ray Jarema to accept the Financial Report for February 2009. Seconded by Kevin Borrup. MOTION CARRIED UNANIMOUSLY.

A MOTION was made by Kevin Borrup to accept the March 2009 Financial Report. Seconded by Judy Sartucci. MOTION CARRIED UNANIMOUSLY.

Carolyn said it appeared that they would most likely be taking \$71,000 out of the reserve account to balance the budget this year. Pat asked where the \$17,000 listed under Flu came from. Paul said that was money from Medicare that has come in. Carolyn had a question about the \$85,456 under adopted fund balance adjustment. She wondered if that is the amount that would be taken out of the Reserve Fund to balance the budget. Paul said the original adopted amount was \$85,456 but they revised it once to be \$81,000. The financial report is more accurate at \$71,000. Paul said he would double-check that information. Carolyn said she would like to see some consistency in the numbers. Paul said throughout the year the anticipated transfer from the Reserve Account may fluctuate month to month.

VI. COMMITTEE REPORTS

a. Finance

The Finance Committee is recommending that Paul go forward with negotiating a contract with the recommended auditor.

The Finance Committee submitted for the approval of the Board the following definitions to apply to the funds held by the Central Connecticut Health District:

Capital Account: The CCHD Board of Directors voted to designate a special fund for capitol expenditures by the District and to appropriate \$50,000 for this purpose.

Operating Reserve Fund: The term Operating Reserve Fund shall refer to all monies over expenditures held by the District. It does not include the Capital Fund resources. The current Board policy regarding these funds is that a minimum of 25% must be held in abeyance as the District's contingency fund for 90-day operating expenses.

A MOTION was made by Art Yoaps to accept the recommendation of the Finance Committee regarding the naming and definition of the Capital Account and Operating Reserve Fund. Seconded by Carolyn Wysocki. Carolyn noted that these changes would have to be made in the Policy and Procedures Manual. **MOTION CARRIED UNANIMOUSLY.**

The Finance Committee discussed taking a half-day on a Saturday as a retreat to discuss fiscal issues. The Finance Committee intends to run the retreat. The tentative date is May 30, 2009 from 8:30-noon. Paul will send out an e-mail to confirm Board member attendance and he will try to book a location for the retreat.

Pat said right now the new Proposed Budget increased the Per Capita Grant amount to \$1.85, totaling \$174,754 for the CCHD.

b. Governance

The Governance Committee has been working on changes to the Policies and Procedures Manual including revisions to the Conflict of Interest Policy and the addition of Public Hearings Policies and Procedures.

A MOTION was made by Carolyn Wysocki to adopt the Public Hearing Policies and Procedures as proposed by the Governance Committee. Seconded by Art Yoaps. MOTION CARRIED UNANIMOUSLY.

It was agreed that today would be the effective date for the Public Hearing Policies and Procedures.

There was a discussion about whether or not there would be a charge to have an attorney review policy and procedure changes. Paul said the District has never had access to the Town Attorney for that kind of a service. That has always been a fee-based service.

A MOTION was made by Judy Sartucci to authorize the cost of having the Conflict of Interest Policy reviewed by an attorney prior to bringing it to the Board for total adoption. Seconded by Carolyn Wysocki. Kevin said before it is sent to an attorney the Board should review it in case there are changes they would like to make first. **Judy withdrew her motion. Carolyn withdrew her second.**

c. Human Resources

No report.

VII. OLD BUSINESS

Carolyn wanted to know if there were any minutes done for the meeting of the Executive Meeting. Pat said the sheet that Paul presented to the Board at the subsequent meeting served as the minutes. The Board agreed that they need to be identified as minutes and posted on the website. Judy noted that the Governance Committee still needs to take a look at the Executive Committee activities and coming back with some guidance.

VIII. HEALTH DIRECTOR'S REPORT

Paul asked the Board to confirm their decision as to whether or not they want to offer the FluMist vaccine. The Board agreed not to move forward with ordering the FluMist vaccine.

Paul went over the Fund Balance History Memo and the Budget History Memo. The primary purpose of the Fund Balance History Memo is to give a view of what the adopted budget was, what they planned on taking from the fund balance and then what they actually took from the fund balance. The Budget History memo shows the adopted budget then any changes in the budget from the prior year and also the changes in the per capita membership fee.

Carolyn asked about the legal matters going on in Newington and lead cases in Wethersfield. Paul said the Newington case is ongoing because the recipient of the order is claiming identity theft and the owner of home hasn't been found yet. Carolyn asked if the monthly report on inspections could include cumulative totals for complaints, complaint inspections and routine inspections. Carolyn asked if the District was planning on expanding the flu clinics to include voting day. Paul said it is a possibility but it would require a lot of coordination with volunteers. Carolyn suggested that if the District runs into problems with funding in Berlin they should look into the Marjorie Moore Foundation. Pat also suggested identifying alternate sources of charitable contributions in all the member towns.

Pat said the Board approved budget funds to work with CADH to do a tabletop exercise and she wondered about the status of that. She requested that Judey Torpey be put on the next month's agenda to give a presentation. Paul said they are working to get a team from each community to participate.

IX. NEW BUSINESS

a. FluMist presentation, Andrew Bernstein, MD, Medical Science Director, MedImmune

This presentation was given earlier in the agenda.

b. Visit with a nurse continuation after 6/30/09

This was eliminated from the budget but the State budget cuts may not be as severe as what was originally proposed. Paul wanted to know if the Board still wanted to eliminate this program.

A MOTION was made by Judy Sartucci to continue the visit with a nurse program if it is financially possible. Seconded by Art Yoaps. Art said when they decided to eliminate the program they agreed that if money became available they would consider reinstating the program. Carolyn said there was a recommendation made to the Board to eliminate this program whether or not there was funding. She said there are visiting nurse groups in the towns that can provide these services. **The Board decided to table this motion until the next meeting.**

c. Selection of auditor

The auditor has come in with a cost of \$5,500, which he hopes to hold for a few years except for possible cost of living increases. They had budgeted \$5,000 for auditor fees. After checking his references, Paul and the Finance Committee are recommending he be hired.

A MOTION was made by Kevin Borrup to authorize Paul to negotiate a contract with Charles Costello for auditing services. Seconded by Ray Jarema. MOTION CARRIED UNANIMOUSLY.

d. Policy and procedures on public hearings (approval)

This was voted on already.

X. OTHER

None.

A MOTION was made by Kevin Borrup to adjourn. Seconded by Pat Checko. MOTION CARRIED UNANIMOUSLY.

Meeting adjourned at 8:35 p.m.

Respectfully submitted,

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