



BOARD OF HEALTH

May 21, 2015 Meeting MINUTES

A. CALL TO ORDER. Chairman Judy Sartucci called the meeting to order at 6:30 P.M. at the Wethersfield Community Center – Room S2, 30 Greenfield St, 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 (arr. 6:38 PM)
Kristine Nasinnyk
Michele Sadlosky
Marti Stiglich
Carolyn Wysocki (arr. 6:38 PM)

Excused: Dianne Doot

Quorum Present.

Staff: Jane Knotek- Secretary

Meeting notice posted: May 14, 2015

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

C. ADOPTION OF MEETING AGENDA –

MOTION by Nasinnyk, seconded by Stiglich to adopt the meeting agenda with the following amendments:

- a. Under “K. New business” add “2. Veteran recruitment and hiring policy.”
- b. Under “K. New business” add “3. Feasibility study for centralization of offices and functions.”
- c. Move Executive session to a new “K.” **MOTION CARRIED UNANIMOUSLY.**

D. COMMUNICATIONS –

- Brown distributed periodicals of Governing, NACCHO Dispatch and NALBOH newsletter.

**Central Connecticut Health District
Board of Health Meeting - May 21, 2015**

- Brown will e-mail a PDF file of NACCHO Exchange to all board members for articles on accreditation regarding Health District's challenges and how to overcome them.
- Wysocki shared communication with State Senator Gerratana's office regarding Raised Bill 995 and an article "Working Together to Protect Our Health" from Coalition for a Safe & Healthy Connecticut.
- Wysocki attended an online Environmental Public Health Tracking virtual conference.
- Sartucci updated Board on National Public Health Accreditation efforts stating that 72 agencies out of 2,300 are accredited.

E. APPROVAL OF RECORD OF VOTES AND MINUTES

A MOTION by Nagel, seconded by Jarema to approve the record of votes and minutes of the April 24, 2015 Board meeting. **MOTION CARRIED UNANIMOUSLY.**

F. DIRECTOR OF HEALTH REPORT –

1. Community health improvement planning update –
 - Four-town walking competition is going well and will wrap up on May 27, 2015.
 - Brown has received positive feedback.
2. Pro Bono Partners legal services –
 - Sponsorship agreement template has been completed
 - Emergency Preparedness Memorandum of Agreement is being developed.
 - Next projects will be a policy on background checks and legal issues around advocacy role of board and of director of health
3. 2015 State Legislative Session update
 - Hoarding Task Force bill looks likely to pass
 - Cottage Food Bill looks likely to pass, if so it will become effective October 1, 2015. Checko suggest we push for certain labeling regarding safety.
 - Per Capita Funding Bill was amended to allow 10% carryover of funding by health departments, but still has pro-rating language included; also likely passing as it stands. Wysocki stated bill was sent back to the Public Health Committee.
 - Checko reported that the tobacco and health trust fund is not being funded; also, the Cancer Society is asking for \$1.50 increase in the tax on a pack of cigarettes.
 - Wysocki added that the bill to ban the use of pesticides on High School fields is on the Senate calendar and a task force on foodborne illnesses is being proposed.

**Central Connecticut Health District
Board of Health Meeting - May 21, 2015**

4. Updates from the DPH Commissioner's Semi-Annual meeting with the Directors of Health held on May 21, 2015
 - Ruling from the State Supreme Court regarding FOI and confidentiality of public health investigations is under review. Discussion about foodborne outbreak and confidentiality planned for this meeting was cancelled
 - FDA Food Safety Law – DPH staff reported it will likely to be adopted in CT in 2-3 years and will affect our food service inspections.
 - Bill on the 10 Essential Services of Public Health is being developed into regulations and will be part of the Local health departments' Annual reports to DPH.
 - Update on Asthma presented – Putting on AIRS referenced.

G. COMMITTEE REPORTS –

1. Finance Committee – Nasinnyk. Agency spending is on track as of April 2015 report. A request from the Centralization Committee to do a feasibility study in the amount of \$5,000.00 was reviewed and endorsed.. Monies would be taken out of the Capital Reserve Account. There is money for board development for board members to attend the CPHA meeting and registration for the NALBOH Conference. Next Committee meeting will be June 16, 2015 at 6:30 PM.

2. Governance Committee – Hanbury. Two meetings were held regarding strategic planning, board development and education, and advocacy. Brown will work on developing strategic planning objectives and outcomes with staff and then return for board review. Presentation on the FOIA was cancelled and will be rescheduled. Wysocki provided updates on advocacy issues. Next meeting is June 9, 2015.

3. Human Resources Committee – Stiglich.

- Stiglich reported that the first year of implementation of the agency's Workforce Development Plan was nearing completion. Brown suggested reconvening the original working group to review progress and recommend changes. Committee concurs.
- A Veteran's hiring policy has been drafted.
- Stiglich had asked the agency Sanitarians to be on her local TV show to discuss what a sanitarian does and what kind of background it takes to become a sanitarian.
- An upgrade to new office manager job description will become effective July 1, 2015.
- Next meeting date --to be determined.

**Central Connecticut Health District
Board of Health Meeting - May 21, 2015**

- 4. Centralization Committee** – Nagel. First phase of the Committee’s work is completed. Committee to go on hiatus for the summer months while Brown works on feasibility study with consultant. Next meeting will be in the Fall, 2015.

H. UNFINISHED BUSINESS –

1. **Strategic planning framework** – Hanbury reviewed the work of the Committee and recommends adoption of the proposed framework as outlined in the Board work sessions. Once approved Brown will work with staff on drafting objectives to operationalize plan.

A MOTION by Governance Committee Chairman Hanbury to approve the strategic planning framework for 2015-2020 as recommended by Governance Committee. **MOTION CARRIED UNANIMOUSLY**

I. NEW BUSINESS

1. **Annual budget hearing and date** –

MOTION by Finance Committee Chairman Nasinnyk to set up the annual budget hearing as required by Conn. Gen. Stat. 19a-243(c) for June 18, 2015 at 6:00 pm (to precede June 18 Board meeting) Approved: Sartucci, Checko, Nagel, Wysocki, Stiglich, Nasinnyk, Sadlosky, Colantonio and Hanbury. Opposed: no one. Abstained: Jarema (not in room). **MOTION CARRIED.**

MOTION by Stiglich, seconded by Hanbury to approve Board Chairman Sartucci’s appointment of Kristine Nasinnyk as the hearing officer for the annual budget hearing on June 18, 2015. **MOTION CARRIED UNANIMOUSLY.**

2. **Veteran recruitment and hiring policy** – Tabled discussion today - was not available to Board ahead of time.

3. **Feasibility study for Centralization of offices and functions** –

A MOTION by Centralization Committee Chairman Nagel to 1) support a feasibility study of the centralization of CCHD offices and functions to be completed by December, 2015, and 2) approve a transfer of up to \$5000 from the capital improvement reserve account to fund the study, as recommended by the Centralization Committee and endorsed by Finance Committee. **MOTION CARRIED UNANIMOUSLY.**

J. EXECUTIVE SESSION -

**Central Connecticut Health District
Board of Health Meeting - May 21, 2015**

A MOTION was made by Checko, seconded by Sadlosky 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 product related to collective bargaining and to former director's health benefits);
- b. FY 2015-16 budget planning related to collective bargaining negotiations; and
- c. Legal services

In favor: Sartucci, Hanbury, Checko, Stiglich, Jarema, Nasinnyk, Colantonio, Sadlosky, and Wysocki. Opposed: none. Abstention: Nagel (out of room). **MOTION CARRIED .**

In Executive Session at 8:03 PM: Sartucci, Brown, Hanbury, Checko, Stiglich, Jarema, Nasinnyk, Colantonio, Sadlosky, and Wysocki.

Nagel joined session at 8:05 PM.

Brown left session at 8:15 PM.

Out of Executive Session at 8:52 PM.

K. ACTION ON ITEMS DISCUSSED IN EXECUTIVE SESSION

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

L. NEXT REGULAR BOARD MEETING –June 18, 2015 – 6:30 PM, Newington Library.

M. ADJOURNMENT –

A MOTION was made by Hanbury, seconded by Nasinnyk to adjourn. **MOTION CARRIED UNANIMOUSLY.**

Meeting adjourned at 9:00 PM

Respectfully submitted,

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

REVIEWED AND APPROVED BY BOARD: June 18, 2015