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## **BOARD OF HEALTH**

### **April 28, 2016 Meeting MINUTES**

**A. CALL TO ORDER.** Chairman Judy Sartucci called the meeting to order at 6:42 P.M. in Room S-2 of the Wethersfield Community Center, Wethersfield, CT.

**Present:** Judy Sartucci, Chairman  
Pat Checko, Vice-Chairman  
Charles K Brown Jr., Secretary-Treasurer/Director of Health  
Angela Colantonio  
Margaret Hanbury  
Ray Jarema  
Jerilyn Nagel  
Kristin Nasinnyk  
Michele Sadlosky  
Carolyn Wysocki

**Excused:** Ann Marie Diloretto, Deborah Pierce-Henault and Marti Stiglich.

**Quorum Present.**

**Staff:** Jane Knotek- Recorder

**Meeting notice posted:** April 22, 2016

**B. PUBLIC FORUM** – no one from the public presented.

**C. ADOPTION OF MEETING AGENDA** –

**MOTION** by Hanbury, seconded by Sadlosky to adopt the meeting agenda with the following changes: “Change G to officer reports; Change H to unfinished business, add H2. Advocacy issues; add H3. Implementation of CCHD climate control policy; H4. discussion of a need for a special meeting with attorney Lisa Banatoski Mehta; Change I to communications; Change J to change next meeting; and K to adjournment.” **Motion carried unanimously.**

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**D. APPROVAL OF RECORD OF VOTES AND MINUTES- (March 17,2016) –**

**MOTION** by Jarema, seconded by Colantonio to approve the record of votes and minutes of the March 17, 2016 regular Board meeting. Approved: Checko, Colantonio, Jarema, Hanbury, Nagel, Nasinnyk, Sartucci and Wysocki. Opposed: no one. Abstained: Sadlosky. **Motion carried.**

**E. EXECUTIVE SESSION:**

**MOTION** by Wysocki, seconded by Checko to go into executive session pursuant to Conn. Gen. Stat. Sec. 1-200(6)(A) for discussion related to:

- a. An update on collective bargaining contract negotiations;
- b. An update on health insurance benefits for the former health director;
- c. Strategies related to the continuity of health district; and
- d. Legal services

**Motion carried unanimously.**

In executive session at 6:47 PM: Present in Executive Session: Brown, Checko, Colantonio, Jarema, Hanbury, Nagel, Nasinnyk, Sadlosky, Sartucci, and Wysocki. Brown leaves session at 7:00 PM. Brown re-enters session at 7:07 PM. Board out of executive session at 7:10 PM.

**F. ACTION ON ITEMS DISCUSSED IN EXECUTIVE SESSION-**

**MOTION** by Hanbury, seconded by Sadlosky to approve payment of a monthly invoice for legal services rendered by Shipman and Goodwin through March 30, 2016. Approved: Checko, Colantonio, Jarema, Hanbury, Nagel, Nasinnyk, Sadlosky and Sartucci. Opposed: no one. Abstained: Wysocki. **Motion carried.**

**G. OFFICER REPORTS –**

**1. CHAIRMAN’S REPORT** – Sartucci thanked all the Board members for their well wishes while recovering from surgery. Sartucci thank Nasinnyk for serving as hearing officer for this evening’s public hearing. She announced the addition of two new Board members for Wethersfield: Ann Marie Diloreto and Deborah Pierce-Henault.

**2.DIRECTOR OF HEALTH AND STAFF REPORTS –**

- Brown announced the addition of two new staff members;

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- Ann Hartman Assistant Director of Community Health. She will be coordinating community health projects including the 4 Towns Walking Competition, Hepatitis C testing event planning and lead education within our communities as well as serving as acting director of health as she did most recently.
- Barbara Gigliotti, new supervising sanitarian, started on April 18<sup>th</sup>.
- Brown wanted to recognize the staff, specifically Hartman and the Administrative staff, for the work they had done in covering the office and activities while he was recently on bereavement leave and then vacation. Hartman picked up the reins quickly and was supported by staff and Board members. Brown also thanked the Board for the cards, thoughts and prayers during this difficult time.
- Statewide EP Exercise for medical countermeasures earlier in April went well. Volunteers, town and district employees were able to receive and transport simulated medications from the Strategic National Stockpile to point of dispensing site. Lessons learned will be captured in an After Action report and will help to improve our plans moving forward.
- Staff members worked to get over 800 messages out to restaurant, motels, etc. regarding the public hearing on the agency's proposed fee schedule for FY 2017 using Everbridge, an automated communications notification system.
- Committee meetings are coming up again after a hiatus. Brown encourages new members to get engaged in committee work as it is valuable to the agency and gives an in-depth insight into the issues the health district addresses.
- Brown gave an update on the air quality situation in the Wethersfield office and concern about its health effects on staff. Conn OSHA came in and did significant testing in multiple areas. The Town will be moving the air handling system closer to the windows, increase housekeeping with HEPA vacuuming, and replace carpet tiles in the work area. Deadline is May 19, 2016 to complete recommendations. Elevator equipment will be vented into the mail room adjacent to the office. Brown contacted UCONN Safety and Occupational Health. Wysocki and Sartucci, expressed their concerns about staff being exposed to the poor air quality. Checko suggested staff work from home if possible.
- Also the Newington office has roof leaks and the Board feels these issues should be addressed and soon.
- Centralization group will meet on May 4, 2016.
- Mid state collaborative group (member town mayors and managers) will meet on May 19, 2016. Brown, Sartucci and Checko are scheduled to meet with them regarding the office centralization issue.
- Brown updated the Board on the Zika virus. One, person in CT has contracted it. There is one type of carrier mosquito in the western part of the state,

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however no known cases in our District. Gigliotti will look into what towns are doing regarding spraying. DPH has a new plan to combat ZIKA set forth on its website.

- Brown distributed information about the mumps outbreak at Sacred Heart University and a DPH article about mumps.
- Sartucci suggested that the monthly report be edited and information in it collapsed.
- Checko suggested discussing the childhood lead and XRF outreach program the district has implemented.
- In response to question Brown reported that the FY 2014-15 Annual report is in its stages of completion.

**H. UNFINISHED BUSINESS –**

**1. Approval – FY 2017 Fee Schedule**

**MOTION** by Finance Committee Chairman Nasinnyk to adopt the proposed fee schedule for FY 2017 as recommended by the Finance Committee. **Motion carried unanimously.**

Checko suggested looking closer into temporary events to determine if some fees should be waived. If profits are given to a charitable organization, vendors should request a fee waiver. Brown stated inspections are still being done and that justifies the fee. Finance Committee was asked to look at the agency's fee policy to see if further changes are needed.

**2. Advocacy Issues** – Sartucci drafted a letter to be sent to Speaker of the House Brenden Sharkey and each of our nine senators and representatives from the Board of Health urging passage of HB5299. An Act Concerning Toxic Flame Retardant Chemicals in Children's Products and Upholstered Furniture.

**MOTION** by Checko, seconded by Wysocki to send communications to each state senator and state representative in Member Towns urging support for and passage of HB 5299, An Act Concerning Toxic Flame Retardant Chemical in Children's Products and Upholstered Furniture. **Motion carried unanimously.**

Brown updated the Board on:

1. S.B. No. 355 An Act Concerning Local Health Districts.
2. RHB-5457 - An Act Concerning Local Health Districts and Health Directors
3. Governors Proposed Budget – Funding to Local Health Departments and Districts would be reallocated from DPH line item to the State's Municipal

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Revenue Sharing account. Brown feels this would allow the towns to potentially keep funds from going to public health and the health districts unless the bill specifies that these monies are to go to the local health departments and health districts.

**MOTION** by Wysocki, seconded by Checko to send written communications about the Board’s concern about the handling of the State Grants-in-Aid to local health departments and health districts in the Governor’s budget revisions and the need to include specific language on that monies must be distributed to health departments and local health districts per state statute. **Motion carried unanimously.**

**3. Implementation of our Climate Control policy** – Wysocki suggested a change the CCHD Climate Control Policy. Brown is at a point now where this will be included in the agency’s strategic plan.

**4. Special meeting with Attorney Lisa Banotoski Mehta** –. Since neither the new AFSCME contract nor the agreement with the agency’s former director of health were ready for board action this evening, a special meeting of the Board needs to be scheduled.

**I. COMMUNICATIONS**

- 1. Finance Committee** – Nasinnyk- Action taken on fee schedule. No further report. Meeting minutes in Board packet. Next committee meeting is May 17<sup>th</sup>.
- 2. Governance Committee** – Hanbury – no report. Next committee meeting is May 10<sup>th</sup>.
- 3. Human Resources Committee**– No report. Next committee meeting is May 11<sup>th</sup>.

**J. NEXT MEETING** – May 19, 2016 at 6:30 PM in the Fireside Room at the Wethersfield Community Center, .

**K. ADJOURNMENT** –

**MOTION** by Colantonio, seconded by Sadlosky to adjourn. **Motion carried unanimously. Meeting adjourned at 8:40 PM.**

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Respectfully submitted,

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

**REVIEWED AND APPROVED BY BOARD:** May 19, 2016