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BOARD OF HEALTH

October 15, 2015 Meeting MINUTES

A. CALL TO ORDER. Chairman Judy Sartucci called the meeting to order at 6:45 P.M. at the Rocky Hill Community Center – Room 3, 761 Old Main St, Rocky Hill, CT

Present: Judy Sartucci, Chairman
Pat Checko, Vice-Chairman
Charles K Brown Jr., Secretary-Treasurer/Director of Health
Angela Colantonio
Margaret Hanbury
Ray Jarema
Jerilyn Nagel (arr. 6:42 PM)
Marti Stiglich
Carolyn Wysocki
Kristine Nasinnyk
Michele Sadlosky

Excused: No one

Quorum Present.

Staff: Jane Knotek- Recorder

Meeting notice posted: October 8, 2015

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

C. ADOPTION OF MEETING AGENDA –

MOTION by Jarema, seconded by Stiglich to adopt the meeting agenda with the following changes 1) Add a brief executive session immediately following Charles Costello’s presentation 2) Remove “L.2 – Feasibility Study” and “M.1 - proposed board policy on budget revisions” until November board meeting. **Motion carried unanimously.**

D. PRESENTATION: ANNUAL AGENCY AUDIT BY CHARLES COSTELLO OF COSTELLO ASSOCIATES – Charles Costello distributed a draft financial audit as of June 30, 2015 along with his independent auditor’s report to the Board. He

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reviewed changes in reporting this year and answered Board questions about the reports presented.

MOTION by Wysocki, seconded by Sadlosky to go into executive session re: question about an account involving possible litigation and to invite the agency's auditor, Charles Costello, into session. **Motion carried unanimously.**
In executive session at 7:10 PM: Stiglich, Hanbury, Sartucci, Checko, Wysocki, Jarema, Colantonio, Nagel, Nasinnyk, Sadlosky and Costello.
Board out of executive session 7:20 PM.

E. ACCEPTANCE OF AUDITOR'S REPORT –

MOTION by Checko, seconded by Stiglich to accept the FY 2014-2015 Agency Financial Audit as submitted by Costello and Associates and reviewed with the board. **Motion carried unanimously.**

F. APPROVAL OF RECORD OF VOTES AND MINUTES (Sept. 10, 2015 Board Meeting).

MOTION by Hanbury, seconded by Stiglich to approve the record of votes and minutes of the September 10, 2015 Board meeting as posted. Approved: Sartucci, Checko, Stiglich, Sadlosky, Colantonio, Hanbury, Nagel, Wysocki and Jarema. Opposed: no one. Abstained: Nasinnyk. **Motion carried.**

G. COMMUNICATIONS –

1. Brown distributed periodicals of Journal of Public Health and Nation's Health, which had good articles regarding E-cigarettes, ethics and Environmental Health.
2. Brown introduced Bryan Nagel, a CCSU student in the public health program, who completed an internship with CCHD over the summer. Nagel did a photo study in member towns of "What is public health" and presented several photos with descriptions of different locations in our communities that support public health. Hanbury commented that people see these things every day but don't realize it is related public health. Nagel asked for suggestions on additional sites in the member towns to photograph. Brown will be using Nagel's work in our annual report and other communications.
3. Sartucci mentioned that today was "global hand washing day."

H. EXECUTIVE SESSION

MOTION by Checko, seconded by Colantonio to go into executive session for discussion of:

- a. draft documents exempt from disclosure under Conn. Gen. Stat. 1-210 (attorney client privileged work product related to collective bargaining and to

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- the former director's health benefits);
- b. The 12-month director of health performance evaluation (exempt under Conn. Gen. Stat. 1-200)(6)(A)];
 - c. A personnel update; and
 - d. Legal services

Motion carried unanimously.

In executive session at 7:35 PM: Present in Executive Session: Stiglich, Hanbury, Sartucci, Checko, Wysocki, Jarema, Colantonio, Nagel, Nasinnyk and Sadlosky Brown joined the session at 8:25 PM and waived his right to a public session on his performance evaluation.

Board out of executive session at 8:36 PM.

I. ACTION ON ITEMS DISCUSSED IN EXECUTIVE SESSION –

MOTION by Hanbury, seconded by Stiglich to approve the payment of a monthly invoice for legal services rendered by Shipman and Goodwin through September 30, 2015. **Motion carried unanimously.**

MOTION by Vice-Chairman Checko to accept the 12-month/annual evaluation of the Director of Health and recommendations of the Performance Evaluation Committee and the Finance Committee. **Motion carried unanimously.**

MOTION by Nasinnyk, seconded by Checko to amend the Board's contract with the Director of Health, Charles K. Brown, Jr., retroactive to September 29, 2015 to implement the Board's 12-month performance evaluation recommendation.

Motion carried unanimously.

J. OFFICER AND STAFF REPORTS –

1. CHAIRMAN'S REPORT – Sartucci thanked Board members and Committee chairs for their work over the past year. She requested Board approval of her committee appointments for 2015-16.

MOTION by Nasinnyk, seconded by Colantonio to approve the Board Chairman's annual appointments of the following chairs and members of the Board's Standing Committees:

Finance Committee:

Kristine Nasinnyk, Chairman
Carolyn Wysocki
Patricia Checko
Jerilyn Nagel
Charles Brown

Governance Committee:

Margaret Hanbury, Chairman

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Angela Colantonio
Carolyn Wysocki
Charles Brown

Human Resources Committee:

Marti Stiglich, Chairman
Ray Jarema
Michele Sadlosky
Charles Brown

Nominations Committee:

Marti Stiglich, Chairman
Margaret Hanbury

And of the following special Board committees and appointments:

Centralization Committee

Charles Brown, Chairman
Patricia Checko
Ray Jarema
Jerilyn Nagel
Marti Stiglich

Performance Evaluation Committee:

Judith Sartucci, Chairman
Patricia Checko
Margaret Hanbury
Kristine Nasinnyk
Marti Stiglich

Per Board bylaws the Board Chairman, Judith Sartucci, to also serve as an *ex officio* member of each Board committee except Nominations Committee.

Motion carried unanimously.

2. TREASURER'S REPORT (financial statement ending September 30, 2015) –

Nasinnyk. Minutes of the Finance Committee meetings were in the Board packet. Nasinnyk reviewed the September quarterly report. Brown has begun to attach a narrative to items in the financial statements by budget line items. He reported that agency expenses are on track so far for the fiscal year. He is reviewing some items (such as fee revenues for the last year) at the Finance Committee's request.

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- 3. DIRECTOR OF HEALTH AND STAFF REPORTS** – Brown highlighted items in his report in the Board packet. Wycsocki asked for clarification on lead cases under the monthly statistics.

K. COMMITTEE REPORTS –

- **Executive Committee** – Sartucci reported on approval by the Executive Committee at its September 21, 2015 Special Meeting to waive fees for the Taste of Rocky Hill event sponsored by the Chamber of Commerce.
MOTION by Hanbury, seconded by Sadlosky to endorse the actions taken by the Executive Committee at its September 21, 2015 special meeting. **Motion carried unanimously.**
- 2. Finance Committee** – Nasinnyk. Discussed above in treasurer’s report and auditor’s report.
- 3. Governance Committee** – Hanbury. Minutes of the Governance Committee meetings were in the Board packet. Work completed on the strategic plan – will discuss under “Unfinished business.” Board’s advocacy policy put in this month’s Board packet. Sartucci reminded Board members of policy in light of action taken at last month’s Board meeting and with the upcoming state legislative session.
- 4. Human Resources Committee** – Stiglich will schedule a meeting to look at some personnel issues that Brown is addressing.
- 5. Centralization Committee** – Brown is putting together information for the Centralization Committee on the draft feasibility study. Will schedule a Committee meeting in the next couple of weeks to review and plan to present at the next board meeting.
- 6. Performance Evaluation Committee** – discussed in Executive session.

L. UNFINISHED BUSINESS –

- 1. New Strategic plan** – Hanbury recognized Brown for his leadership and for all his work with the Committee and the Board in developing the agency’s new strategic plan for 2016-2020. Brown discussed items that will be worked on over this next year.
MOTION by Governance Committee Chairman Hanbury to adopt the agency’s new strategic plan for 2016-2020 as recommended by the Governance Committee. **Motion carried unanimously.**
- 2. Relocation Feasibility Study** – to be discussed at next month’s Board meeting.

M. NEW BUSINESS

- 1. Proposed Policy on Budget Revisions** – to be discussed at next month’s Board meeting.
- 2. Board Advocacy Policy** – discussed above under Governance Committee.
- 3. Annual presentations to Town Councils** –Each year the Director of Health presents an update on CCHD activities to each Town Council. Brown is planning

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these the municipal elections. Sartucci asked each Board member to plan to attend their respective town council meeting once it is scheduled.

N. UPCOMING BOARD MEETING – Tuesday, November 17, 2015 – 6:30 PM
(Newington Town Library). **NOTE CHANGE IN DATE.**

O. ADJOURNMENT –
MOTION by Hanbury, seconded by Sadlosky to adjourn. **Motion carried unanimously.**

Meeting adjourned at 9:00 PM

Respectfully submitted,

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

REVIEWED AND APPROVED BY BOARD: November 17, 2015