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## **BOARD OF HEALTH**

### **September 21, 2017 Meeting MINUTES**

**A. CALL TO ORDER.** Chairman Judith Sartucci called the meeting to order at 6:44 P.M. in The Fireside Room of the Wethersfield Community Center, 30 Greenfield St, Wethersfield CT.

**Present:** Judith Sartucci, Chairman  
Patricia Checko, Vice-Chairman  
Charles K Brown Jr., Secretary-Treasurer/Director of Health  
Ann Marie Diloreto  
Deborah Henault  
Cindy Moynihan  
Jerilyn Nagel  
John Richter  
Michele Sadlosky  
Lia Safalow  
Marti Stiglich

**Excused:** John Aforismo, Ray Jarema and Carolyn Wysocki

**Quorum present**

**Staff:** Jane Knotek, Recorder

**Meeting notice posted:** September 14, 2017

Sartucci introduced and welcomed new board member, Assunta (Cindy) Moynihan from Newington.

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

**C. ADOPTION OF MEETING AGENDA –**

**MOTION** by Sadlosky, seconded by Henault to adopt the meeting agenda with the following changes:

- Omit “D. Communications”
- Move “J. Executive Session” up to “D.”
- Move “K. Action on items discussed in executive session up to “E”

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- Delete “H.1- relocation and centralization of offices”
- Delete “I.3 – approval of student placement policy”

**Motion carried unanimously.**

Sartucci and Brown raised the issue of the monthly Board packets and getting information to the Board in a timelier manner. Board agreed to have Board and Committee meeting agendas and minutes sent to them as the office staff posts the items to the Town Clerks and on the agency website. Minutes and other materials needed for the actual board meetings will be sent out in the monthly Board packet. Board members can also access agendas and minutes/ROV on the CCHD website throughout the month.

**D. EXECUTIVE SESSION**

**MOTION** by Stiglich, seconded by Richter to go into executive session for discussion related to the annual performance evaluation of the Director of Health and to invite Brown into the second half of the session **Motion carried unanimously.**

In executive session at 7:04 PM: Present in executive session: Checko, Diloreto, Henault, Moynihan, Nagel, Richter, Sadlosky, Safalow, Sartucci, and Stiglich. Brown joins session at 7:56 PM and waives his right for a performance review in public. Board out of executive session at 8:09 PM.

**E. ACTION ON ITEMS DISCUSSED IN EXECUTIVE SESSION:**

**MOTION** by Checko to accept the annual performance evaluation of the Director of Health as recommended by the Performance Evaluation Committee. **Motion carried unanimously.**

**MOTION** by Checko to authorize the compensation of the Director of Health for 2016-2017 performance as recommended by the Performance Evaluation Committee. **Motion carried unanimously.**

**MOTION** by Checko to appoint Charles K. Brown, Jr., to a second three-year term as Director of Health of the Central Connecticut Health District effective September 29, 2017 and to enter into an employment contract with him as recommended by the Performance Evaluation Committee. **Motion Carried unanimously.**

**MOTION** by Checko to approve the draft performance criteria for 2017-2018 for Brown as recommended by the Performance Evaluation Committee. **Motion carried unanimously.**

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**F. MINUTES –Approval of Record of Votes and Minutes-June 15, 2017 meeting.**

**MOTION** by Sadlosky, seconded by Safalow to approve the record of votes and minutes of the June 15, 2017 with the addition of Michele Sadlosky as “present”. Approved: Checko, Diloreto, Henault, Nagel, Richter, Sadlosky, Sartucci, Safalow, and Stiglich. Opposed: no one. Abstained: Moynihan. **Motion carried.**

**G. OFFICER AND STAFF REPORTS:**

**1. Chairman’s Report- Sartucci.**

Sartucci reported that all board of health positions are now filled.

**2. Treasury reports – Brown**

- Financial packets were distributed for the end of FY 2016-17. Brown stated for FY 2016-2017 there was a surplus of approximately \$15,000, and he wanted to thank the Finance Committee for all the work they put in during the summer.
- The agency auditor will attend the next board meeting to present the annual audit.

**MOTION** by Checko, seconded by Sadlosky to accept the FY 2016-2017 Financial Report dated June 30, 2017 as presented by Brown as the Board Secretary-Treasurer. **Motion carried unanimously.**

**3. Director and staff reports – Brown.**

Brown updated the Board on the following:

**a. Opioid Epidemic**

- Opioid Stakeholder Meeting- a meeting with the Response Group was held on Monday September 18, 2017 and was well-attended. Police Chief Montminy of Manchester spoke about Project HOPE (Heroin Opioid Prevention and Education Initiative). This is a law enforcement based effort to help prevent, treat, and combat heroin and opioid addiction.
- CCHD will support the Recovery Group for a recovery walk on September 23, 2017 in Bushnell Park.
- In November CCHD will bring all the working groups back together.

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- b.** Flex into Fall- A free yoga and fitness day in the park is September 30, 2017. Residents of all four towns are invited, suggested by the ACHIEVE group.
- c.** Bike repair stations will be put in the towns of Berlin, Newington, and Wethersfield. Rocky Hill will get one next year.
- d.** Flu clinics are starting in October.
- e.** Advocacy Issues
  - -Efforts are again underway in the US Senate to repeal the ACA with no plans to continue the Public Health and Prevention Fund. Brown was asked to again send letters to our US Senators and the leadership of the US Senate voicing the Board's concerns.
  - Checko commented on a statewide discussion underway to try to get input on issues of affordability
- f.** Centralization Committee – Brown will bring the group together to discuss operationalization issues for 2018.
- g.** The annual CPHA conference will be held October 30, 2017 at the Aqua Turf in Plantsville, CT. Interested Board members should contact Brown so he can register them for the event.

**MOTION** by Checko, seconded by Henault to direct Brown to send a letter on behalf of the Board to the U.S. Senate leadership and to our U.S. Senators voicing our concerns about the impact of the proposed repeal of the Affordable Care Act on public health and public health funding. **Motion carried unanimously.**

**MOTION** by Stiglich, seconded by Safalow to accept the monthly report of the Director of Health dated September 11, 2017 as presented. **Motion carried unanimously.**

**H. COMMITTEE REPORTS**

- 1. Executive Committee** – Sartucci. No meetings held.
- 2. Finance Committee** – Checko. Committee minutes were in the Board packet. Agency audit will be ready in October. Committeewill continue to work with Brown on agency consolidation. Next Committee meeting is October 17, 2017.

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- 3. Governance Committee-** Sartucci presented for Carolyn Wysocki, who is on medical leave. Governance Committee continues to meet monthly. Wysocki has been able to join some meetings by conference call. Committee minutes are in the Board packet. During its summer meetings the Committee worked on the following:
- A new logo for the agency is in this evening’s Board packet for review.
  - A communication plan and branding strategy for the agency-once the new logo is adopted, the agency’s consultant will be able to complete each of these plans and Committee will send to the Board.
  - Review and revision of the agency’s COI policy – will be ready for board review later in the fall.
  - Review of each of the Domains, Standards and Measures for eventual agency accreditation. Committee has been working on 1-2 Domains per month. Brown and Ann Hartman will then update their plan and timetable for accreditation readiness and application.
  - Oversight of the agency’s strategic plan – will plan an update for the Board in late fall.
  - Wysocki asks that Board members consider membership on this Committee.
  - Next Committee meeting is October 10, 2017.
- 4. Human Resources Committee –** Stiglich. Minutes are in Board packet. Draft Student Placement policy will be presented to the Board at the next Board meeting. Next Committee meeting is October 11, 2017.
- 5. Performance Evaluation Committee –** Sartucci. Discussed in Executive Session. Minutes are in Board packet
- 6. Nominations Committee –** Stiglich. Has prepared a slate for 2017-18. See below.

**I. UNFINISHED BUSINESS -**

**1. New agency logo –**

- Brown presented a sample logo developed by the agency’s communication consultant, \_\_\_\_\_, and described what different parts of the logo mean.
- Over the last few months the Governance Committee has worked closely with Brown and a communication consultant to re-draft this logo to reflect the Board’s input and to better represent the agency in the future as part of our brand strategy as a local public health agency.

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**MOTION** by Nagel, seconded by Richter to accept the new agency logo as recommended by the Governance Committee. Approved: Checko, Diloreto, Henault, Nagel, Richter, Sadlosky, Sartucci, Safalow, and Stiglich. Opposed: no one. Abstained: Moynihan (temporarily out of room). **Motion carried.**

**J. NEW BUSINESS**

**1. Annual election of officers-**

**MOTION** by Marti Stiglich, Chairman of the Nominations Committee, seconded by Diloreto of the following slate of officers for 2017-2018:

Chairman – Judith Sartucci

**Passed unanimously**

Vice-Chairman – Patricia Checko

**Passed unanimously**

Member-at-Large for the Executive Committee – Michele Sadlosky

**Passed unanimously.**

**2. Approval of committee appointments for 2017-2018 -**

**MOTION** by Nagel, seconded by Henault to approve the following Committee appointments for FY 2017-2018 made by Sartucci as Board Chairman:

**Finance Committee**

Patricia Checko, Chairman

Deborah Henault

Jerilyn Nagel

Judith Sartucci

Charles Brown

**Governance Committee**

Carolyn Wysocki, Chairman

Judith Sartucci

Charles Brown

**Human Resources Committee**

Marti Stiglich, Chairman

Ray Jarema

Michele Sadlosky

Judith Sartucci

Charles Brown

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**Nominations Committee**

Michele Sadlosky, Chairman  
Marti Stiglich

**Performance Evaluation Committee**

Judith Sartucci, Committee Chairman (Board Chair)  
Patricia Checko, (Finance Committee Chair)  
Marti Stiglich (HR Committee Chair)  
Carolyn Wysocki (Governance Chair)

**Management Negotiating Team**

Charles Brown (Lead)  
Judith Sartucci  
Patricia Checko (Alternate)  
Attorney Lisa Banatoski Mehta

**Board Member Representatives - Centralization Committee (Office of the Director)**

Charles Brown, Chairman  
Pat Checko (Berlin)  
Ray Jarema (Berlin)  
Jerilyn Nagel (Newington)  
Marti Stiglich (Rocky Hill)  
Judith Sartucci (Board Chair)

**Motion carried unanimously.**

**L. K. NEXT MEETING** – October 19, 2017- 6:30 PM in the Fireside Room  
Wethersfield Community Center- **ADJOURNMENT**

**MOTION** by Henault, seconded by Moynihan to adjourn. **Motion carried unanimously.**

Respectfully submitted,

Charles K. Brown, Jr., MPH

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Secretary-Treasurer/Director of Health

**REVIEWED AND APPROVED BY BOARD: October 19, 2017**