



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
www.ccthd.org

BOARD OF HEALTH

May 19, 2016 Meeting MINUTES

A. CALL TO ORDER. Chairman Judy Sartucci called the meeting to order at 6:30 P.M. in Room S-2 of the Wethersfield Community Center, Wethersfield, CT.

Present: Judy Sartucci, Chairman
Charles K Brown Jr., Secretary-Treasurer/Director of Health
Angela Colantonio
Ann Marie Diloretto
Margaret Hanbury
Deborah Pierce Henault (arrived at 6:35 PM)
Ray Jarema
Jerilyn Nagel (arrived at 6:35 PM)
Kristin Nasinnyk
Michele Sadlosky
Marti Stiglich

Excused: Pat Checko and Carolyn Wysocki

Quorum Present.

Staff: Jane Knotek- Recorder

Meeting notice posted: May 16, 2016

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

C. ADOPTION OF MEETING AGENDA –

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

D. COMMUNICATIONS-

- Brown discussed an article from the Hartford Courant regarding the four town walking competition. This invitation was extended to residents and

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- employees of each member town.
- There were two articles that stood out in the NACCHO Dispatch this month; 1. Under “Community Health” an IOM report on Hepatitis B and C, stating that it is possible and feasible to wipe these diseases out. 2. A Climate change report from Obama Administration.
 - Several press releases from DPH regarding Zika precautions and Fluoridation. Two cases of Zika have been reported in the southern part of CT. Larva reductions is the way to prevent the Zika virus, spraying is not the answer. .
 - NALBOH News Brief
 - Sartucci distributed PHAB news release giving recognition to over 100 state and local health departments that have now received public health accreditation.

E. APPROVAL OF RECORD OF VOTES AND MINUTES- (April 28, 2016) –

MOTION by Stiglich, seconded by Colantonio to approve the record of votes and minutes of the April 28, 2016 regular Board meeting. Approved: Colantonio, Hanbury, Jarema, Nagel, Nasinnyk, Sadlosky, Sartucci and Stiglich. Opposed: no one. Abstained: Diloretto and Pierce Henault. **Motion carried.**

F. ACCEPTANCE – PROCEEDING OF April 28, 2016 PUBLIC HEARING ON AGENCY FEE SCHEDULE –

MOTION by Hanbury, seconded by Nasinnyk to accept the proceedings of the April 28, 2016 public hearing on the proposed FY 2017 CCHD user fee schedule. Approved: Colantonio, Hanbury, Jarema, Nagel, Nasinnyk, Sadlosky, Sartucci and Stiglich. Opposed: no one. Abstained: Diloretto and Pierce Henault. **Motion carried.**

G. EXECUTIVE SESSION:

MOTION by Nasinnyk, seconded by Jarema to go into executive session pursuant to Conn. Gen. Stat. Sec. 1-200(6) (A) for discussion and updates related to:

- a. Collective bargaining contract and implications for the proposed FY 2017 agency budget;
- b. Health insurance benefits and severance agreement– former health director; and
- c. Legal services

Motion carried unanimously.

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In executive session at 6:50 PM: Present in Executive Session: Brown, Colantonio, Diloretto, Hanbury, Jarema, Nagel, Nasinnyk, Pierce Henault, Sadlosky, Sartucci, and Stiglich.

Hanbury left executive session at 7:35 PM and returned at 7:40 PM.

Board out of executive session at 7:58 PM.

H. 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 April 30, 2016.

Approved: Colantonio, Hanbury, Jarema, Nagel, Nasinnyk, Sadlosky, Sartucci and Stiglich. Opposed: no one. Abstained: Diloretto and Pierce Henault. **Motion carried.**

MOTION by Finance Committee Chairman Nasinnyk to move the draft FY 2017 annual budget as recommended by the Finance Committee forward for a public hearing to be held on Thursday, June 16, 2016 at 6:00 PM at the Newington Town Library. **Motion carried unanimously**

MOTION by Sadlosky, seconded by Stiglich to approve Sartucci's appointment of Nasinnyk as hearing officer for the June 16, 2016 public hearing on the budget. **Motion carried unanimously.**

I. STAFF REPORTS –

1. DIRECTOR OF HEALTH AND STAFF REPORTS –

- Brown announced that Cheryl Kissinger, Office Manager recently fell while walking in Old Wethersfield. She had surgery on her right arm and will be on medical leave for some time.
- Jovan Williams, Environmental Health Inspector assigned to the Newington Office, is leaving to take a position in the New Haven Health Department.
- The CCHD-Town Walking Competition starts June 1:
 - Kickoff meetings started on May 26, 2016 in Newington
 - Many posts on social media about the competition and positive media stories
- Staff worked together to get annual renewal application packets out to all licensed food service establishments and other entities.

Commissioner's Semi-Annual Meeting –

- Sartucci, Wysocki and Brown attended the meeting in West Haven.

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- Commissioner Pino reported that DPH is reviewing and will propose revisions to state statutes governing LHD's in CT.
 - This will be an internal process and they will share a “final draft” with local health departments prior to sending to the State Legislature
 - The commissioner was asked if DPH continued to support regionalization of local public health services such as the health district model. He stated that DPH does and actually would support larger regions.
- Zika virus was also discussed. Both the Commissioner and the DPH Veterinarian provided updates..

One of DPH's attorney's presented on confidentiality statutes and handling by local health departments.

J. COMMITTEE REPORTS –

Finance Committee – Nasinnyk stated that state law requires a district director of health to provide a surety bond to the Board. This stems from a 1960's law that is out of date as health districts now carry general and specific liability insurance.

In Brown's 2014 contract the Board waived the requirement for a surety bond as CCHD coverage is currently through CIRMA (specifically Travelers for the policy and related riders). CIRMA has a new policy that provides broader coverage for “faithful performance of duty” for all employees and its volunteers, including the Health Director. Brown recommends going with the broader policy.

MOTION by Finance Committee Chairman Nasinnyk to approve the agency's contracting with Hanover Insurance for a “faithful performance of duty” policy covering all agency employees including the Director of Health and agency volunteers and keeping coverage of \$100,000 as with the current CIRMA policy. Board continues to waive the requirement under Conn. Gen. Stat. 19a-244 for a surety bond from the director of health in his role as treasurer. **Motion carried unanimously.**

Next meeting – June 14, 2016 Wethersfield Library Mezzanine Conference Rm at 6:00 PM.

Governance Committee – Hanbury reported that Brown provided a detailed update on the strategic plan for Year 1. Activity will resume as both the Assistant Director for Community Health and the Supervising Sanitarian positions are now filled. Brown and the Assistant Director this month will draft an outline and time frame for moving the Agency towards accreditation.

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Topics for board development presentations were suggested by the group including implications for governance in a union environment, education concerning conflict of interest, policy development, and a refresher on the accreditation process. Brown will look at how to best support these requests and prioritize with the Board its overall needs related to each topic.

Brown will meet with Sartucci to begin review and revision of current Board member orientation process.

Next meeting of Governance Committee is May 31, 2016 in the Rocky Hill Elevator Conference Rm 2 at 6:15 PM.

Human Resources – Stiglich reported that an HRC meeting was held on May 11, 2016. Brown reported to the Committee on the agency’s HIPPA policy and securing confidential information. Brown plans to have policy and procedures in place by the fall.

Background check system for new staff was approved by the Board at it February 18, 2016 meeting. Brown implemented with recent hires and found procedure, including the use of the HCC of Shelton, CT, worked well.

Next HRC meeting – June 8, 2016 Rocky Hill Elevator Conference Rm 2 at 3:00PM.

Nominations – Stiglich informed the Board that the positions will be up for election in September and asked Board members to consider serving in one of the officer positions. The requirements of each position are in the Bylaws.

K. UNFINISHED BUSINESS –

- 1. Wethersfield and Newington office sites – update** – Brown reported that he is continuing talks with UCONN Occupational Health. UCONN will come in and do an assessment of the work sites for CCHD.
- 2. Centralization issue – Meeting with the Towns’ leadership** – A meeting was scheduled with the mayors on May 19, 2016. After noting that town managers are not included in the group that the mayors are forming, Brown pulled out of the meeting. A new meeting will be scheduled with the Town Managers.
- 3. Advocacy issues – update** - Brown reported that the biggest issue is the budget and concern about LHD funding going into a municipal revenue sharing

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account. The proposal did not make it forward. Board needs to decide how it wants to handle review of advocacy issues and legislation going forward.

L. NEW BUSINESS –

1. Approval of date for public hearing on FY 2017 agency budget and appointment of hearing officer – Approved in Action on items from the Executive session.

2. Approval – revised Board advocacy policy –

MOTION by Governance Committee Chairman Hanbury to approve revisions to the Board’s advocacy policy as recommended by the Governance Committee. Approved: Colantonio, Hanbury, Jarema, Nagel, Nasinnyk, Sadlosky, Sartucci and Stiglich. Opposed: no one. Abstained: Diloretto and Pierce Henault. **Motion carried.**

3. Special Board meeting with Board attorney -

MOTION by Hanbury, seconded by Sadlosky to schedule a special Board meeting on Thursday, June 2, 2016 at 6:30 PM at the Rocky Hill Town Hall with the Board’s attorney to review 1) the recently ratified collective bargaining contract with AFSCME, and 2) a severance agreement with the agency’s former director of health. **Motion carried unanimously.**

M. NEXT REGULAR MEETING – JUNE 16, 2016, 6:30 PM – NEWINGTON TOWN LIBRARY

N. ADJOURNMENT –

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

Respectfully submitted,

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

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REVIEWED AND APPROVED BY BOARD: _____June 16, 2016