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BOARD OF HEALTH

January 21, 2016 Meeting MINUTES

A. CALL TO ORDER. Chairman Judy Sartucci called the meeting to order at 6:35 P.M. in the Community Room of the Lucy Wells Library, Newington CT

Present: Judy Sartucci, Chairman
Pat Checko, Vice-Chairman
Charles K Brown Jr., Secretary-Treasurer/Director of Health
Angela Colantonio
Margaret Hanbury
Jerilyn Nagel
Marti Stiglich
Carolyn Wysocki (Arr. 6:57 PM)
Michele Sadlosky

Excused: Kristine Nasinnyk, Ray Jarema

Quorum Present.

Staff: Jane Knotek- Recorder

Meeting notice posted: January 14, 2016

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

C. ADOPTION OF MEETING AGENDA –

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

D. COMMUNICATIONS –

1. Sartucci noted articles in the packet - from the Newington Town Crier regarding CCHD relocation; and a letter sent on behalf of the CCHD Board to John Salomone on his stepping down as Town Manager.
2. Brown added 3 publications of the American Public Health Association and from NACCHO.

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E. APPROVAL OF RECORD OF VOTES AND MINUTES (Nov. 17, 2015 Board Meeting).

MOTION by Stiglich, seconded by Sadlosky to approve the record of votes and minutes of the November 17, 2015 Board meeting with correction of some typos.
Motion carried unanimously.

F. EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSION RELATED TO:

MOTION by Sadlosky, seconded by Hanbury to go into executive session pursuant to Conn. Gen. Stat. Sec. 1-200(6)(A) for discussion related to:

- a. Personnel hiring - update;
- b. Collective bargaining negotiations - update;
- c. Employee insurance benefits and
- d. Legal services

Motion carried unanimously.

In executive session at 6:39 PM: Present in Executive Session: Brown, Checko, Colantonio, Hanbury, Nagel, Sadlosky, Sartucci and Stiglich. Wysocki joins session at 6:57 PM.

Board out of executive session at 7:55 PM.

G. ACTION ON ITEMS DISCUSSED IN EXECUTIVE SESSION –

MOTION by Board Vice-Chairman Committee member Checko to adopt as a renewal for the agency's employee health plan the ConnectiCare Silver HDHP (\$2750/5500 10%) as recommended by the Finance Committee. To become effective with the start of the agency's new insurance year on March 1, 2015.

Motion carried unanimously.

MOTION by Board Vice-Chairman/Committee member Checko to 1) authorize the Director of Health to move the agency out of its current insurance arrangements with the Town of Wethersfield, and 2) to adopt a new dental plan and new plans for life/AD&D insurance and long-term disability insurance, all effective July 1, 2016. Each of these plans to be purchases through the Guardian Life Insurance Company of America as recommended by the Finance Committee. **Motion carried unanimously.**

MOTION by Hanbury, seconded by Stiglich to endorse the payment of 2 monthly invoices for legal services rendered by Shipman and Goodwin; one for services through November 30, 2015; and the other for service through December 31, 2015.

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Approved: Sartucci, Checko, Stiglich, Sadlosky, Hanbury, Colantonio, and Nagel.
Opposed: Wysocki. Abstained: no one. **Motion carried.**

H. OFFICER AND STAFF REPORTS –

1. CHAIRMAN’S REPORT – COMMITTEE – Sartucci

Town manager resignation – letter on behalf of the Board sent to John Salomone of Newington. Very supportive of the CCHD. Also one of the town managers most experienced with the health district model in CT – in his positions helped to form CHESPROCOTT and worked with Torrington Area Health District as well as CCHD.

New Board member appointments/reappointment:

- Two board positions from the Town of Wethersfield remain vacant. Colantonio and Sartucci are exploring candidates to recommend for Wethersfield.
- Annual letters sent to the mayors of the towns re: vacancies and/or upcoming reappointments coming up in June: Berlin, Newington and Rocky Hill. A reminder to Wethersfield was also sent in December regarding board member appointments / reappointments for a total of 6 positions (1 in Berlin, 1 in Newington, 2 in Rocky Hill, and 2 currently vacant in Wethersfield) .

Special board related meetings:

- Sartucci thanked Board members for attending the annual presentations to the Town Councils in each of the 4 member towns. Turnover in town councils this year made the annual presentations especially important. Feedback has been generally good.
- Brown, Checko and Sartucci along with our Board attorney, Lisa Banatoski Mehta, continue to meet in negotiation sessions regarding a collective bargaining contract with AFSCME.
- Brown and Sartucci have a meeting on February 8, 2016 with representatives of the CT Dept of Public Health. This is unusual and is at the request of DPH to meet with each health district directors and each board chairmen due to a number of Department concerns about the health districts this year.

State of Health Districts in CT:

- 2015 was one of the worst years on record for health districts in CT.
- For the second time in a 50-year history a health district dissolved (Trumbull-Monroe).
- Following the resignation of the director of the Chatham Health District, the Town of Haddam pulled out of that health district, again only the third time in nearly 50 years that has happened.

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- A turnover has been underway for some time (as in other professions, sectors and industries) of the “baby boomer” generation of directors and staff retiring.

2. TREASURER’S Report (through December 31, 2015) - Brown distributed the six month statement, ending December 31, 2015. Revenue is over 50% and expenses are at 46% -- right where CCHD should be at this time of the year. Adjustments have been brought to the Finance Committee and discussed. Brown reported the budget amount for federal PH Block grant and the state asthma grant increased due to increased funding.

MOTION by Sadlosky, seconded by Colantonio to accept the treasurer’s report and financial statements date December 31, 2015. **Motion carried unanimously.**

3. Director of Health and Staff reports– Several legal projects are being conducted through the Pro Bono Partnership, including a HIPAA review for the clinical services that we provide for vaccination and a CCHD sanitary code review by a lawyer from Wethersfield. Shipman and Goodwin attorney is assisting on development of a Background Check Policy. This will be sent to Human Resources Committee soon for review.

Brown stated that we will soon be awash with interns this semester:

- A Goodwin College student with an Environmental Health focus to assist us with the sanitary code review project
- UConn MPH Practicum group of three students will focus on the CHIP and the ACHIEVE initiative
- SCSU student, Bryan Nagel, to return and to assist in development of a Strategic Communication Plan for the agency.

CCHD has begun preparing for the Statewide EP Exercise in April; volunteer recruitment has been kick started and contact lists are being updated. Brown will provide more information about this exercise as it gets closer.

Brown changed the 24 hour on call procedure and has assumed direct responsibility to assess calls and make the decision regarding response to emergencies.

A meeting is planned on January 29, 2016 regarding the physical plant conditions in our Wethersfield office.

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I. COMMITTEE REPORTS –

1. Finance Committee – Brown reviewed the minutes from the January 19, 2016 meeting for Kris Nasinnyk. 2016 calendar of Finance Committee meetings has been posted.

2. Governance Committee – Hanbury.

- A review of FOIA and confidentiality issues were presented at the November 15, 2015 meeting as part of Board Development. Some board members still need to complete the education online modules. Brown will resend the link.
- Brown plans to move forward in assessing the agency's accreditation readiness when the new management position of Assistant Director for Community Health is filled. Recruitment is underway and position will hopefully be filled in February.
- First order of business will be establishment of a baseline on how well the agency demonstrates each of the PHAB standards and measures (Version 1.5) so that a plan and timetable to bring the agency into full compliance can be developed.
- He also will be convening a QI work group in the agency to look at an online filing protocol as the agency moves into "The Cloud" and centralizes its activities across offices.
- A discussion underway with the Pro Bono Services attorneys to clarify advocacy issues.
- 2016 calendar of Governance Committee meeting was approved and posted.

Wysocki would like to discuss some advocacy issues including flame retardants of children's clothes as it is connected to fire fighters, pesticides in parks, e-cigarettes, non-toxic cleaning products, wood smoke, and artificial turf. On a national basis APHA is working on gun violence.

3. Human Resources – Stiglich. 2016 calendar of Human Resources Committee meetings has been posted. Committee to meet on the Weds. of the week preceding each board meeting.

J. UNFINISHED BUSINESS –

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- 1. Centralization feasibility study** –Board approved the feasibility study. Presentation to the Board completed at the last Board meeting. No further questions or discussion at this time.
- 2. Annual presentations to town councils – feedback** – A suggestion was made to meet with all town managers and mayors to discuss what the challenges are for each town going forward. Date and time to be determined. Issue covered in the Newington Town Crier.

K. NEW BUSINESS

1. Approval – 2016 Board meeting schedule –

MOTION by Hanbury, seconded by Colantonio to approve for posting the Board’s 2016 meeting schedule. **Motion carried unanimously.**

2. DPH staff visits to Health Districts in CT – update – Sartucci discussed earlier.

3. Celebration of 20th anniversary of agency – planning underway.

L. NEXT MEETING – February 18, 2016, 6:30 PM, Rocky Hill Community Center, Rocky Hill, CT.

M. ADJOURNMENT –

MOTION by Sadlosky, seconded by Stiglich to adjourn. **Motion carried unanimously.**

Meeting adjourned at 8:47 PM

Respectfully submitted,

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

REVIEWED AND APPROVED BY BOARD: February 18, 2016