



BOARD OF HEALTH

September 18, 2014 MEETING

MINUTES

I. CALL TO ORDER. Chairman Judy Sartucci called the meeting to order at 6:43 P.M. at the Pitkin Community Center – Room S2, 30 Greenfield Street, Wethersfield, CT

Present: Judy Sartucci, Chairman
Margaret Hanbury, Vice-Chairman
Angela Colantonio
Dianne Doot
Jerilyn Nagel
Ray Jarema
Carolyn Wysocki (arrives 7:08 PM)
Marti Stiglich
Pat Checko
Paul Cloonan
Kristine Nasinnyk
Nancy Brault, Secretary/Treasurer/Interim Director of Health

Excused: No one

Quorum Present: yes

Staff: Jane Knotek- Secretary

Date Meeting Posted: September 12, 2014

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

III. ADOPTION OF MEETING AGENDA –

A MOTION was made by Stiglich, seconded by Cloonan to adopt the meeting agenda as amended with the following changes:

- Add under “Communications” – New legislation on use of Narcan
- Add new “V. Approval of minutes” and under it -
 - “Approval of July 17, 2014 Board minutes
 - Approval of August 21, 2014 Board record of votes and minutes”
- Add under “New Business” – “approval of lead grant”

MOTION CARRIED UNANIMOUSLY.

IV. ADOPTION OF CONSENT AGENDA

A MOTION was made by Stiglich, seconded by Doot to adopt the consent agenda with the following changes:

- **Remove “approval of copy of July 17, 2014 board meeting minutes” and approve the remainder of the consent agenda as presented:**
 - A. Approval – record of votes of September 4, 2014 Special Board Meeting**
 - B. Approval – record of votes of September 8, 2014 Special Board Meeting**
 - C. Approval – record of votes of September 15, 2014 Special Board Meeting**

MOTION CARRIED UNANIMOUSLY.

V. APPROVAL OF MINUTES

A MOTION was made by Checko, seconded by Jarema to approve the minutes of July 17, 2014 board meeting as amended. MOTION CARRIED UNANIMOUSLY.

A MOTION was made by Checko, seconded by Stiglich to approve the record of votes and minutes of the August 21, 2014 board meeting. MOTION CARRIED UNANIMOUSLY.

VI. COMMUNICATIONS –

- Brault circulated copies of the Journal of American Public Health , The Nation’s Health, , and a recent DPH Report of ER visits and hospitalizations for asthma in CT.
- Sartucci reported that PHAB announced today that 10 more state and local health departments including the State of New York DPH have received national public health department accreditation. This brings the number of state and local public health departments now accredited by PHAB to 54,
- CPHA annual meeting is coming up on October 17, 2014 and monies are available for any Board member who would like to go.

Kristine Nasinnyk raised for discussion new legislation on the use of Narcan intranasal medication for drug overdose, a law that would allow all first responders to carry naloxone — commonly known as Narcan — a drug that reverses the results of a heroin (opiate) overdose. Under the current state law, only skilled paramedics are authorized to carry the antidote. Police department are often first responders and the concern is how would the police administer and acquire the medication. Narcan is a prescribed medication and is pricey. This initial discussion is in the early stages and the possibility of local health departments storing and distributing Narcan by the medical director. Checko commented that it may be difficult to find MD’s that would support this. Sartucci suggested discussing the issue further with new DOH.

VII. EXECUTIVE SESSION

A MOTION was made by Hanbury, seconded by Stiglich to go into Executive Session for the purposes of:

- a. discussion of draft documents exempt from disclosure under Conn. Gen. Stat.1-210 (attorney-client privileged work product):**
 - 1. threatened or pending claims;**
 - 2. personnel issue; and**
 - 3. petition for AFSME representation and related matters; and**
- b. Update on executive search process exempt from disclosure under Conn. Gen. Stat. 1-200(2). MOTION CARRIED UNANIMOUSLY.**

In Executive Session at 7:03 PM: Sartucci, Hanbury, Checko, Doot, Jarema, Wysocki (joins at 7:08 PM), Colantonio, Nagel, Stiglich, Nasinnyk and Cloonan.

Out of Executive Session at 8:43 PM.

VIII. BOARD ACTION REGARDING ITEMS DISCUSSED IN EXECUTIVE SESSION

A MOTION was made by Checko, seconded by Stiglich to approve a monthly invoice for payment for legal services rendered by Shipman and Goodwin in the amount of \$5,968.50. Approved: Sartucci, Nagel, Stiglich, Doot, Jarema, Cloonan, Checko, Cloonan, Hanbury and Colantonio. Opposed: Wysocki, Abstains: no one. MOTION CARRIED.

A MOTION was made by Colantonio, seconded by Wysocki: BE IT RESOLVED that the Board of the Central Connecticut Health District hereby approves that a conditional offer of employment be made to Charles Brown for the position of the Director of Health of the Central Connecticut Health District contingent upon the successful completion of a background check and physical examination demonstrating that the candidate is qualified and capable of performing the functions of the position with or without reasonable accommodation. MOTION CARRIED UNANIMOUSLY.

BE IT RESOLVED that the Board of the Central Connecticut Health District authorizes the Chairman of the Board with the assistance of the Board Attorney to negotiate a mutually agreed upon employment contract, subject to the final approval of the Board, with Charles Brown or his designated representative. MOTION CARRIED UNANIMOUSLY.

IX. UNFINISHED BUSINESS

- 1. Annual officer elections pursuant to Conn. Gen. Stat. 19a-243(c)**

Wysocki, Chair of Nominations Committee, had put out a call for nominations for the slate of three officers; Chair, Vice Chair and Member at Large at the last Board meeting and followed up with an e-mail.. Wysocki submitted the following slate of officers: Chair-Judy Sartucci, Vice Chair-Patricia Checko and Member at Large-Margaret Hanbury.

A MOTION was made by Wysocki to approve the slate as presented by the Nominations Committee. MOTION CARRIED UNANIMOUSLY.

2. Final report for Year 3 of strategic plan

Hanbury as Chair of the Governance Committee presented the final report of this year's strategic plan. Governance Committee recommends its adoption by the Board and that portions of it be used as a "bridge plan" until the new strategic plan is developed. Wysocki stated there was a lot accomplished in the last year. Checko thanked Brault for her hard work to complete many of the items.

A MOTION was made by Doot, seconded by Stiglich to approve the final report for Year 3 of the Strategic Plan. MOTION CARRIED UNANIMOUSLY.

X. NEW BUSINESS

1. Committee appointments

A MOTION was made by Nasinnyk, seconded by Jarema to approve the Board Chairman's appointment of the following committees and committee chairs for 2014-15.

Finance Committee (Standing)

Kristine Nasinnyk, Chairman
Patricia Checko
Dianne Doot
Jerilyn Nagel
Carolyn Wysocki
Judith Sartucci, ex officio

Governance Committee (Standing)

Margaret Hanbury, Chairman
Carolyn Wysocki
Judith Sartucci, ex officio

Human Resources Committee (Standing)

Marti Stiglich, Chairman
Dianne Doot
Ray Jarema
Kristine Nasinnyk

Judith Sartucci, ex officio

Nominations Committee (Standing)

Carolyn Wysocki, Chairman
Marti Stiglich

Centralization Committee (new – special committee)

Jerilyn Nagel, Chairman
Patricia Checko
Raymond Jarema
Marti Stiglich
Judith Sartucci, ex officio

Performance Evaluation Committee (special committee – membership to continue until new director of health in place)

Margaret Hanbury
Ray Jarema
Kristine Nasinnyk
Judith Sartucci, ex officio

And approval of Chairman's proposal to decommission the Website Committee as a Board Committee and have the new Director of Health move it under his office to continue as an agency administrative committee.

MOTION CARRIED UNANIMOUSLY.

Sartucci said that the new director of health will be appointed to some of the above committees once he is on board.

- 2. Approval of lead grant** – Brault advised that the funding for the annual lead grant has been determined. The application was previously reviewed with the Board.

A MOTION was made by Nasinnyk, seconded by Doot to approve the application for the lead grant. Approved: Sartucci, Nagel, Stiglich, Doot, Jarema, Cloonan, Cloonan, Hanbury and Colantonio. Opposed: Checko and Wysocki. Abstains: no one. MOTION CARRIED.

XI. OFFICER AND STAFF REPORTS

Director of Health Report – Brault distributed the monthly activities/projects of special interest report. Wysocki asked if the annual financial audit is scheduled to begin. Sartucci requested that the auditor present his findings of the annual audit to the Board at its October meeting.

XII. COMMITTEE REPORTS

- 1. Finance Committee** – no report. Will schedule October meeting with accountant after the new DOH arrives
- 2. Governance Committee** – Hanbury stated that a decision was already made by Board not to have agency submit and begin its PHAB application at the end of November and let its Statement of Intent (SOI) deadline at the end of November pass.

Brault referenced the engagement of our contract with Holleran. The Governance committee recommends the board accept the CHIP as submitted by Holleran and ask that prior to payment the CHA be labeled as a draft and turned into a living document as there were some gaps identified by the community members. This doesn't change the intent as Holleran sees it as complete, but we can use it as starting point for future advisory board meetings and incorporate into future strategic planning.

A November 3, 2014 date is scheduled for Board training in cultural competency. This will complete funding with the NACCHO grant for workforce development.

A MOTION was made by Hanbury as Committee Chair to accept CHA as submitted by Holleran and CHIP to be amended to include the term draft on it, to use as a Phase 1 document. MOTION CARRIED UNANIMOUSLY.

- 3. Human Resources Committee** - no report. Will schedule October meeting after the new DOH arrives
- 4. Website Committee** – no report.
 - Will be turned over to the new Director of Health for follow-up.

XIII. NEXT SCHEDULED BOARD MEETING -

The October board meeting date was changed from October 16, 2014 to October 23, 2014 – 6:30 PM due to an anticipated lack of quorum. Location will be confirmed and announced.

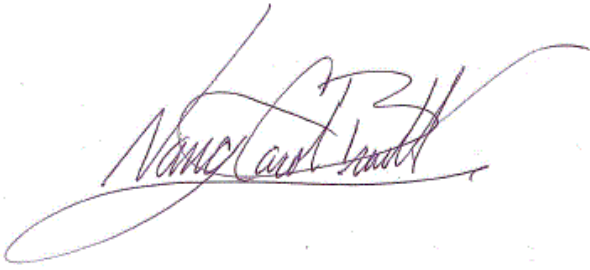
XIV. ADJOURNMENT

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

Meeting adjourned at 9:15 PM

Central Connecticut Health District
Meeting, September 18, 2014

Respectfully submitted,

A handwritten signature in purple ink, appearing to read "Nancy Carol Brault". The signature is fluid and cursive, with a large loop at the end.

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

APPROVED BY BOARD: October 24, 2014