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CENTRAL CONNECTICUT HEALTH DISTRICT

Executive Committee Meeting

CCHD Office, Wethersfield Town Hall

Monday, July 9, 2013, 5:31 PM

Minutes (Approved)

A. Call to order and attendance

Meeting called to order at 5:31 PM. Attending: Judy Sartucci (Chair), Margaret Hanbury and Paul Hutcheon (Secretary-Treasurer), via telephone conference call: Carolyn Wysocki

Quorum.

B. Public Forum.

None Present.

C. REVIEW AND REORDER OF THE AGENDA

A MOTION was made by Margaret seconded by Carolyn to amend the agenda to show item F as “emerging” issues and include:

- a. Approval of ACHIEVE grant application.**
- b. Approvals of NCAA grant application.**
- c. Appointment of town IT staff member to website committee.**

MOTION CARRIED unanimously.

D. Approval of Record of Votes (April 1, 2013 meeting)

A MOTION to approve the Record of Votes of April 1, 2013 as presented was made by Margaret Hanbury, seconded by Carolyn Wysocki. In favor: Judy Sartucci, Margaret Hanbury. Abstention: Carolyn Wysocki. MOTION CARRIED.

E. Approval of selection of contractor for CHA/CHIP services

Judy noted that an e-mail was sent to the Board regarding recommendations of the Governance Committee to award the contract to Holleran at a cost not to exceed \$42,000 (see attached e-mail dated 7-3-13, with accompanying e-mail dated 7-2-13 from Paul Hutcheon).

A MOTION was made by Carolyn Wysocki, seconded by Margaret Hanbury to accept the recommendation of the Governance Committee to award the CHA/CHIP/SP contract to Holleran at a cost not to exceed the amount of \$42,000. MOTION CARRIED unanimously.

Paul reiterated the comments made in the July 2, 2013 e-mail. It may turn out that funding will exist in the FY 13-14 operating reserve fund to pay for the CHA/CHIP/SP consultant. Numbers are very preliminary. Worst case would involve some funding from the Capital Account. Carolyn noted the need to clarify the policies regarding the use of monies from the Operating

Reserve Fund and the Capital Account.

A MOTION was made by Margaret Hanbury, seconded by Carolyn Wysocki, to approve funding sources for the CHA/CHIP/SP consultant as follows: \$25,000 from the accreditation line item in the adopted FY 13/14 budget; \$3,500 from the Board approved Preventative Health Block Grant and the remaining \$13,500 from the anticipated Operating Reserve Fund with any shortfall to come from the Capital Account. MOTION CARRIED unanimously.

F. Emerging issues

a. Approval of ACHIEVE application.

ACHIEVE application-Judy suggested using monies to support town efforts in healthy eating, physical activity and tobacco. Judy suggested re-labeling the line item as "Program supplies/community support for healthy eating, physical activity and tobacco", increasing the amount to \$4,000 (\$1,000 for each town) and removing the line item for Community Garden and Farmers' Market promotion.

A MOTION was made by Margaret seconded by Carolyn to approve the ACHIEVE grant additional monies for the FY 13/14 application as follows:

\$4,000 for program supplies/committee support for efforts associated w/ healthy eating, physical activity and tobacco, with \$1,000 for each town.

\$ 1,500 for printing costs

\$ 500 for office supplies

\$ 6,000 total

MOTION CARRIED unanimously.

b. NCAAA application.

A MOTION was made by Carolyn second by Margaret to approve the NCAAA grant application for additional monies to fund additional dental cleaning clinics thru Sept 30, 2013 in the amount of \$2,150. MOTION CARRIED unanimously.

c. Appointment of town IT staff member to website committee.

A MOTION was made by Margaret seconded by Carolyn to approve the Chairperson's appointment of Tom Hemphill from the Wethersfield IT department to the Website Committee. MOTION CARRIED unanimously.

G. Adjournment

Judy noted she would like to send a letter to Berlin Town Manager Denise McNair commending her for her activities associated with physical activity. Judy would also like to send a letter to the Rocky Hill Town Manager commending her for the new Rocky Hill policy prohibiting smoking on Town property.

A MOTION was made by Carolyn seconded by Margaret to send letters of commendation to both the Town Managers of Berlin and Rocky Hill for their efforts regarding physical activity, and smoking respectively with cc's to the Mayors. MOTION CARRIED unanimously.

A MOTION was made by Margaret, seconded by Carolyn to adjourn at 6:33 p.m.

Respectfully submitted,

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