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BOARD OF HEALTH

September 10, 2015 Meeting MINUTES

A. CALL TO ORDER. Chairman Judy Sartucci called the meeting to order at 6:40 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. 6:42 PM)
Marti Stiglich
Carolyn Wysocki

Excused: Kristine Nasinnyk and Michele Sadlosky

Quorum Present.

Staff: Jane Knotek- Recorder

Meeting notice posted: September 4, 2015

Sartucci asked for a moment of silence as the nation approaches the 14th anniversary of 9/11; in memory of the more than 3,000 people who perished in that tragedy, including the 161 from CT and one resident from our Health District; and to pause and reflect on the impact of that terrible day on our nation and our lives.

Sartucci presented Carolyn Wysocki with the NALBOH President's Award. Wysocki was not able to attend the annual conference of the National Association of Local Boards of Health (NALBOH) in Louisville, KY last month. Sartucci is on the national board and brought back the award with the greetings and congratulations of the NALBOH President, Board and Membership. Wysocki is a former NALBOH Board member involved in many initiatives there, and is the founder and current Chairman of the CT Association of Boards of Health (CABOH), one of NALBOH's state affiliates.

Sartucci congratulated Director of Health Charles Brown of behalf of the Board on the successful completion of his first year of service as Director of CCHD.

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

C. ADOPTION OF MEETING AGENDA –

MOTION by Wysocki, seconded by Hanbury to adopt the meeting agenda with the addition under “G.-Minutes” of “approval of 06-18-15 public hearing proceedings”.
Motion carried unanimously.

D. COMMUNICATIONS –

Brown – numerous publications were received over the summer.

- Just released is the US Surgeon General’s Call to Action to Promote Walking and Walkable Communities. This is a landmark document in respect to our nation. Brown sent the link to all Board members as this will have an impact to what we will be doing with our CHIP in the future. Nagel added that in the future there could be some funding for this program.

- Wysocki reminded that the CPHA meeting in October 23, 2015, if anyone is still interested in going contact Brown.
- Checko suggested that a letter be written to Congresswoman Rosa DeLauro opposing cuts in the FDA authority over tobacco control;.

MOTION by Checko, seconded by Jarema to further amend the meeting agenda with the addition under “New Business” of “6. A motion to authorize the Director of Health to add the Board’s name to letter to Congresswoman Rosa DeLauro opposing cuts in the FDA authority over tobacco control;” and “7. Annual filing of COI Statements.” **Motion carried unanimously.**

E. EXECUTIVE SESSION –

MOTION by Checko, seconded by Wysocki to go into executive session for discussion of:

- a. draft documents 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. Annual director of health evaluation; and
- c. Legal services

Motion carried unanimously.

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In executive session at 6:50 PM: Stiglich, Hanbury, Sartucci, Checko, Wysocki, Jarema, Colantonio, Nagel, Brown
Brown leaves session at 7:00 PM
Board out of executive session at 7:31 PM.

F. ACTION ON ITEMS DISCUSSED IN EXECUTIVE SESSION –

MOTION by Checko, seconded by Nagel to endorse the payment of 2 monthly invoices for legal services rendered by Shipman and Goodwin: one dated June 30, 2015; and the other dated July 31, 2015. Approved: Sartucci, Checko, Stiglich, Sadlosky, Colantonio, Hanbury, Nagel and Jarema. Opposed: Wysocki. Abstained: no one. **Motion carried.**

G. APPROVAL OF RECORD OF VOTES AND MINUTES –

MOTION by Colantonio, seconded by Stiglich to approve the record of votes and minutes of the June 18, 2015 Board meeting as presented. Friendly amendment by Hanbury, seconded by Stiglich to amend the language in the minutes regarding a student intern and substitute, “No members of the public offered to speak.” Approved: Sartucci, Checko, Stiglich, Sadlosky, Hanbury, Colantonio and Nagel. Opposed: no one. Abstained: Jarema. **Motion carried.**

Action on amended motion: approved: Sartucci, Checko, Stiglich, Sadlosky, Hanbury, Colantonio and Nagel. Opposed: no one. Abstained: Jarema. **Amended motion then carried.**

MOTION by Checko, seconded by Nagel to approve the proceedings of the June 18, 2015 public hearing on the budget with some editorial corrections. Approved: Sartucci, Checko, Stiglich, Sadlosky, Hanbury, and Nagel. Opposed: no one. Abstained: Colantonio, Jarema. **Motion carried.**

H. OFFICER REPORTS –

1. Treasurer’s Report – Brown reviewed the financial report for the first two months of FY 2016 ending August 31, 2015 and answered and clarified issues for Committee on items that exceeded budget this early in the year.

Auditor was not able to provide draft FY 2015 audit for this meeting as requested by Board. Brown will send to Board as soon as it is received. Auditor will present at the Board’s October 15th meeting. There was a projected excess of revenues of approximately \$43,000.00.

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Checko questioned monies left over for the Asthma grant. Brown stated The DPH Asthma Program made an error in the end of year supplemental amount local health departments were to receive. However, this will be made up in the next funding cycle.

2. Director of Health Report – no questions from Board on written report.

I. COMMITTEE REPORTS –

1. Executive Committee – no need for meetings over the summer months.

2. Finance Committee – Brown reported for Kristine Nasinnyk who was absent.- Finance Committee minutes sent to Board for review. Brown has drafted policy on Agency Budget Revisions for Committee review and comments. Committee to review again at its next meeting date and then send on to the Board for approval. Next meeting in October – date TBD.

3. Governance Committee – Hanbury – Meetings held during the summer on August 11 and on September 8, 2015. Governance Committee minutes sent to the Board for review. Committee has two items for action in today’s Board packet: bylaws revision and agency policy on climate change (discuss under new business).

Hanbury stated that Brown will establish an internal public health accreditation review committee as to how and what CCHD is doing, establish a timeline, determine how it relates to our new Strategic Plan and workforce development plan, assess work done and does it meet the new PHAB Version 1.5. Hanbury will add a standing agenda item of “Accreditation Readiness” under “Unfinished Business” for each Governance Committee meeting. Next meeting date: October 13, 2015.

4. Human Resources Committee – Stiglich. No meeting held. Next meeting date TBD.

5. Nominations Committee – Wysocki – Meeting was held on September 10, 2015. A Slate will be proposed under “new business.”

6. Centralization Committee – Nagel. Brown contracted with Goman and York Consulting of East Hartford, CT, to do a feasibility study. Work was done over the summer. Brown met with Peter Holland. Report is nearing completion and Committee will be reactivated to review. Next meeting date TBD.

7. Performance Evaluation Committee – Sartucci. Meeting is scheduled for September 16, 2015.

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J. UNFINISHED BUSINESS –

- a. Strategic plan update** – Brown met with staff in June 2015, to discuss the planning framework that was developed by the board. Action items were suggested and draft shared with the Governance Committee. He is waiting for feedback from Governance Committee and senior staff before a draft version is brought to the board.

- b. Revised workforce development plan** – Brown distributed a revised copy. He met with staff, volunteer and board representatives again in July to get input on the first year of the workforce development plan as to what we have to accomplish so far and what still needs to be done. A plan was developed for the next three years and will be annually reviewed for updates using a “building block” approach. Brown will add a list of training done in 2014-2015.

- c. Community health improvement planning – update** – New community and organizational members have been engaged in recent months and the coalition is starting to make strides with its work groups. Next step is to get an inventory of resources in the communities. The three main areas of focus are: obesity/ overweight, chronic disease/ preventive management; and mental health/substance abuse.
Checko, Brown and Wysocki are also on the State Health Improvement Planning Coalition and its action teams.
Wysocki is on the State Environment Committee which has three focus areas; indoor and outdoor air quality, lead and healthy housing.
Brown and Checko are on the chronic disease management action team.

- d. Relocation feasibility study** –updated above under Centralization Committee.

- e. Annual agency report – FY 2014** – Copy of draft of the annual report is in the board’s packet and ready to go to print.

MOTION by Jarema, seconded by Checko to accept the agency’s FY 2013-14 Annual Report as presented by the Director of Health with some further editorial changes and corrections. **Motion carried unanimously.**

K. NEW BUSINESS

- 1. Annual election of officers pursuant to Conn. Gen. Stat. 19a-243(c) – NOMINATION** by Carolyn Wysocki, Chairman of the Nominations Committee, of the following slate of officers for 2015-2016 as recommended by the

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Nominations Committee:

- Chairman – Judith Sartucci
- Vice-Chairman – Patricia Checko
- Member at Large for the Executive Committee – Margaret Hanbury

No further nominations from the floor.

Motion carried unanimously.

Stiglich spoke to the Board about the need for succession planning in several areas of the agency. She asked that Board members consider running in the future for an officer position..

- 2. Committee appointments** – postponed to October 15, 2015 meeting. Sartucci asked Board members to review and consider their current assignments and any changes they would like to make for the coming year.
- 3. Proposed bylaws revision –**
MOTION by Governance Committee Chairman Hanbury to revise the Board’s bylaws to delete the references to Board positions being vacant for 60 days before the Board can meet or take certain actions, as recommended by the Governance Committee. **Motion carried unanimously.**
- 4. Proposed resolution on climate change and the local public health role –**
Wysocki presented a draft resolution that she and Sartucci worked on for Governance Committee. Materials for Board consideration included NACCHO policy on climate change and a fact sheet on steps to operationalize climate change in a local health department. **MOTION by Governance Committee Chairman Hanbury** to adopt a resolution endorsing the NACCHO Policy and recommendations for local health departments on climate change as recommended by the Governance Committee. **Motion carried unanimously.**
- 5. Planning for 20th anniversary of agency in 2016** – Brown will organize an internal committee including board members Wysocki and Stiglich to plan for the health district’s 20th year anniversary in June 2016.
- 6. Letter to Congressman Rosa DeLauro –**
MOTION by Checko, seconded by Stiglich to authorize the Director of Health to add the Board’s name to a letter to Congresswoman Rosa DeLauro opposing cuts in the FDA authority over tobacco control. **Motion carried unanimously.**
- 7. Annual filing of COI Statements** – Copies of the agency’s conflict of interest policy were distributed for board review and use. Board members were asked to review and to sign and return their annual statements to Sartucci as soon as possible.

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L. NEXT REGULAR BOARD MEETING – October 15, 2015 – 6:30 PM – Rocky Hill
Community Center In Rocky Hill, CT –

M. ADJOURNMENT –

MOTION was made by Hanbury, seconded by Stiglich to adjourn. **Motion carried
unanimously.**

Meeting adjourned at 8:40 PM

Respectfully submitted,

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

REVIEWED AND APPROVED BY BOARD: October 15, 2015