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## **BOARD OF HEALTH**

### **January 19, 2017 Meeting MINUTES**

**A. CALL TO ORDER.** Chairman Judy Sartucci called the meeting to order at 6:37 P.M. in The 9/11 Memorial Room at the Wethersfield Community Center, 30 Greenfield Street, Wethersfield, CT.

**Present:** Judith Sartucci, Chairman  
Charles K Brown Jr., Secretary-Treasurer/Director of Health (arr. 6:44 PM)  
Patricia Checko, Vice-Chairman  
John Aforismo  
Ann Marie Diloreto  
Deborah Henault  
Jerilyn Nagel  
Michele Sadlosky  
Lia Safalow  
Marti Stiglich  
Carolyn Wysocki (arr. 6:44 PM)

**Excused:** Ray Jarema                      **Quorum present**

**Staff:** Jane Knotek- Recorder

**Meeting notice posted:** January 17, 2017

Sartucci introduced and welcomed new board member, John Aforismo from Wethersfield.

**B. PUBLIC FORUM** – no one from the public was present.

**C. MOTION by** Checko, seconded by Sadlosky to adopt the meeting agenda as amended with the addition under “New Business”: “Approval of revisions to the Board policy on budget adjustment.” **Motion carried unanimously.**

#### **D. MINUTES**

##### **1. Record of Votes and Minutes – November 17, 2016 Meeting**

**MOTION** by Sadlosky, seconded by Diloretto to approve the record of votes and minutes of the November 17, 2016 regular Board meeting as posted. Approved:

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Aforismo, Checko, Diloretto, Nagel, Sadlosky, Safalow, Sartucci, Stiglich, and Wysocki. Opposed: no one. Abstained: Aforismo and Henault. **Motion carried.**

**E. OFFICER AND STAFF REPORTS:**

**1. Chairman's Report –**

**NEW BOARD MEMBER APPOINTMENTS/REAPPOINTMENTS:**

- John Aforismo has been appointed to the board vacancy from Wethersfield. All that Town's positions are now filled.
- Two board positions from the Town of Newington remain vacant. Mayor and Town Council are aware of this and looking for candidates.
- Annual letters to the mayors of all the towns re: vacancies and/or upcoming reappointments will be sent out in March.

**SPECIAL BOARD RELATED MEETINGS:**

- Sartucci thanked board members who attended the annual presentations to the Town Councils in each of the 4 member towns. Feedback on the presentations has been good.
- In March 2017 for National Public Health Week, the agency will receive proclamations from each of the towns. Sartucci asked that Board members attend their respective town council meetings to receive.

**OTHER:**

- Denise McNair will be leaving the Town of Berlin as town manager. She has been a great supporter of the Health District and its activities and her input will be missed.
- The position of Town Manager in Rocky Hill is still vacant. John Mehr has been serving as interim town manager and this has worked well. Recruitment and interviews are underway.
- Regionalism proposal – will have a further update under the Director's report. Brown, Sartucci, Wysocki and Checko attended one of a series of regional meetings on Dec. 14<sup>th</sup> held by DPH with elected officials, policy-makers, directors of health, members of boards of health, etc. There is enormous resistance to this DPH proposal and concern over the process. The Deputy Mayor and the Town Manager from Newington also attended this meeting.
- CT State Health Improvement Plan (SHIP) – Brown, Sartucci and Wysocki sat in on the January 12, 2017 statewide conference call and update on the CT SHIP. Proposed public health policy changes and legislation were discussed.
  - Sartucci reviewed for the benefit of new Board members the annual report for FY 2015-2016 on the extensive governance activities of the Board and the work of its committees. Its purpose is to document the extensive work of the Board and to give board members a sense of accomplishment for

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their efforts.

**MOTION** by Checko, seconded by Stiglich to accept the Chairman’s report and the annual summary of Board activities for FY 2015-2016 presented by Sartucci. Approved: Checko, Diloretto, Henault, Nagel, Sadlosky, Safalow, Sartucci, Stiglich, and Wysocki. Opposed: no one. Abstained: Aforismo. **Motion carried.**

**2. Treasurer’s Report** - Brown distributed the 2016-2017 Financial Statements dated December 31, 2016. Revenue and expenditures are right on track for the year.

Revenues – are at 55% of what the agency expects to bring in. The fee revenue estimate for FY16-17 may come in lower than expected due to an accounting issue from previous year.

Expenditures – are at 52% of is expected. Flu/pneumonia clinic expenses should be complete for season.

**MOTION** by Stiglich, seconded by Henault to accept the second quarter FY 2017 agency financial report as presented by Board Secretary/Treasurer Brown. **Motion carried unanimously.**

**3. Director of Health’s Report –  
Advocacy -**

- a. Integration of Local Health Departments bill - Commissioner Pino and his Department are putting together a regionalization bill. Commissioner has made modifications to the proposal. General opposition across the state and across groups to the proposed plan. Loss of local control and the projected cost are major issues.
- b. Opioid regulation is addressed in a variety of proposed bills. Brown expects more to come out of this.
- c. Tobacco control – several bills will be re-introduced as they were in past years. These include smoking in cars with children present and funding for tobacco cessation. A bill regarding use of tobacco settlement funds was introduced by Dr. William Petit.
- d. Food vendor license reciprocity – for a second year this bill has been proposed. A significant loss of revenue to local health departments would occur. Testimony was submitted last year by CCHD and will be submitted

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again this year. Concern is not only for revenue, but for the safety of the public and legal accountability.

**CADH presentation on cost effectiveness factors for LHD's -**

- a. Study findings were presented at the recent CADH meeting by Yale researchers from CT Practice Based Research Network and addressed cost factors affecting LHD's in CT and MA. These two states have 15-20% of the LHD's in the country. Quantitative data show that most health districts are not large enough to reach economies of scale and qualitative information shows that connection to local needs is important. Brown to provide more information about this study once it is published.

**Opioid Forum in Berlin -**

Around 120-130 people attended this recent forum in Berlin at which Brown was a presenter. Great questions and conversations will hopefully lead to action. Local UPBEAT training will be held in February.

**CCHD Cloud Project continues to move forward -**

Environmental Health files have been uploaded and administrative files are now being moved.

**NACCHO Committee on Public Health Financing -**

Brown has been invited to serve on this national committee.

**QUEST Leadership Program**

Brown has been accepted into this one year leadership program. He and Wysocki attended the orientation and welcoming reception earlier today.

**MOTION** by Stiglich, seconded by Sadlosky to accept the monthly reports of the Director of Health dated December 21, 2016 and January 10, 2017 in the board packet and as presented. **Motion carried unanimously.**

**F. COMMITTEE REPORTS**

1. **Finance Committee** – Minutes in board packet. Checko reported on the FY 2018 budget. Centralization and its timing are major issues as well as the state's fiscal crisis and the financial pressures facing the agency's member towns. Checko reported that premiums for health insurance may rise 10% to 30% with the agency's new insurance year that begins on March 1, 2017. Recommended revisions to the board's policy on budget adjustment will be presented later in meeting under "new business."

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- 2. Governance Committee** – Minutes in board packet. Wysocki reported the Board’s attorney, Lisa Banatoski Mehta, will present a session on “Governing in a Collective Bargaining Environment” at the February 16, 2017 Board meeting. Update on the agency’s strategic plan will be presented later in meeting under “new business.”
- 3. Human Resources Committee** – Minutes in board packet. Stiglich reported Brown is setting a date for the annual review of the agency’s workforce development plan with staff and volunteers. Sartucci and Stiglich will sit in as Board reps.

The PHAB Accreditation standards and measures regarding human resources system components and the public health workforce were distributed and discussed at the last committee meeting.

Committee reviewed with Brown what the agency now has in place for handling of confidentiality statements for staff, board and volunteers. Training for staff was held in the fall. Need to explore how to handle confidentiality statements for board and volunteers.

**G. UNFINISHED BUSINESS –**

- 1. Centralization of agency offices and services update** – Minutes and summary in board packet. Brown and Board Members met in December with Town Managers to discuss centralization. Brown stated that the agency is approaching the point that it must either centralize to be more efficient or hire additional staff to handle the work load Brown anticipates.
- 2. DPH proposal to consolidate local health departments in CT update** – Discussed in Director of Health’s report.
- 3. Board meeting dates for 2017** – draft presented and discussed.

**MOTION** by Stiglich, seconded by Aforismo to approve for posting the 2017 calendar of Board of Health meetings. Approved: Aforismo, Checko, Diloretto, Henault, Nagel, Sadlosky, Safalow, Sartucci, and Stiglich. Opposed: no one. Abstained: Wysocki (temporarily out of the room). **Motion carried.**

**H. NEW BUSINESS –**

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**1. Approval of revisions to the Board policy on budget adjustment** – The purpose of this policy is to provide a procedure for budget adjustments and revisions during the course of the fiscal year in a responsible and transparent way. After over a year’s experience with this it the Finance Committee recommends some language and technical changes.

**MOTION** by Checko as Finance Committee Chair to approve revisions to the Board’s policy on budget adjustments as recommended by the Finance Committee. Approved: Aforismo, Checko, Diloretto, Henault, Nagel, Sadlosky, Safalow, Sartucci, and Stiglich. Opposed: no one. Abstained: Wysocki (temporarily out of the room). **Motion carried.**

**2. Agency strategic plan – midyear review** – Brown provided an update of the strategic plan, led discussion and responded to specific questions of board members. Per Wysocki the Governance Committee will continue to provide oversight.

**MOTION** by Sadlosky, seconded by Wysocki to accept the mid-year strategic planning report as presented by the Director of Health. **Motion carried unanimously.**

**I. NEXT MEETING** – February 16, 2017, at 6:30 PM in the Pitkin Community Center in Wethersfield,

**J. ADJOURNMENT**

**MOTION** by Wysocki, seconded by Sadlosky to adjourn. **Motion carried unanimously.** Meeting adjourned at 8:50 PM.

Respectfully submitted,

Charles K. Brown, Jr., MPH  
Board Secretary-Treasurer/Director of Health

**REVIEWED AND APPROVED BY BOARD: February 16, 2017**