



(APPROVED)
9/18/14

BOARD OF HEALTH

JULY 17, 2014 MEETING

MINUTES

A. CALL TO ORDER- Chairperson Judy Sartucci called the meeting to order at 6:31 P.M. in the Lienhard Room of the Lucy Robbins Welles Library, Mazzoccoli Way, Newington, CT.

Present: Judy Sartucci, Chairman
Margaret Hanbury, Vice Chairperson
Angela Colantonio
Dianne Doot
Jerilyn Nagel
Kristine Nasinnyk
Ray Jarema
Carolyn Wysocki
Marti Stiglich
Pat Checko
Paul Cloonan
Nancy Brault, Secretary/Treasurer/Interim Director of Health

Staff: Jane Knotek- Secretary

Quorum Present: Yes

Date Meeting Posted: July 16, 2014

- **WELCOME AND INTRODUCTION OF NEW BOARD MEMBERS**

Board members introduced themselves to the three new Board members: Marti Stiglich from Rocky Hill, Pat Checko from Berlin and Paul Cloonan from Wethersfield. Judy will set a date for member orientation.

Judy discussed on how difficult it is to go completely paperless with the board packets and feels that we do not have the capabilities right now. Checko, Hanbury and Stiglich would prefer a paper copy. Doot feels if we all can't go paperless than we need to go back to paper. Wysocki feels she does not need to see everything and is not in agreement to go back to paper. August board packet will be sent in the mail.

B. PUBLIC FORUM – none

C. ADOPTION OF MEETING AGENDA –

A MOTION was made by Nasinnyk, seconded by Doot to adopt the meeting agenda as amended by the Board with the following changes.

1. **Remove I.1, agency fee policy**
2. **Remove I.3, Nominations for annual election of officers (September, 2014). MOTION**

CARRIED UNANIMOUSLY.

D. ADOPTION OF CONSENT AGENDA

- 1. Approval - record of votes and minutes of the June 19, 2014 board meeting**
- 2. Endorsement – actions taken by Executive Committee at its June 25, 2014 meeting.**

A MOTION was made by Checko, seconded by Jarema to adopt the consent agenda with the following changes. Remove c) Endorsement – actions taken by the Performance Evaluation Committee at its June 25, 2014 meeting and add to H.2 unfinished business. MOTION CARRIED UNANIMOUSLY.

E. COMMUNICATIONS – Brault distributed the Journal of American Public Health magazine. Sartucci provided three congratulation letters to; Tim Callahan for receiving National Health Accreditation, Mrs. Barbara Gilbert congratulation her on her retirement and Hilary Norcia for her new position at the Stay Well Health Center in Waterbury Health News posted on June 20 advising that Norwalk Health Dept. received PHAB National Accreditation.

F. Officer and staff reports

- 1. Chairperson’s report** – Sartucci attached her monthly report with her hand outs, as well as draft motions, and items to be discussed during the Executive session.
- 2. Treasurer – financial statement** – Nasinnyk reported that Simon Jiang from Comprehensive Business Solution reviewed the CCHD year-end financial report to the Finance Committee. The reports have changed from cash accounting to accrual accounting. The Statement of Financial Position formerly known as the balance sheet states that we are in a good financial position. The intent for the Health District is to put 35% of our operating budget into an operating reserve fund for expenditures which may be needed at a later day. That goal has been met. Financial reports will be sent to the board on a quarterly basis.

Nasinnyk noted that we received more fees than expected and a lower payroll in the amount of \$23,000 in personal costs has allowed us to meet our goals for FY 13-14. Checko noted this is a more reasonable report than prior years. Charles Costello, the CCHD Accountant will be at the Board meeting in October, 2014. Wysocki noted that while financial statement presented sounded good, it was not. There is still not enough money left in the operating reserve account to meet the 35% of the total operating budget as required under Board policy. Further the Capital Improvement Fund is down to \$30,000. CCHD needs to look and we need to look at other revenue such as an increase of user fees and at better controlling spending.

A MOTION was made Checko, seconded by Wysocki to accept the FY 2013-2014 Financial Statement as presented by the Interim Director of Health and recommended by the Finance Committee. MOTION CARRIED UNANIMOUSLY

3. **Director of Health Report** – Brault reported that Hilary Norcia, who had coordinated several of our grants has left CCHD. We are in the process contracting with Betty Murphy, an Asthma Coordinator and Educator from the Milford Health Department to assist us with closing out the Asthma Grant deliverables and requirements for this year's program. The report requirements for ACHIEVE have been fulfilled.
4. **Accreditation readiness report** – CCHD will not be submitting an application for accreditation in September, instead we will wait and make sure everything is correct and filed at a later date, however CCHD is still working with staffing and moving ahead on Accreditation details.

G. COMMITTEE REPORTS

1. **Finance Committee** – Nasinnyk reported that there will be no meeting in August. A letter was received from the Wethersfield Chamber of Commerce requesting modification to the fees regarding license for temporary food events. The board is to stay the course and the fees will remain the same.
2. **Governance Committee** – Brault is conducting a second review for policies and procedures. The third review will be putting information into the PHAB working template. Workforce Development, Cultural Competency Training will be paid out of NAACHO funds. Any left over monies will be spent on the new Strategic Plan. Currently Holleran will not be completing the plan and we will need to contract with a new consultant.
3. **Human Resources Committee** – Brault to provide job description.
4. **Nominations Committee** – Wysocki to stay on as Nominations Chairman for 2014-2015, Stiglich volunteered to be a member of the Committee as well.
5. **Website Committee** – Brault reported that basic design is completed; MRW Connected is uploading the information on the site. Our next meeting July 18, 2014. The project is expected to be completed by the fall.

H. UNFINISHED BUSINESS

1. **Executive Session for the purpose of discussion of:**

A MOTION was made by Hanbury, seconded by Nasinnyk to go into Executive Session for the purpose of: a) Medical advisor agreement renewal; b) Interim Director of Health performance evaluation and extension of contract; c) Update on transition and Executive Search; d) Draft documents exempt from disclosure under Conn. Gen. Stat.1-210 (attorney-client privileged work product) on former DOH retirement benefits and severance; e) Potential lease. MOTION CARRIED UNANIMOUSLY.

In Executive Session at 8:00 PM: Sartucci, Checko, Doot, Jarema, Nasinnyk, Wysocki, Colantonio, Nagel, Hanbury, Stiglich, Cloonan and Brault.

Brault left Executive Session at 8:25 PM.

Out of Executive Session at 8:39 PM.

2. Board action regarding items discussed in Executive Session –

A MOTION was made by Stiglich, seconded by Wysocki to approve renewal of the contract with Dr. Richard Monticciolo as the agency's medical advisor and with the addition of a clause related to medical coverage in his absence; further the Board authorizes the Director of Health to manage and renew such contract in the future. MOTION CARRIED UNANIMOUSLY.

A MOTION was made by Nasinnyk, seconded by Jarema to endorse the actions taken by the Performance Evaluation Committee at its June 25, 2014 meeting, which included results of the Interim Director of Health evaluation. MOTION CARRIED UNANIMOUSLY.

A MOTION was made by Hanbury, seconded by Jarema, to approve an addendum to the contract with Nancy Carol Brault as Interim Director of Health, extending her term of appointment through October 31, 2014 and with no other changes in the contract. MOTION CARRIED UNANIMOUSLY.

A MOTION was made by Checko, second by Cloonan to approve payment for legal services rendered by Shipman and Goodwin in the amount of \$2,380.50. Approved Sartucci, Hanbury, Cloonan, Stiglich, Nagel, Colantonio, Checko, Jarema, Doot and Nasinnyk. Opposed, Wysocki. Abstention: none. MOTION CARRIED.

A MOTION was made by Hanbury, second by Cloonan to approve the Board Chair's appointment of Stiglich, Checko, Nagel, and Brault to a new Relocation Committee for purpose of assessing agency's physical plant, current and future needs, and cost of moving, how to fund and options available. MOTION CARRIED UNANIMOUSLY.

3. Agency Log – To be discussed in August meeting

I. NEW BUSINESS:

1. Agency fee - No action
2. Annual COI statement filings by Board members – No action
3. Nominations for annual election of officers (September, 2014) – No action

J. Next regular board meeting, August 21, 2014 – 6:30 PM (Berlin Community Center)

K. ADJOURNMENT

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

Meeting adjourned at 8:45 PM

Central Connecticut Health District
Meeting, July 17, 2014

Respectfully submitted,

Nancy Carol Brault
Board Secretary-Treasurer/Interim Director of Health-designee