



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  

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**BOARD OF HEALTH  
MEETING OF AUGUST 21, 2008  
BERLIN COMMUNITY CENTER**

**Approved Working Notes**

**I. CALL TO ORDER AND ATTENDANCE**

Chairman Nancy Klatt called the Thursday, August 21, 2008 meeting of the Central Connecticut Health District Board of Health to order at 5:48 p.m. in Room 4 of the Berlin Community Center, Berlin, Connecticut.

**Present:** Nancy Klatt, Chairperson  
Arthur Yoaps, Vice Chairman  
Andrea Urciuoli  
Dianne Doot  
Judith Sartucci  
Carolyn Wysocki  
Patricia Checko  
Paul Hutcheon, M.P.H., R.S. Director of Health

**Excused:** Amanda Hurwitz

Quorum

**II. AUDIENCE OF CITIZENS**

Mr. Michael Aparo was present as a member of the public. He is interested in possibly becoming a Board Member for the Town of Wethersfield.

**III. COMMUNICATIONS**

Board members received a copy of an article appearing in the Wethersfield Life about the Central Connecticut Health District. Pat suggested putting the CCHD Annual Report into the local papers to keep themselves in the public's eye. Paul said he would look into the cost of doing that. Carolyn suggested sending out a press release about the new Salon Ordinance and Salon Inspections.

Certificates of appreciation are being framed for Kevin Borrup and Lynn Gavelek. Carolyn Wysocki suggested inviting former board members to the Volunteer Recognition Reception.

Carolyn attended the NALBOH Conference in July where they adopted a resolution on Climate Change. The focus heard throughout the conference centered on performance standards and accreditation. PowerPoint presentations are available on these topics. A survey of state officials in 49 states highlighted a need for improving visibility of public health. The complete results of the survey are available at [www.asco.org](http://www.asco.org). Fifty

states participated in the Food Protection Plan Conference, coordinated by the FDA. This was a 2-½ day strategic planning process looking at last years Food Protection Plan and updating it. A final report of the results will be coming out in September.

Information on the Greenable Cleanable Conference was e-mailed to board members. The Connecticut Yankee Conference is also coming up information will be distributed when available.

**A MOTION was made by Carolyn Wysocki to amend the agenda to add an Executive Session, and discussion of the Strategic Plan, vehicles and board meeting times. Seconded by Pat Checko. All were in favor, MOTION CARRIED.**

**IV. REVIEW AND APPROVAL OF MINUTES (June 19, 2008)**

Changes were made to the June minutes. Judy and Carolyn again asked that all minutes and agendas of Committee meeting be sent to all board members. The Board agreed to the changes but no motion was made.

**V. REVIEW AND APPROVAL OF FINANCIAL REPORT (May, June & July 2008)**

Judy said she thinks that information on grants should be reported every month at the Board meetings. Paul said he would look into it but he thinks it would be shown under revenue and expenditures in the Financial Report. Paul went over the June Financial Report. Only \$1,548 was needed from the Reserve Account to balance the budget.

**A MOTION was made by Pat Checko to approve the May 2008 Financial Report and the June 2008 Financial Final Pending Audit Report. Seconded by Art Yoaps.** Carolyn asked about discrepancies in the amounts that were budgeted for grants and what appears on the end of year financial report. Paul said grant years do not follow the CCHD fiscal years. The amounts shown are their best guess as to what will be received in a fiscal year. There was a discussion about whether or not to show grants on separate sheets. Judy suggested asking the auditor about the best way to report them. Pat suggested and the Board agreed to send this to the Finance Committee. **All were in favor, MOTION CARRIED.**

**A MOTION was made by Pat Checko asking that the unspent budgeted reserve account monies from 07/08 be transferred into the Capital Improvement Reserve Fund. Seconded by Art Yoaps. All were in favor, MOTION CARRIED.**

**A MOTION was made by Carolyn Wysocki to refer discussion of the details of the Capital Improvement Reserve Fund to the Finance Committee. Seconded by Andrea Urciuoli. All were in favor, MOTION CARRIED.**

Approval of the July Financial Report was tabled until the next board meeting.

**VI. COMMITTEE REPORTS**

**a.) Finance**

No report.

**b.) Governance**

The Governance Committee continues to work on the By-laws and streamlining Committee reports. They agreed to add the non-discrimination policy to the list of policy letters. They decided to create another binder for board meeting materials separate from the Orientation Manual. The Governance Committee is suggesting that the Board request a quote from NESC for continued help with the Strategic Plan.

**Pat Checko made a MOTION that the Board accepts the recommendations of the Governance Committee regarding the technical changes to the By-Laws. Seconded by Carolyn Wysocki. All were in favor, MOTION CARRIED.**

Pat Checko asked that a discussion of a Survival Retreat be added to the next meeting's agenda. There was a discussion about getting additional help from NESC to continue the work on the Strategic Plan. Paul said they are available for an additional charge. Carolyn said she would not support paying NESC to come because she wasn't happy with the job they did originally. She felt it was more of an Operational Plan than a Strategic Plan and it didn't include the 10 essential functions of Public Health. The Board asked the Governance Committee to define exactly what they need from NESC and report back at the next meeting. Board members also requested Paul to distribute copies of the Final Summary Report.

**Dianne Doot made a MOTION that the Board supports the Governance Committee's recommendation that they re-contact NESC regarding our status with the Strategic Plan. All were in favor, MOTION CARRIED.**

#### **c.) Human Resources**

Paul said we received a report back from our labor attorney regarding the classification of employees as exempt or non-exempt. According to the attorney the Chief of Environmental Services, Community Health Coordinator and Emergency Preparedness Coordinator are exempt and the Sanitarians are non-exempt. Paul recommended that the Human Resource Committee review the report and make a recommendation for establishing a policy. The Board agreed to send this matter to the Human Resource Committee.

### **VII. OLD BUSINESS**

#### **a. DOH Annual Review**

**A MOTION was made by Dianne Doot to go into Executive Session at 7:20 p.m. to discuss personnel issues. Seconded by Pat Checko. All were in favor, MOTION CARRIED.**

**A MOTION was made by Pat Checko to come out of Executive Session at 7:45 p.m. Seconded by Dianne Doot. All were in favor, MOTION CARRIED.**

**A MOTION was made by Pat Checko to adopt the recommendations of the Personnel Committee giving the Director of Health a 3% raise retroactive to his anniversary date. Seconded by Andrea Urciuoli. Five were in favor (Checko, Yoaps, Klatt, Urciuoli, Doot) 2 abstentions (Wysocki, Sartucci) MOTION CARRIED.**

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

#### **a. Hiring Status – Salon Inspector and Community Health Coordinator**

Nancy Wheeler has been hired as the part-time Salon Inspector. A licensed cosmetologist has also been hired to assist in the inspections. Initial inspections are scheduled to be completed by the beginning of the calendar year. Judy and Pat asked why these inspections wouldn't eventually be taken over by the sanitarians. Paul said that would impact other services and the sanitarian's ability to perform other tasks. After a brief discussion Pat said she would like to revisit this issue in the future and see what the impact would be.

**b. Survey Findings/demographics**

Board members received a report showing a breakdown of demographics for the surveys that were done. There was a discussion of the different clinics and services that are offered by the CCHD and whether or not to continue offering all the services. Pat suggested having the Community Health Coordinator give the Board a summary of each of the programs and services. Paul said he could distribute a spreadsheet showing all of the information.

**c. Smart Dining in the District**

The Community Health Coordinator and the intern are working on this project with Class 4 Food Establishments in the District. The goal is to get 40 restaurants to sign up to agree to meet at least 8 of the 29 criteria to advertise healthy meal choices. So far 24 establishments have signed up.

**d. Dental Cleaning Grant**

The District has been approved for a new grant for dental screenings for seniors. The intent is to offer 4 clinics per town over the course of a year plus educational programs for seniors. There is about \$900 the District must match in order to implement this grant that hasn't been budgeted in the 08/09 budget. Pat asked if the dental hygienists would be working under the supervision of dentists. She believes it is required by the Department of Public Health. Paul said he would find out.

**A MOTION was made by Art Yoaps to approve the Dental Cleaning Grant. Seconded by Carolyn Wysocki. Pat made a stipulation that she would vote to approve this grant only if they found out if they required supervision by a dentist. All were in favor, MOTION CARRIED.**

Kevin Borrup made the District aware that they are eligible to receive a \$6,000 grant through CCMC to address seatbelt use in high school age children. Kevin sent a model of a program that is already in use.

**A MOTION was made by Pat Checko to move forward with the Drive Smart Challenge Grant. Seconded by Andrea Urciuoli. All were in favor, MOTION CARRIED.**

Carolyn noted that Newington had a lot of general environmental health complaints listed in the monthly report. She asked if Paul if there was anything in particular to report. Paul said they are involved with some of the activities related to the Newington Housing Code. Newington has a lot of trash and debris related problems.

Paul said the Town of Wethersfield sprayed for mosquitoes in the northeast part of town last week.

Judy asked to be provided with the Public Health Assessment report from the Connecticut DPH when it becomes available.

**Central Connecticut Health District  
Meeting of August 21, 2008**

Paul met with a marketing representative of the VNA of Central CT. He said they are looking to see if the Health District is in need of any of their services.

Carolyn asked about the increase in Lyme disease cases being reported in the District. Paul said he thinks the State must have changed the qualifications or reporting requirements for Lyme disease because the District is getting numerous Lyme disease reports. He said he doesn't believe there is a particular problem in the District with Lyme disease. Carolyn asked for the cumulative communicable disease report for the year by town and by District to be handed out at the September meeting. She also asked that it be compared to the prior year. Paul said the monthly communicable disease report reflects notices received by the Health District but not necessarily true disease. Also from year to year the reporting requirements may change. Pat offered to work with Paul to modify what is being reported to more accurately reflect true disease. She suggested asking for the State's number of cases to get the true disease totals.

**A MOTION was made by Carolyn to change the meeting times to 6:00 p.m. Seconded by Pat Checko. No vote was taken, MOTION FAILED.**

**A MOTION was made by Art Yoaps to adjourn. Seconded by Pat Checko. All were in favor, MOTION CARRIED.**

Meeting adjourned at 8:38 p.m.

Respectfully submitted,

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