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**BOARD OF HEALTH  
MEETING OF JUNE 19, 2008  
ROCKY HILL COMMUNITY CENTER  
Revised Minutes**

**I. CALL TO ORDER AND ATTENDANCE**

Chairman Nancy Klatt called the Thursday, June 19, 2008 meeting of the Central Connecticut Health District Board of Health to order at 5:44 p.m. in Room 2 of the Rocky Hill Community Center, Rocky Hill, Connecticut.

**Present:** Nancy Klatt, Chairperson  
Arthur Yoaps, Vice Chairman  
Kevin Borrup  
Amanda Hurwitz  
Dianne Doot  
Carolyn Wysocki  
Paul Hutcheon, M.P.H., R.S. Director of Health

**Absent:** Lynn Gavelek  
Andrea Urciuoli  
Patricia Checko  
Judith Sartucci

Quorum

**II. AUDIENCE OF CITIZENS**

None.

**III. COMMUNICATIONS – NALBOH News brief (handout)**

Board members received copies of the NALBOH News brief. Nancy Klatt has been reappointed for another term on the CCHD Board. A Thank You note from the Wethersfield-Rocky Hill Nurses Association was passed around in appreciation of the Board's \$500 contribution to their scholarship program. CPHA is having their annual conference on November 14, 2008 at Watersedge in Westbrook, Connecticut. NALBOH decided to hold their 2009 Conference in Philadelphia.

**IV. REVIEW AND APPROVAL OF MINUTES (May 15, 2008)**

**A MOTION was made by Kevin Borrup to accept the minutes of May 15, 2008 with changes. Seconded by Art Yoaps. 4 were in favor (Klatt, Wysocki, Yoaps, Borrup) 2 abstentions (Doot, Hurwitz), MOTION CARRIED.**

**V. REVIEW AND APPROVAL OF THE FINANCIAL REPORT (MAY 2008)**

Paul noted that they moved the expenses for the volunteer reception out from the “professional development” line and put it under “other and recruitments”. Carolyn suggested that because of increasing gas prices the Finance Committee may want to revisit the budget for mileage for 2008-2009. Also, legal fees are another area that the Finance Committee may want to take a look at as far as increasing the 2008-2009 budget. Carolyn questioned the \$51,000 balance at the bottom of the Financial Report. Paul said as far as total expenditures, they are under-spending in the amount of \$101,049 and they are about \$50,000 shy in revenues. That is where the \$51,000 negative balance is coming from but it shouldn’t be a negative balance. Paul said he would find out why it is showing it as a loss. The Board decided to wait for clarification before approving the May Financial Report.

Paul said there are two issues coming up with regard to loss of funding for next year. Most likely there will be loss in funding for the Obesity Grant, which is the Smart Dining in the District Grant. In the budget for next year under the Community Health Educator \$8,100 is budgeted from that grant to support that salary. Paul said the board needs to decide if they should continue to fund the position out of the Reserve Account or cut back the position 18% to four days a week (30 hours). Carolyn suggested sending this issue to the Finance and Personnel Committees for discussion. The Board agreed that Paul should continue interviewing candidates making them aware that if the grant money is not there to support it the hours would be cut.

The next issue Paul brought up is the 25% reduction in funding from the Emergency Preparedness Grant for the 2008/2009 fiscal year. With this reduction Paul said the position would change from 37 ½ hours to 24 hours a week. Carolyn felt this issue should go to the Finance Committee. The Board agreed that the position would have to be cut to 24 hours a week if the grant money was reduced.

**VI. COMMITTEE REPORTS**

**a. Finance**

There was no Finance Committee meeting this month.

**b. Governance**

No report.

**c. Human Resources**

The Human Resource Committee is still working on the Director of Health’s evaluation.

Carolyn asked whether the Human Resource Committee meeting agenda and minutes were available and was concerned that we were not in compliance with FOI. She asked that any notices of committee meetings be sent to all Board Members.

The Human Resource Committee decided that the Salon Inspector did not have to be a sanitarian. They also decided to change the Community Health Coordinator job description under time commitments. Time spent on researching and writing grants was increased from 15% to 25% and the time spent overseeing and performing grants was reduced from 35% to 25%. The Human Resource Committee recommended that the Board accept the job descriptions as modified.

**A MOTION was made by Dianne Doot to accept the job description of Salon Inspector as written and the job description of the Community Health Coordinator with the changes in the amount of time spent as approved by the Human Resources Committee. Seconded by Kevin Borrup. All were in favor, MOTION CARRIED.**

## **VII. OLD BUSINESS**

### **a. DOH annual review**

The Human Resource Committee is still working on the evaluation.

### **b. Terms of Appointment**

Board members received copies of the letter sent to all Mayors and Town Managers letting them know whose appointment needed to be adjusted. Paul said he hasn't heard back from anyone yet.

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

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

Paul has interviewed 3 people for the Salon Inspector position. He is considering creating an inspection team consisting of a sanitarian and a cosmetologist. For the Community Health Coordinator position they received 26 applications from people who were qualified. Paul narrowed the applicants down to 7-8. He will be setting up three-person interview panel for next week.

### **b. Customer Survey findings – Customer Satisfaction Survey; program Evaluation Survey; and Clinic/Screening Evaluation Survey**

Paul said they received fantastic responses from the surveys regarding programs and services in the District. The Board requested information on the demographics, primary care physicians, health insurance and how the respondents heard about the program.

## **IX. NEW BUSINESS**

### **a. Strategic Plan Committee Assignments**

Carolyn said accreditation is coming in the future and local public health departments are going to be expected to meet certain standards as far as the ten essential functions of a local health department. She doesn't feel this strategic plan will help the District meet these standards. She suggested creating a Strategic Plan Committee to work on the Plan along with the ten essential functions. There was a discussion about how to move forward with the next steps of the Strategic Plan. Paul said he would reinvigorate the efforts to work on the Strategic Plan to facilitate future progress. The Board decided to have the individual Board Members and existing committee members meet to work on the goals instead of having a Strategic Plan subcommittee.

### **b. Preventative Health Block Grant Application**

Board members received a request for grant approval for the Preventative Health Block Grant Application. Most of the money from this grant is used to hire the contractors to provide the services. The plan for next

year includes three programs, the Diabetes Self-Care Program, the High Cholesterol Program and the Child Safety Seat Program.

**A MOTION was made by Art Yoaps to accept the Preventative Health Block Grant Application. Seconded by Dianne Doot. All were in favor, MOTION CARRIED.**

**c. Nominations Committee**

The Board needs to create a Nominations Committee to work over the summer to present a slate for elections in September. Carolyn volunteered to work on the Nominations Committee. She suggested having representation from each town. Dianne volunteered. Nancy said she would check with the absent Board Members.

**X. OTHER BUSINESS**

Art asked about the Town Manager of Wethersfield and the fact that she is resigning. Paul said she has submitted her resignation but has agreed to stay on until the Town Council finds a replacement. Art also noted that there was a nice article in the Rocky Hill Post about the Central Connecticut Health District.

Kevin Borrup said he enjoyed his time on the Board and was happy to see progress made particularly with the Salon Ordinance. He said he thinks it would be a bad idea to centralize the Health District offices because it would create a disconnect between the District and the local government. Nancy thanked Kevin for his service on the Board.

The Department of Public Health will be doing their performance standards assessment at their conference at the Farmington Marriott. Carolyn said she would be attending.

Carolyn asked what the Health District did to alert consumers in response to the tomato situation and the recent heat wave. Paul said the District has a local health alert network system to notify food establishments, grocery stores and long-term care facilities that might utilize those products. They did their best to notify establishments of the issue and make them aware of where they could purchase acceptable tomatoes. For the heat situation the District distributed a fact sheet from the Department of Public Health listing precautions to take during extreme heat to the superintendents of schools in the District.

**A MOTION was made by Kevin Borrup to adjourn. Seconded by Amanda Hurwitz. All were in favor, MOTION CARRIED.**

Meeting adjourned at 7:15 p.m.

Respectfully submitted,

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