



## **BOARD OF HEALTH**

### **October 20, 2016 Meeting MINUTES**

**A. CALL TO ORDER.** Chairman Judy Sartucci called the meeting to order at 6:35 P.M. at the Newington Town Library Mazzoccoli Way, Newington CT.

**Present:** Judy Sartucci, Chairman  
Charles K Brown Jr., Secretary-Treasurer/Director of Health  
Ann Marie Diloreto  
Deborah Henault  
Ray Jarema  
Jerilyn Nagel  
Michele Sadlosky  
Lia Safalow  
Marti Stiglich  
Carolyn Wysocki

**Excused:** Pat Checko

**Quorum present.**

**Staff:** Jane Knotek- Recorder

**Meeting notice posted:** October 14, 2016

Sartucci announced the recent resignation of Angela Colantonio of Wethersfield from the Board. She acknowledged Angela's 2 years of service to the Board and her membership on the Governance Committee and recent assistance to Brown and staff with a survey of the Inter-town Walking Challenge. Colantonio was not present at this meeting.

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

**C. ADOPTION OF MEETING AGENDA** –

**MOTION** by Sadlosky, seconded by Jarema to adopt the meeting agenda as amended with the following change:

- Add “continuity of health district membership” under “I-3. Executive Session” as new item “d.” **Motion carried unanimously.**

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**D. Presentation: FY 2015-2016 agency audit by Charles Costello of Costello Associates**

Sartucci introduced the agency's auditor, Charles Costello of Costello Associates of Hebron, CT. Costello has served as the agency's auditor for several years.

**MOTION** by Sadlosky, seconded by Diloretto to go into executive session pursuant to Conn. Gen. Stat. 1-200)(6)(A) for discussion related to the Board's 2016 severance agreement with its former director of health and to invite the agency's auditor, Charles Costello, to join the session. **Motion carried unanimously.**

In executive session at 6:38 PM. Present: Diloretto, Henault, Jarema, Nagel, Sadlosky, Safalow, Sartucci, Stiglich, Wysocki, Brown and Charles Costello. Out of executive session at 7:07 PM.

Costello reviewed the FY 2016 report and answered Board member questions. The Finance Committee had reviewed the audit report at its recent meeting and had several questions about the audit and suggested language changes. Costello will incorporate changes into the final draft of his report to the Board.

**E. MINUTES:**

**1. Record of Votes and Minutes – September 15, , 2016 Meeting –**

**MOTION** by Sadlosky, seconded by Safalow to approve the record of votes as posted and the minutes of the September 15, 2016 regular Board meeting adding Lia Safalow as "present" in the minutes. Approved: Diloretto, Jarema, Nagel, Sadlosky, Safalow, Sartucci, and Wysocki. Opposed: no one. Abstained: Henault and Stiglich. **Motion carried.**

**F. OFFICER AND STAFF REPORTS –**

**1. Chairman's report** – Sartucci presented an 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 their efforts. Sartucci thanked everyone for their hard work and commitment.

Wysocki offered one correction to the report under the "Nominations Committee."

**MOTION** by Stiglich, seconded by Nagel to accept the FY 2015-2016 annual Board report as amended.. **Motion carried unanimously.**

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**2. Treasurer’s Report** – No treasurer’s report- quarterly report for September 30, 2016 – this will be provided at the November meeting.

**3. Director of Health Report for September** – Brown reported on the following:

- Flu Clinics have been going smoothly this year and appear to be consistent with last year. Revenues are already coming in. Mosquito issues should be calming down soon; had mosquito’s positive for WNV in traps in Wethersfield and Newington. Zika virus has been in the news lately but there are no Zika-carrying mosquitos detected locally, although we have had travel-associated cases in the Health District.
- Odor and other complaints – staff are working on several odor complaints in Wethersfield Cove. CCHD is working with CT DEEP to determine the source. It may be MDC facility or low water table and vegetative rot due to the ongoing drought.
- Several complaints received about conditions in motels in Newington. Brown discussed with his leadership team how to address this situation, looking for a strategic solution to issues of long-term residency and enforcement. Brown stated this could have huge implications for Human Service and other agencies. Zoning boards may help by enforcing zoning codes. Board members agree this is an important issue for the health district. Brown to meet with towns’ department heads and police on October 21, 2016.
- Regionalization – CADH met yesterday to discuss a response to the Commissioner’s proposal to consolidate health departments into 8 or 9 regions. CADH plan to engage members in a discussion session about this but has not responded to the Commissioner yet. CCM has pushed back strongly. Commissioner Pino stated that they were starting the discussion and would not expect to see any legislation pass this season. Brown stated they are using “consolidation” as a term now instead of “regionalization,” and is looking for engagement. Brown and Sartucci plan to send a letter to the Commissioner to not act on it this session.
- CCHD had its first annual staff picnic that was a success.

**G. COMMITTEE REPORTS**

**1. Executive Committee** – Sartucci. Committee did not need to meet.

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- 2. Finance Committee** – Brown covered for Pat Checko who was not at meeting. Brown had reviewed with the Finance Committee the first quarterly financial report for FY 2017 dated September 30, 2016 and answered and clarified issues for the Committee about various line items. Per board policy this should have gone to the board for review at today’s meeting. Revenues and expenditures are occurring as expected.
- 3. Governance Committee** – Wysocki. Minutes are in Board Packet. The Committee did an extensive review of the agency’s 5-year strategic plan with a focus on objectives and plans for FY 2017 with some suggested changes and revisions.

**MOTION** by Governance Chairman Wysocki, to accept the revisions to the Strategic Plan for FY 2017 as recommended by the Governance Committee.  
**Motion carried unanimously.**

Wysocki asked board members to membership on the Governance Committee.

- 4. Human Resources Committee** – Stiglich. Minutes in board packet. Stiglich stated implementation of new collective bargaining contract is proceeding as planned.

HIPAA consultation with the attorneys assigned by the Pro Bono Partnership is complete and Board approved policy was implemented with the start of the agency’s annual flu clinics earlier this month. Just in time (JIT) training was provided to staff and volunteers at the clinics. More extensive training is planned for agency staff by the Pro Bono attorneys who helped with the policy revisions.

The Pro Bono Partnership estimates the work their attorneys did for CCHD this year was worth \$35,000 – \$37,000.

The HR Committee noted that the agency’s travel policy was included in the review and revision of personnel policies that was just completed. Therefore a separate annual review of the agency’s travel policy by the HRC (as is agency policy) is not needed this year.

**Performance Evaluation Committee** – Sartucci. Record of Votes in board packet. Issues will be discussed in Executive Session.

**H. UNFINISHED BUSINESS –**

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- 1. Annual presentations to member town councils - schedule** – Board members were reminded that these annual presentations will be coming up in November and December. Board members were asked to attend when presentation dates are finalized so that the Town Councils can meet them and know who they are.
- 2. CPHA annual meeting** – Brown reminded Board members that the annual CPHA meeting, including celebration of its 100<sup>th</sup> anniversary is on November 7, 2016. In order to take advantage of early registration please let Brown know this week.

**I. NEW BUSINESS –**

**1. Acceptance of auditor’s report –**

**MOTION** by Wysocki, seconded by Jarema to accept the CCHD auditor’s FY 2015-2016 financial report as presented and with discussed amendments.  
**Motion carried unanimously.**

**2. 2016 annual town population figures from DPH** – Sartucci pointed out the annual town population figures for 2016 that were in the Board packet. Whenever the Health District uses population figures, these are the ones that are used to determine board membership, any funding received from the state or federal government, and for any grant applications.

**3. Executive Session:**

**MOTION** by Sadlosky, seconded by Jarema to go into executive session for discussion related to:

- a.** Legal services
- b.** Director of health performance evaluation exempt under Conn. Gen. Stat. 1-200)(6)(A)
- c.** 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
- d.** Continuity of Health District Membership

**Motion carried unanimously.**

In executive session at 8:33 PM. Present: Diloretto, Henault, Jarema, Nagel, Sadlosky, Safalow, Sartucci, Stiglich and Wysocki.

Brown joins session at 8:45 PM. Out of executive session at 8:50 PM.

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

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**MOTION** by Sadlosky, seconded by Jarema to accept the performance criteria for the 2017 annual evaluation of the Director of Health as developed by the Performance Evaluation Committee. **Motion carried unanimously.**

**MOTION** by Stiglich, seconded by Henault to accept the 2016 compensation recommendations for the Director of Health as suggested by the Performance Evaluation Committee. **Motion carried unanimously.**

**MOTION** by Sadlosky, seconded by Safalow to endorse the payment of a monthly invoice for legal services through September 30, 2016 rendered by Shipman and Goodwin. Approved: Diloretto, Henault, Jarema, Nagel, Sadlosky, Safalow, Sartucci, and Stiglich. Opposed: no one. Abstained: Wysocki. **Motion carried.**

**J. NEXT MEETING** – November 17, 2016, 6:30 PM at the Fireside Room of the Pitkin Community Center in Wethersfield,

**K. ADJOURNMENT**

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

Respectfully submitted,

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

**REVIEWED AND APPROVED BY BOARD: November 17, 2016**