



**APPROVED**

## **BOARD OF HEALTH**

**January 15, 2015 MEETING**

### **MINUTES**

**A. CALL TO ORDER.** Chairman Judy Sartucci called the meeting to order at 6:35 P.M. at the Pitkin 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  
Dianne Doot  
Jerilyn Nagel  
Ray Jarema  
Carolyn Wysocki (arrived 6:41)  
Marti Stiglich  
Margaret Hanbury  
Michele Sadlosky

**Excused:** Paul Cloonan and Kristine Nasinnyk

**Quorum Present:** Yes

**Staff:** Jane Knotek- Secretary

**Meeting notice posted:** January 9, 2015

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

**C. ADOPTION OF MEETING AGENDA** –

**A MOTION was made by Hanbury, seconded by Stiglich to adopt the meeting agenda as amended by adding line item K.2. fee waiver request. MOTION CARRIED UNANIMOUSLY.**

**D. EXECUTIVE SESSION**

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

- a. Draft document exempt from disclosure under Conn. Gen. Stat. 1-210 (attorney client privileged work product) regarding AFSME representation and related matters;
- b. Unemployment comp. claim; and
- c. Legal services

**MOTION CARRIED UNANIMOUSLY.**

In Executive Session at 6:37 PM: Sartucci, Hanbury, Checko, Doot, Jarema, Colantonio, Stiglich, Nagel, Sadlosky and Brown.

Wysocki arrived and entered Executive Session at 6:41 PM.

Out of Executive Session at 6:59 PM.

**E. ACTION ON 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 \$3,312.00 Approved: Sartucci, Nagel, Stiglich, Doot, Jarema, Checko, Hanbury, Sadlosky, and Colantonio. Opposed: no one. Abstained: Wysocki. **MOTION CARRIED.**

**A MOTION** was made by Nagel, seconded by Stiglich to enter into an agreement with Pro Bono Partners for selected legal services as identified by the Director of Health. **MOTION CARRIED UNANIMOUSLY.**

**F. ADOPTION OF CONSENT AGENDA–**

**Approval of the record of votes and minutes of the December 18, 2014 regular Board Meeting.**

**A MOTION** was made by Jarema, seconded by Doot to adopt the consent agenda as presented. **MOTION CARRIED UNANIMOUSLY.**

**G. COMMUNICATIONS –**

1. Brown circulated copies of the Journal of American Public Health Association; the NACCHO Exchange; and the Pro Bono brochure.
2. Checko indicated MATCH coalition is having a public forum on January 27, 2015. A bill will be put forward to categorize e-cigarettes as tobacco products. Checko would like to know from the Board if this is something it would like to look at in the future.
3. Wysocki circulated brochures regarding fragrance free meetings due to MCS, (Multiple Chemical Sensitivity) and also brochures on pesticides and health.

**H. OFFICER AND STAFF –**

1. **Chairman's Report** –Sartucci reported that there is a lot of activity underway and meetings to attend (legal, committees), but states she is pleased with the progress that is being made in the Health District.
2. **Director of Health Report**–
  - Final presentation of CCHD annual report to Towns is scheduled in Berlin on January 20, 2015.

- Brown's review of existing agency policies is continuing. Temporary Food Service License Procedures are being reviewed and notice will be sent out in January 2015.
- Brown will be appearing on *CT Conversations* for ½ hour conversation on Newington Public Access TV. Topics include: What is public health? What does it take to be a Public Health Director, How did Brown get there, and what does public health do.
- Brown will also appear on *Our Towns Today* on Cox Public TV access on Tuesday January 27, 2015.
- Brown confirmed that the flu vaccine doesn't cover the prominent strain this year, only 23% effectiveness and an increase in influenza cases has been reported in CT and nationally, especially in children and the elderly. Hanbury stated that the hospitals in the state are full with illness other than the flu.
- Central CT Health District staff all participated in CPR training recently.
- Sartucci reported The Town Crier of Newington had 3 articles from the Health District informing the public on staying healthy during this flu season, on radon month and about a rabid raccoon.
- Brown notified the Board of a request for waiver of fees for all the food vendors participating in the 2015 Taste of Wethersfield – the Annual Fundraiser for the Wethersfield Historical Society. All vendors are donating their time and food and do not profit directly from the event. Inspections will still be conducted. Will be addressed under "New Business."

**I. COMMITTEE REPORTS** – Sartucci pointed out that Committee Minutes are in the Board Packets. These will be sent out monthly so that the Committee Chairs can use in their reports to the Board.

**Finance Committee** – Brown reported that a quote from insurance agent Paul Lewis for health insurance was received and will be discussed at the next Finance meeting. Finance meetings will continue every two weeks until a new budget is ready..

**Governance Committee** – Hanbury reported the CHIP advisory board will be joining with the ACHIEVE Coalition. Cultural Competency training will be completed soon and additional resources will be developed. Wysocki brought up some proposed legislation for Committee review and Board support.. These will be discussed under "New Business."

**Human Resources Committee** – Stiglich reported unanimous Committee endorsement of the travel reimbursement policy following the federal standards at \$71.00 per diem. The Employee Assistance Program agreement will continue with the Lexington Group and used on an as needed basis. Background checks will be done for new employees; current staff will be grandfathered in except when a staff member that is promoted to an area where they are handling money or have a different level of responsibility.

**Centralization Committee** –Nagel and Brown outlined some of the pros and cons of a central office. Brown has invited Steve Huleatt from West Hartford/Bloomfield Health District to meet with the Committee and discuss his Health District's experiences with Centralization and agency moves.

**ACHIEVE Coalition** – ACHIEVE will now be called “CCHD ACHIEVE Health.” This coalition will serve as the community health improvement arm of CCHD for purposes of developing and implementing the CHIP. CCHD ACHIEVE Health will include those areas that were identified through the CHIP and where CCHD doesn’t have experience, like mental health issues. Checko would like Brown and Sartucci to set aside some time next month to discuss including a modification of the ACHIVE logo. Activities are not planned to cost little or no money this year due to lack of funding.

The Town Employee Walking Challenge will be done again this year. Brown reports the kick off will be during National Public Health Week in April. Next meeting will be Tuesday January 20, 2015 at 10:00 AM.

**J. UNFINISHED BUSINESS**

**1. Strategic planning process and special January workshop** – A meeting will be held on January 28, 2015 to discuss a new Strategic Plan. A survey was done by staff and Board members. When goals are determined, it will be Brown’s responsibility to develop and implement objectives for the next 3 years. Brown plans on having a meeting with staff to get their input and then come back to the board for final discussion.

**K. NEW BUSINESS –**

**1. 2015 State Legislative Session and advocacy issues –**

A **MOTION** was made by Wysocki, seconded by Doot to support state legislation, SB 18 (LCO 230) AA Establishing a Task Force to Study Hoarding. **MOTION CARRIED UNANIMOUSLY.**

Brown stated legislation has been introduced to form a state wide task force regarding hoarding. The task force will look at how everyone can work together to address hoarding cases. A conference will be held on May 7, 2015. Brown recommends a letter of support.

A **MOTION** was made by Checko, seconded by Doot to support state legislation re-classifying e-cigarettes as a tobacco product. **MOTION CARRIED UNANIMOUSLY.**

**2. Fee Waiver Request –**

A **MOTION** was made by Doot, seconded by Colantonio to waive the fees for all food vendors participating in the 2015 Taste of Wethersfield Annual Fundraiser sponsored by the Wethersfield Historical Society. **MOTION CARRIED UNANIMOUSLY.**

**L. UPCOMING BOARD MEETINGS**

- 1. January 28, 2015 Special Meeting – Strategic Planning Workshop – 6:00 PM, Wethersfield**
- 2. February 19, 2015 Regular Meeting – 6:30 PM, Rocky Hill**

**M. ADJOURNMENT –**

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

Meeting adjourned at 8:28 PM

Central Connecticut Health District  
Meeting, January 15, 2015

Respectfully submitted,

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

**REVIEWED AND APPROVED BY BOARD: February 19, 2015**