



## **BOARD OF HEALTH**

### **November 17, 2016 Meeting MINUTES**

**A. CALL TO ORDER.** Chairman Judy Sartucci called the meeting to order at 6:30 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  
Patricia Checko, Vice-Chairman  
Ann Marie Diloreto  
Ray Jarema  
Jerilyn Nagel  
Michele Sadlosky  
Lia Safalow  
Marti Stiglich  
Carolyn Wysocki (arr. 7:17 PM)

**Excused:** Deborah Henault **Quorum present.**

**Staff:** Jane Knotek- Recorder

**Meeting notice posted:** November 4, 2016

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

**C. ADOPTION OF MEETING AGENDA.**

**MOTION** by Sadlosky, seconded by Stiglich to adopt the meeting agenda as posted.  
**Motion carried unanimously.**

**D. MINUTES**

**1. Record of Votes and Minutes – October 20, 2016 Meeting**

**MOTION** by Stiglich, seconded by Nagel to approve the record of votes and minutes of the October 20, 2016 Board meeting as posted. Approved: Checko, Diloreto, Jarema, Nagel, Sadlosky, Safalow, Sartucci, and Stiglich. Opposed: no one. Abstained: Checko. **Motion carried.**

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**E. OFFICER AND STAFF REPORTS:**

**1. Chairman's Report –**

- Sartucci and Brown will meet next week with outgoing board member, Angela Colantonio, to thank her for her service on the Board and provide her with a letter and certificate of appreciation.
- No word yet on the status of replacements for the three board vacancies (one from Wethersfield, two from Newington).

**2. Treasurer's Report -** Brown reported on both the first quarter financial report and the monthly report dated October 31, 2016. The Agency is on target for both revenues and expenses.

Brown reminded the Board that the “shock absorber” for expenditures in the FY 2017 budget is much smaller because all positions are now filled. Salary and benefit expenses will be closer to the approved budget than the past two years. The agency will have to be vigilant with expenses this year. Legal fees are well below budget so far. Environmental equipment expenses were high the first quarter due to the staff clothing allowance per the new union contract.

**MOTION** by Checko, seconded by Safalow to accept the first quarter FY 2017 financial report as presented by Brown as the Board Secretary/Treasurer.  
**Motion carried unanimously.**

**3. Director of Health's Report –**

- a. Flu Clinics - Brown reported that the seasonal flu clinics are almost completed for this year with one mass clinic remaining. Over 2,100 shots have been given thus. Over \$35,000 in insurance claims have been processed.
- b. Motels - There were several complaints in Newington regarding conditions in motels on the Berlin Turnpike. Brown reported on his meeting with the property owner and town and state attorney. Brown will continue to provide the Board with updates.
- c. Regionalization – Commissioner Raul Pino announced at his Semi-annual meeting with the local health directors that DPH is will still pursue legislation in January to mandate regionalization of local health departments. Dr. Pino met with the Council of Small Towns (COST) and has a meeting planned with the CT Conference of Municipalities (CCM). Both COST and CCM oppose what is being proposed. Sartucci and Brown are working on a letter to the Commissioner outlining issues and concerns. Checko offered to assist.

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- d. Commissioner’s Semi Annual Meeting with the local health directors - Brown continued his report on the Commissioner’s meeting which included presentations on the opioid epidemic and a proposal for a new property maintenance code.
- e. Annual CPHA Conference was held on November 10, 2016. 6 board members (including Brown) and 2 staff attended this year. Brown and board members reported that there were great speakers on a variety of topics. Checko moderated a panel on health data and community planning..
- f. Centralization Committee – minutes in Board packet. A committee conference call was held to discuss the next meeting with Town Managers. Brown and Checko have been working together to provide points for the meeting. Brown stated there are real challenges with the office space in nearly each of the Towns office sites and CCHD is moving in the right direction.
- g. Quest Leadership Program – Brown has been accepted into the program starting in January.

**MOTION** by Stiglich, seconded by Sadlosky to accept the Director of Health’s monthly report for October 2016. **Motion carried unanimously.**

**F. COMMITTEE REPORTS**

- 1. **Finance Committee** – minutes in Board packet. Checko reported there was a discussion about issues for FY 2018. Checko reported everything is on track and it’s time to begin trying to plan on making a move. Brown was to follow up with Charles Costello regarding advice about moving forward with the need for a different kind of accountant services, who can advise us on the finances for the centralization process.
- 2. **Human Resources (HRC)** – minutes in Board packet. Stiglich reported the HRC did a final review with Attorney Mehta of the proposed personnel policy revisions and discussed the need for an annual review of the agency’s workforce development plan. Sartucci and Stiglich will sit in as board reps to review. Sartucci suggested running the section of the plan related to the Board by the Governance Committee also since it has oversight for board development. The final personnel policy revisions will be discussed in executive session.
- 3. **Governance Committee** – ROV in Board packet. Sartucci reported for Wysocki. At its recent meeting Governance Committee continued to work on accreditation issues; has begun discussion of the next cycle of a CCHD community health assessment and options; ; and also discussed were the

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strategic plan, regionalization, the agency’s handling of special events, and branding strategies. Committee recommends by-law revisions to the Board’s Executive Committee responsibilities and this will be discussed under “New Business.” The Committee also recommends a board development session with Attorney Lisa Banatoski Mehta in February about governing and policy development in a collective bargaining environment.

Wysocki arrives at 7:17 PM.

**G. UNFINISHED BUSINESS –**

- 1. Annual presentations to member town councils - schedule** – Brown distributed to Board a draft town council presentation schedule. Rocky Hill date needs to be changed.
- 2. CCHD 20<sup>th</sup> Anniversary celebration – feedback** – Wysocki did a great job presenting the agency’s history. A Turley Publications reporter would like to do a follow-up article about CCHD. Sartucci asks that the agency look at how it plans special events for the year, such as this one, and that it make sure that National Public Health Week events and a reception for staff and volunteers are planned for April. Brown is putting an annual calendar together.
- 3. CPHA Annual Meeting – feedback** – Discussed under the Director of Health report above.

**H. NEW BUSINESS –**

- 1. Proposed amendment to Board Bylaws concerning its Executive Committee.**
  - The Board recently assigned the monitoring of advocacy issues to its Executive Committee. Also under the new collective bargaining contract the Executive Committee now has a role in one step of the grievance process.
  - The Governance Committee recommends an amendment to the Board bylaws on the responsibilities of the Executive Committee due to these changes.
  - A memo and suggested language were in the Board’s packet. Wysocki discussed the proposed amendment to the by-laws.

**MOTION** by Governance Chairman Wysocki, to accept the bylaws change regarding the responsibilities of the Executive Committee as recommended by the Governance Committee. **Motion carried unanimously.**

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**2. Board and Committee Meeting Dates for 2017** – Board discussed and agreed to stay with the third Thursday of the month.

**MOTION** by Checko, seconded by Stiglich to approve the 2017 Board meeting dates as presented by Brown. **Motion carried unanimously.**

Sartucci also asked the Board to consider use of just one location for all board meetings rather than rotating between the four towns. Brown described the difficulties rotating monthly meeting sites presents for staff and for Board members.

**MOTION** by Checko, seconded by Sadlosky to authorize the Director of Health to explore and select one location for the Board to meet for the entire year and to give him latitude to make that decision. **Motion carried unanimously.**

**3. Executive Session**

**MOTION** by Checko, seconded by Stiglich to go into Executive Session for the purpose of discussion related to:

- a. Draft documents exempt from disclosure under Conn. Gen. Stat. 1-210 (attorney-client privileged work product) related to implementation of the agency’s new collective bargaining agreement – the review and approval of revised personnel policies; and
- b. Legal services.

**Motion carried unanimously.**

In executive session at 7:48 PM. Present: Checko, Diloretto, Jarema, Nagel, Sadlosky, Safalow, Sartucci, Stiglich, Wysocki, and Brown.  
Out of executive session at 8:15 PM.

**4. Action on items discussed in executive session**

**MOTION** by HRC Chairman Marti Stiglich, seconded by Wysocki to adopt the revised agency personnel policies as recommended by the HRC and with the following amendments requested by the Board:

- a. Item 2.5 – delete “husband and wife” and insert “spouse.”
- b. Item 10.6 – change, “all decisions of the Board,” to “all decisions of the Executive Committee.”

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- c. Appendix B - change all references from “the Town” to “the Health District.”

**Motion carried unanimously.**

**MOTION** by Checko, seconded by Sadlosky to endorse the payment of a monthly invoice for legal services through October 31, 2016 rendered by Shipman and Goodwin. **Motion carried unanimously.**

With the resolution of several major legal issues and the reduction in legal expenses Sartucci suggested that all future legal bills be sent directly to Brown for his review each month as part of the agency’s financial report with the Finance Committee. The bills would no longer come to the Board for review unless there was an unusual circumstance. By consensus of the board agreed to this change.

- I. NEXT MEETING** – December 15, 2016, 6:30 PM, the Berlin Community Center in Berlin, CT. Sartucci reviewed the Board’s upcoming activities and agenda and asked the Board’s thoughts about meeting in December.

**MOTION** by Sadlosky, seconded by Safalow to cancel the December 15, 2016 Board Meeting. **Motion carried unanimously.**

The next board meeting will be on Thursday, January 19, 2017 at 6:30 PM. Location to be announced.

**J. ADJOURNMENT**

**MOTION** by Sadlosky, seconded by Checko to adjourn. **Motion carried unanimously.**

Respectfully submitted,

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

**REVIEWED AND APPROVED BY BOARD: January 19, 2017**