



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

(Approved working notes)

**BOARD OF HEALTH  
MEETING OF JUNE 18, 2009  
ROCKY HILL COMMUNITY CENTER, ROOM 2**

**I. CALL TO ORDER AND ATTENDANCE**

Chairman Nancy Klatt called the Thursday, June 18, 2009 meeting of the Central Connecticut Health District Board of Health to order at 6:37 p.m. in Room 2 of the Rocky Hill Community Center, Rocky Hill, Connecticut.

**Present:** Nancy Klatt, Chairperson  
Pat Checko, Vice Chairperson (6:41 p.m.)  
Amanda Hurwitz  
Ray Jarema (6:41 p.m.)  
Dianne Doot  
Kevin Borrup  
Judith Sartucci  
Carolyn Wysocki  
Paul Hutcheon, M.P.H., R.S. Director of Health

**Excused:** Arthur Yoaps

**Staff:** Eileen Knapp, Recording Secretary

**Guest:** Dr. Grant Golub (future Board member effective July 1, 2009)

Quorum

**II. AUDIENCE OF CITIZENS**

**Denise Sanderson, Municipal Agent for the Elderly in Rocky Hill and Cathy Sylvester, Senior Coordinator/recreation with the Town of Rocky Hill** addressed the Board to express their concerns about the elimination of the Visit with a Nurse Program. They asked if the Board would reconsider this decision and possibly decrease the hours instead of eliminating it altogether. They feel the seniors will really miss it and this decision will receive a lot of negative feedback from the community.

**Mr. Ted Dembrowski** addressed the Board as a small business owner who operates at Farmer's Markets around Connecticut. He expressed his concerns about the fee for a temporary food vendor license in the District. The fee is \$85.00 and is only good for 2 weeks at a single location. He feels this is too much compared to what other towns charge and it isn't worth it for him operate his business in the District. Other towns charge one fee for the season. Paul said this item is on the agenda for action tonight. The Board needs to determine what fee to charge a commercial vendor at the Farmer's Market. If they treat these commercial

vendors as temporary food establishments the license is only good for a period of 2 weeks. Do we really want to charge these types of vendors \$85 every two weeks? Pat said the Board discussed this at a previous meeting and she wondered what they decided. Paul said they discussed what to charge vendors who were selling raw vegetables and they decided to require a permit but no fee. These commercial vendors operating at the Farmer's Markets are not itinerant vendors. The Board had a discussion about what to charge these types of vendors and whether or not the same permit could be used in different towns in the District.

### III. COMMUNICATIONS

Carolyn Wysocki has been appointed to the Governor's Public Health Council. Kevin Borrup could serve as an alternate. The first meeting is being held July 1<sup>st</sup> at the Connecticut Hospital Association from noon - 2:30 p.m.

Paul handed out a new contact sheet for Board members. Judy asked Paul to make sure the Board member's e-mails were not posted on the website because it results in a lot of unnecessary spam e-mails.

Paul purchased the NALBOH video available to Board Members called Assessment, Policy Development and Assurance: The Role of the Local Board of Health. A NALBOH booklet was distributed on being an effective local Board of Health member.

**Review and order of agenda:** Judy said that two items under New Business should be Old Business. This includes a. Conflict of Interest Policies – Board and Staff and b. Strategic Plan update. She also wanted to add under b. Governance, the Executive Committee Policy and the Board Development Policy, which need action. And under VII. Old Business there should be the Freedom of Information Session. Paul asked to add two grant applications for approval under IX. New Business.

Last week Pamela Kirby Fox made a presentation on the Connecticut State Performance Standards on a web cast. The 10 Essential Functions were emphasized. Carolyn said the CCHD needs to get on board with that accreditation process also.

### IV. REVIEW AND APPROVAL OF MINUTES (May 21, 2009)

**A MOTION was made by Amanda Hurwitz to accept the minutes and working notes of May 21, 2009 with changes. Seconded by Kevin Borrup. 7 were in favor (Klatt, Checko, Doot, Jarema, Hurwitz, Borrup, Sartucci) one abstention (Wysocki).**

Carolyn asked to add a discussion of Flu Clinics in Berlin under Old Business.

**A MOTION was made by Kevin Borrup to accept the agenda with changes. Seconded by Amanda Hurwitz. 6 were in favor (Borrup, Checko, Sartucci, Doot, Wysocki, Jarema), 2 opposed (Klatt, Hurwitz), MOTION CARRIED.**

### V. REVIEW AND APPROVAL OF FINANCIAL REPORT (May 2009)

Carolyn asked where the \$8,000 was that we gave to CADH to purchase services for the Emergency Preparedness Tabletop exercise. Paul said it is partially under the BT Budget. There was also \$6,000 that came from the Cities Readiness Initiative, which is a separate grant. Paul said the CRI monies should

be added in under revenue and he would take care of that. Carolyn asked about the \$2,000 computer expense in May. Paul said he would e-mail a response to the Board about that expense. Carolyn asked about the \$268 increase in payroll expenses. Paul said he would check, sometimes there are added costs for added reports. It was noted that the two STIF Account names were not changed as they discussed at a previous meeting to Operating Account and Capital Account. Paul said he would make that change. Paul noted that under Salaries, the current month actual is higher than previous months because there were 3 payrolls. Under Revenues, item 4035 an additional \$8,569.33 was received from the State for lead money.

**A MOTION was made by Amanda Hurwitz to accept the May 2009 Financial Report. Seconded by Kevin Borrup. MOTION CARRIED UNANIMOUSLY.**

## **VI. COMMITTEE REPORTS**

### **a. Finance**

Pat is working on finalizing the discussion groups created at the Board Retreat.

1. **Contingency Planning Group** – Dianne Doot, Pat Checko, Nancy Klatt and Judy Sartucci
2. **Group to look at Rent, Operational Costs and options of a centralized office versus a decentralized office model or a hybrid thereof** – Dianne Doot, Ray Jarema, Amanda Hurwitz and Carolyn Wysocki
3. **Group to look at the Capital Improvement Plan** particularly for computers and needed technology over the next 3-5 year period – Ray is forming a discussion group.
4. **Group to look at community needs, results of assessments, available health data, existing resources and whom programs should target-** Dianne Doot , Pat Checko, Judy Sartucci, Amanda Hurwitz and Kevin Borrup
5. **Group to look at the Potential Regionalization of the Health District and it's Impacts** – Carolyn Wysocki, Kevin Borrup, Nancy Klatt and Judy Sartucci
6. **Mandatory vs. Discretionary – State Public Health and their impacts on the Health District** – Pat Checko, Dianne Doot and Judy Sartucci
7. **Evaluation of Existing Programs and Services** – Pat Checko, Amanda Hurwitz, Dianne Doot, Judy Sartucci and Kevin Borrup

Pat suggested each group pick a group leader and report back no later than the October 2009 meeting. Kevin asked Paul to get clarification on any FOI requirements that might apply.

### **b. Governance**

**Conflict of Interest Policy** – The policy was sent to an attorney for his opinion several changes were made. Judy went over some of these changes and the Governance Committee is recommending the acceptance of the revised policy that was handed out. There is one policy for the Board and one policy

for the staff. There was a discussion about what would constitute acceptance of a gift by a Board member. Carolyn expressed concern that Paul is on the Board of Directors for CADH and the District purchases services from them. Judy said the intent of the policy is disclosure and then they can have a discussion on how to handle the situation. Pat noted that in Paul's role on the Board of Directors for CADH he has no contact with the organization itself.

**A MOTION was made by Amanda Hurwitz to accept the revised Conflict of Interest Policy as recommended by the Governance Committee. Seconded by Carolyn Wsocki. MOTION CARRIED UNANIMOUSLY.**

**Policy on the Activities of the Executive Committee** – Judy explained the purpose of this policy and there was a discussion about what changes needed to be made.

**A MOTION was made by Carolyn to accept the proposed Policy on the Activities of the Executive Committee as recommended by the Governance Committee with 2 changes. Seconded by Amanda Hurwitz. MOTION CARRIED UNANIMOUSLY.**

**Policy on Board Development** – The intent of this policy is to make sure Board members receive proper training when they come on the Board and to continue training after they have been on the Board.

**A MOTION was made by Amanda Hurwitz to accept the Policy on Board Development as recommended by the Governance Committee with one change. Seconded by Pat Checko.** Carolyn noted that this policy includes a mentor for new Board members as well as the continued education of the Board members. **MOTION CARRIED UNANIMOUSLY.**

**Strategic Plan:** Judy said the Governance Committee reviewed and updated the Strategic Plan as the Board agreed to do throughout the year. The Governance Committee would like to use some of the information from the retreat as a basis for some future planning. Caroline stressed the importance of concentrating on the 10 Essential Function of Public Health as part of the District's goals.

**c. Human Resources**

No report.

**VII. OLD BUSINESS**

**a. Freedom of Information Session**

Paul contacted a representative from FOI and is trying to set up a presentation for September 17, 2009.

**b. Berlin Flu Clinics**

Carolyn said she was concerned because last month's minutes stated that the Berlin VNA requested that the District not do any Berlin flu clinics. She said the reason was not because of the money but because there was a problem with the timing of the flu clinics. Berlin holds their clinics in November because that is what the CDC recommended. Pat said she still would like to know the number of Berlin residents that attended the flu clinics (noted as 64). She said the CDC does not recommend waiting until November to give flu shots. The Board agreed at the last meeting that the District should run flu clinics in Berlin. Paul

said he did talk to the Berlin Town Manager and the Director of the VNA. One clinic in November is scheduled. Amanda recommended calling the CDC to find out exactly when they do recommend flu shots be given. Judy noted that there is a lot of change underway in influenza prevention particularly with the emergence of H1N1 (new flu strain, possibility of a new seasonal vaccine requiring a second immunization in the fall, CDC recommendations on vaccination of children for flu, etc.) and that is not "business as usual" for the Health District and its flu clinics. She would like the District to work on ways to get teens and children vaccinated for the flu. She would also like to see a plan for how the District is going to approach seasonal flu immunizations this coming season given all of the changes that are going on. It is the District's responsibility by law and professionally to plan for this. Paul said he isn't clear on exactly what Judy is asking for. He asked that Judy and he meet, along with anyone else interested, to talk about what the Board is looking for in regards to a plan. Pat suggested first going over the Influenza Plan before meeting. Dianne, Grant, Judy and Pat agreed to meet with Paul.

## **VIII. HEALTH DIRECTOR'S REPORT**

### **a. Lyme Disease Data**

Paul handed out information on Lyme disease in the District.

### **b. Mandated Programs and Services**

There was a sheet distributed showing the kinds of services and programs that the District offers that are mandated for a Local Health Department.

### **c. Commercial Vendors at Farmer's Markets**

Effective July 1<sup>st</sup> the District will be charging \$85 for a temporary food service permit, which is not to exceed 14 days. Some commercial vendors are looking for permits to operate at these farmer's markets for a period of 4 months. Paul asked the Board if they want to charge them the \$85 fee every two weeks or if they want to charge a different fee for this type of vendor. There was a lengthy discussion about what to charge these vendors.

**A MOTION was made by Amanda Hurwitz to establish a seasonal farmer's market vendor permit fee of \$135 per vendor per season per location. Seconded by Ray Jarema. 5 were in favor (Klatt, Jarema, Hurwitz, Doot, Borrup) 3 abstentions (Sartucci, Checko, Wysocki), MOTION CARRIED.**

Carolyn said she abstained because she would like more information. She said a farmer's market is supposed to sell locally grown products. Pat abstained because she is concerned about the type of commercial products and the training of the participants and the possible public health risk.

Three reports were distributed from Hilary summarizing what she has been working on; this includes the Stroke Screening for Women, Teen Safety Belt Project and the Children's Safety Seat Clinic.

Judy asked for a report on the tabletop exercise that was held a few weeks ago. Paul said they are still waiting to receive the after action report from CADH.

## **IX. NEW BUSINESS**

**a. Conflict of Interest Policies – Board and staff**

This item was discussed under the Governance Committee's report.

**b. Strategic Plan Update**

This was discussed earlier in the meeting.

**c. Asthma Grant Application**

The District has been approved by the Department of Public Health to continue with receipt of this grant for another 3 years. The intent is to switch to the Putting on Airs Program.

**A MOTION was made by Amanda Hurwitz to accept the Asthma Grant application. Seconded by Kevin Borrup. MOTION CARRIED UNANIMOUSLY.**

**d. Partnerships to address Immunization Grant**

This program focuses on immunization and improvements in immunization rates. This is a regional grant.

**A MOTION was made by Amanda Hurwitz to accept the Partnership to Address Immunization Grant. Seconded by Kevin Borrup. MOTION CARRIED UNANIMOUSLY.**

**e. Bike Path Grant**

This is a grant opportunity from the Bikes Belong Coalition to create bike paths in Rocky Hill.

**A MOTION was made by Amanda Hurwitz to accept the grant application for creating a bike path in Rocky Hill. Seconded by Kevin Borrup. MOTION CARRIED UNANIMOUSLY.**

Pat noted that the District did not get the smoking cessation grant.

**A MOTION was made by Amanda Hurwitz to table the remaining portion of the agenda until the next meeting. Seconded by Dianne Doot. 2 were in favor (Klatt, Hurwitz), 6 opposed (Borrup, Checko, Sartucci, Wysocki, Jarema, Doot), MOTION FAILED.**

**A MOTION was made by Pat Checko to continue the meeting for only another 15 minutes. Seconded by Amanda Hurwitz. MOTION CARRIED UNANIMOUSLY.**

**f. Nominating Committee**

**A MOTION was made by Pat Checko to accept as the members of the Nominating Committee, Amanda Hurwitz, Art Yoaps and Ray Jarema. Seconded by Dianne Doot. MOTION CARRIED UNANIMOUSLY.**

**g. Director of Health Performance Appraisal**

Carolyn said the Board usually starts this process in May and it is already June and they haven't begun

the appraisal. Dianne Doot is suggesting that they use a shorter appraisal form this year but it has not been crafted yet. The other option is to use the old form. The Board agreed to create a new shorter form. If it isn't ready by the next meeting they will use the old form.

**A MOTION was made by Amanda Hurwitz to adjourn. Seconded by Kevin Borrup. MOTION CARRIED UNANIMOUSLY.**

Respectfully submitted,

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