



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

April 23, 2015 Meeting MINUTES

A. CALL TO ORDER AND ROLL CALL. Chairman Judith Sartucci called the meeting to order at 7:04 P.M. at Berlin-Peck Memorial Library – Board Room, 234 Kensington Road, Berlin CT.

Present: Judith Sartucci, Chairman
Patricia Checko, Vice-chairman
Charles Brown, Secretary-Treasurer/Director of Health
Angela Colantonio
Dianne Doot
Margaret Hanbury
Raymond Jarema
Jerilyn Nagel
Michele Sadlosky
Kristine Nasinnyk
Carolyn Wysocki

Excused: Marti Stiglich

Quorum present.

Staff: Jane Knotek, Secretary

Date public notice posted: April 16, 2015

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

C. ADOPTION OF MEETING AGENDA –

A **MOTION** was made by Sadlosky, seconded by Wysocki to adopt the meeting agenda with the addition of an executive session. **MOTION CARRIED UNANIMOUSLY.**

D. EXECUTIVE SESSION

A **MOTION** was made by Checko, seconded by Doot to go into Executive Session for the purposes of discussion of:

- a. Draft document exempt from disclosure under Conn. Gen. Stat. 1-210 (attorney client privileged work products related to collective bargaining and to former director's health benefits);
- b. Performance evaluation of Director of Health pursuant to Conn. Gen. Stat. 1-200(6)(A);
- c. Update on collective bargaining contract negotiations;
- d. Committee reports related to collective bargaining contract issues;
- e. FY 2015-16 budget process related to collective bargaining negotiations; and
- f. Legal services

MOTION CARRIED UNANIMOUSLY.

In Executive Session at 7:09 PM: Sartucci, Checko, Doot, Jarema, Nasinnyk, Colantonio, Sadlosky, and Wysocki.

Nagel and then Hanbury arrive and each joins session.

Brown invited into session at 7:55 PM and waived his right to have his performance evaluation discussed in an open session.

Out of Executive Session at 8:09 PM.

E. ACTION ON ITEMS DISCUSSED IN EXECUTIVE SESSION

A MOTION was made by Checko, seconded by Nasinnyk to approve a monthly invoice for payment for legal services rendered by Shipman and Goodwin. Approved: Sartucci, Checko, Nagel, Nasinnyk, Jarema, Doot, Colantonio, Sadlosky and Hanbury. Opposed: no one. Abstained: Wysocki. **MOTION CARRIED.**

A MOTION was made by Sadlosky, seconded by Doot to approve the Board Chairman's appointment of Vice-chairman Pat Checko to the Performance Evaluation Committee. **MOTION CARRIED UNANIMOUSLY.**

F. ADOPTION OF CONSENT AGENDA

1. Endorsement of Executive Committee action at its March 17, 2015 Special Meeting.

A MOTION was made by Checko, seconded by Colantonio to adopt the consent agenda as posted. **MOTION CARRIED UNANIMOUSLY.**

G. APPROVAL OF RECORDS OF VOTES AND MINUTES

1. **RECORD OF VOTES AND MINUTES OF THE FEBRUARY 19, 2015 BOARD MEETING**

A MOTION was made by Nasinnyk, seconded by Jarema to approve the record of votes and minutes of the February 19, 2015 Board meeting. Approved: Sartucci, Checko, Nagel, Wysocki, Jarema, Doot, Nasinnyk, Sadlosky and Hanbury. Opposed: no one. Abstained: Colantonio.
MOTION CARRIED.

2. **RECORD OF VOTES AND MINUTES OF THE MARCH 19, 2015 BOARD MEETING AND STRATEGIC PLANNING SESSION**

A **MOTION** was made by Jarema, seconded by Sadlosky to approve the record of votes and minutes of the March 19, 2015 Board meeting and strategic planning session. Approved: Sartucci, Checko, Nagel, Wysocki, Jarema, Doot, Colantonio, Sadlosky and Hanbury. Opposed: no one. Abstained: Nasinnyk. **MOTION CARRIED.**

H. COMMUNICATIONS –

1. **Sartucci pointed out informational items in board packet or on table – such as an update on state and local public health agencies newly accredited by PHAB, NALBOH NewsBrief and revised Board list**
2. **Brown made recent journals, newsletters and other materials available at meeting for Board review.**

I. OFFICER REPORTS

1. CHAIRMAN’S REPORT – see written report.

- Paul Cloonan resigned from the Board on March 31, 2015.
- Annual letters re: board terms and appointments/reappointments sent to mayors in member towns
- Testimony provided to Rocky Hill Charter Commission with suggested language on health district membership.
-
- board related meetings she and Brown attended
- Board development plans

2. TREASURER’S REPORT – QUARTERLY FINANCIAL STATEMENT –

- Brown reported CCHD is on schedule with Year to Date Actual vs Budget for Nine Months Ending March 31, 2015.
- Reimbursement for special boots and other equipment related purchases, as required by OSHA, have been authorized
- Brown answered Board questions re: funding for Board development in budget; rent-related costs and expenses.

A **MOTION** was made by Hanbury, seconded by Nasinnyk to accept the quarterly financial report dated through March 31, 2015 as presented. **MOTION CARRIED UNANIMOUSLY.**

3. DIRECTORS REPORT

- a. 2015 NATIONAL PUBLIC HEALTH WEEK REPORT** – Over all a up and down week. Brown reported on successes and challenges of each day and lessons learned for next year.
- b. COMMUNITY HEATH IMPROVEMENT PLANNING UPDATE**
- Brown reported that the CCHD ACHIEVE Health group met and he updated the group on activities.
 - CCHD was not selected to receive the SCALE grant. Online resources are available though that should assist in community engagement efforts in the future.
- c. 2015 STATE LEGISLAGTIVE SESSION UPDATE**
- Brown and Wysocki reported on current legislation.
 - The bill related to Hoarding Task Force seems to be on the path to passage.
 - The bill related to District per capita funding from the State also looks like it will pass and Board members were encouraged to contact their legislative representatives to discuss the impact of the prorating funding when a town joins a health district.

J. COMMITTEE REPORTS (see Committee minutes in Board packet)

1. Finance Committee - Nasinnyk. No further items. The meeting for April 28, 2015 is cancelled. Next meeting: TBD.
2. Governance Committee- Hanbury. Brown reported on activities of Pro Bono Partnership about EP MOUs and Sponsorship agreements. Will meet next week.
3. Human Resources Committee – Stiglich. No meeting held and no further items at this time.
4. Centralization Committee – Nagel. As requested committee provided in the Board’s packet a narrative report describing the process used to assess the need for centralizing the district operations. Will meet in May.

K. UNFINISHED BUSINESS

1. STRATEGIC PLANNING PROCESS

- Brown reported that he was working with the Governance Committee to revise the Strategic Planning Framework based upon the discussion at the last Board meeting.
- Once revised the Committee will recommend to the Board for approval and then the staff would be engaged in helping to provide specific SMART objectives and activities to fulfill the strategic vision outlined in the framework.

L. NEW BUSINESS –

- The next meeting Tom Hennick, a FOIC Public Information Officer will present on FOI requirements at the next Board meeting.
- Wysocki suggested that funds go to Sartucci to pay for registration at NALBOH’s 2015 Annual Conference. Sartucci stated other board members may also be interested in attending and asked Brown for information on what is in budget for Board Development.

M. NEXT BOARD MEETING – regular meeting on May 21, 2015, 6:30 PM at the Wethersfield Community Center, Room S-2.

N. ADJOURNMENT - A MOTION was made by Sadlosky, seconded by Doot to adjourn. **MOTION CARRIED UNANIMOUSLY.** The meeting adjourned at 8:55 PM.

Respectfully submitted,

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

REVIEWED AND APPROVED BY THE BOARD: May 21, 2015