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BOARD OF HEALTH

January 18, 2018 Meeting MINUTES

A. CALL TO ORDER. Chairman Judith Sartucci called the meeting to order at 6:34 P.M. in the Fireside Room of the Wethersfield Community Center, 30 Greenfield Street, Wethersfield CT.

Present: Judith Sartucci, Chairman
Patricia Checko, Vice-Chairman
Charles K Brown Jr., Secretary-Treasurer/Director of Health
John Aforismo
Ann Marie Diloreto
Deborah Henault
Cindy Moynihan
Jerilyn Nagel
Michele Sadlosky
Lia Safalow
Marti Stiglich
Carolyn Wysocki (via telephone 6:55 pm)

Excused: Ray Jarema and John Richter

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

C. ADOPTION OF MEETING AGENDA –

MOTION by Sadlosky, seconded by Stiglich to adopt the meeting agenda as posted.
Motion carried unanimously.

**D. PRESENTATION: “Public Health: a Primer, “ University of Michigan PHTC
Governance in Action Series**

As part of ongoing Board development presentations are planned for each Board meeting. These will be either program presentations and updates by agency staff or a module related to Board governance. The agency has purchased the series,

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“Governance in Action,” developed and produced by the University of Michigan Public Health Training Center designed specifically for board development. Brown had previously sent out information to the Board on signing in and accessing the modules online. The first in the series, “Overview of Public Health” was presented to board members at this meeting. Feedback from Board was generally good. The other modules in the series will be periodically scheduled for the start of Board meetings this year.

E. MINUTES –Approval of Record of Votes and Minutes- November 16, 2017 meeting
MOTION by Sadlosky, seconded by Stiglich to approve the record of votes and minutes of the November 16, 2017 Board meeting. Approved: Aforismo, Checko, Diloretto, Henault, Moynihan, Nagel, Sadlosky, Sartucci, and Stiglich. Opposed: no one. Abstained: Safalow and Wysocki. **Motion carried.**

F. OFFICER AND STAFF REPORTS:

1. Chairman’s Report- Sartucci – No report.

2. Treasurer’s Report – Brown.

Brown presented a quarterly review to the Board with financial statement dated December 31, 2017. He reported that the agency is ahead of where it would normally expect to be at this point in the fiscal year.

- State per capita will be more than the budgeted amount due to no rescission by the Governor being made as first anticipated.
- Expense items of note included the final payment of \$20,000 for the former Director’s retirement settlement, which will be made by the end of this month.
- Environmental expenses are showing as higher than expected but include some items like uniforms, postage for Notices of Violations and lead assessment.
- Flu vaccination revenue and expenditures should be complete for the season and show that CCHD will show a profit.
- Overall, we are at a projected \$61,247 in the black midway through the fiscal year.

MOTION by Chairman Checko of the Finance Committee to accept the quarterly Financial Report dated December 31, 2017 as presented by Brown as the Board Secretary-Treasurer and as recommended by the Finance Committee. Approved: Checko, Diloretto, Henault, Moynihan, Nagel, Sadlosky, Safalow, Sartucci, Stiglich,

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and Wysocki. Opposed: no one. Abstained: Aforismo (out of the room). **Motion carried.**

3. Director and staff reports – Brown.

Brown presented his monthly report and highlighted the following:

- a. Influenza is widespread throughout the country
 - Most lab-confirmed cases show the elderly and children being hit especially hard this year.
 - DPH will sponsor a statewide flu vaccination day on January 27th. CCHD has no vaccine left but will support the regional clinics.
 - District is stressing non-pharmaceutical interventions as well as the continued need to get a flu shot.
- b. Recruitment for the Health Educator vacancy is close to completion
- c. Opioid response efforts are also progressing with some good media coverage about our efforts to support our communities
 - Great meeting of the recovery workgroup last week - heard from those in recovery and what communities can do to be supportive.

MOTION by Henault, seconded by Diloretto to accept the monthly report of the Director of Health dated January 17, 2018 as presented. **Motion carried unanimously.**

G. COMMITTEE REPORTS

1. **Executive Committee – Sartucci.** No meetings held yet this fiscal year. Will meet soon to begin to review the State Legislative session as requested by the Board.
2. **Finance Committee – Checko.**
 - Checko stated the committee is making progress on next year's budget.
 - AFSCME contract has been reopened for salary and health insurance renewal options only.
 - Discussion on the proposed fee schedule for FY 2019 is underway.
 - Next Committee meeting is February 13, 2018.
3. **Governance Committee-Governance Committee-** Sartucci for Wysocki. Meetings cancelled due to weather and illness and rescheduled for January 26, 2018. Discussion will consist of mid-year review of strategic plan, review of a domain for accreditation and board development.

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- 4. Human Resources Committee** – Stiglich. No meetings held due to the weather and illness. Next meeting will be on February 14, 2018
- 5. Nominations** – Sadlosky. No report at this time.
- 6. Performance Evaluation** – Sartucci. Will plan a meeting for a mid-year review in January or February.
- 7. Labor Negotiation Team** – Brown. To be discussed in Executive Session

H. EXECUTIVE SESSION FOR DISCUSSION RELATED TO:

MOTION by Sadlosky, seconded by Stiglich to go into executive session for discussion and update on:

- Reopening of the AFSCME contract on salary and health benefits
- Agency’s 457 Plan; and
- Personnel hiring update

Motion carried unanimously.

In Executive Session at 7:49 PM: Present in Executive Session: Aforismo, Brown, Checko, Diloretto, Henault, Moynihan, Nagel, Sadlosky, Safalow, Sartucci, Stiglich and Wysocki.

Out of Executive Session 8:19 PM.

I. ACTION ON ITEMS DISCUSSED IN EXECUTIVE SESSION –

MOTION by Checko, seconded by Sadlosky that CCHD match up to eight percent (8%) annually on a dollar for dollar basis the contributions by non-union employees to their agency 457 plans effective July, 1 2018. **Motion carried unanimously.**

- Checko reminded the Board and Brown that a revision will need to be made in the agency personnel policies and the employee’s handbook to reflect this action. Brown will include this once the current negotiations of the AFSCME contract “reopener” are completed so that any additional personnel policy changes are also included.
- Brown announce that William Lindberg of Arthur J. Gallagher & Co is now the agency’s insurance agent of record replacing Paul Lewis, who has left the agency. Lindberg participated in one negotiating session.

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J. UNFINISHED BUSINESS

1. Centralization agency staff – Brown

Brown updated the Board on progress toward centralization of staff and services.

He has scheduled tours for available Committee members and senior staff to five health district offices to see how office space is set up and process each followed for their moves.

2. Annual presentations to member towns' councils –

- Sartucci thanked the board members for participating in the annual presentation to member towns.
- Feedback from the town council members was positive.
- Council members were concerned about the fees for the town increasing.
- A lot of positive conversation regarding the involvement regarding the opioid epidemic and what the health district is doing to involve the community.
- Town councils members requested we get out in the public and let the people know what we do.
- Questions regarding flu concerns were taken.

3. Board and committee meeting dates for 2018 – Brown distributed the board and committee meeting dates for 2018. Locations have been confirmed.

K. NEW BUSINESS

1. Staff contributions to agency's 457 plan – addressed in Item I above.

L. NEXT MEETING – February 15, 2018 at 6:30 PM at the Pitkin Center in Wethersfield.

M. ADJOURNMENT –

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

Respectfully submitted,

Charles K. Brown, Jr., MPH
Secretary-Treasurer

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REVIEWED AND APPROVED BY BOARD: February 15, 2018