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BOARD OF HEALTH

October 18, 2018 Meeting MINUTES

A. CALL TO ORDER. Chairman Patricia Checko called the meeting to order at 6:32 P.M. in the Fireside Room of the Wethersfield Community Center, 30 Greenfield St., Wethersfield, CT.

Present: Patricia Checko, Chairman
Michele Sadlosky, Vice-Chairman
Charles K Brown Jr., Secretary-Treasurer/Director of Health
Kevin Borrup
Ann Marie Diloreto
Barbara Gilbert
Ray Jarema
Judith Sartucci

Excused: Deborah Henault, Lecia Paonessa, John Richter, Marti Stiglich

Quorum present.

Meeting notice posted: October 12, 2018

Staff Present: Ann Hartman, Assistant Director- Community Health

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

C. ADOPTION OF MEETING AGENDA –

MOTION by Borrup, seconded by Jarema to adopt the meeting agenda as posted.
Motion carried unanimously.

D. APPROVAL OF MINUTES –Approval of Record of Votes and Minutes- September 20, 2018 meeting

MOTION by Gilbert, seconded by Sadlosky to approve the record of votes and minutes of the September 20, 2018 regular Board meeting as posted. **Motion carried unanimously.**

E. AUDITOR’S REPORT FY 2017-2018- Checko introduced the agency’s auditor,

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Charles Costello of Costello Associates of Hebron, CT. Costello has served as the agency's auditor for several years. Costello reviewed the FY 2017-2018 report and answered Board member questions. The Finance Committee had reviewed the audit report at its recent meeting. Costello recommended to have a fraud risk assessment of the agency performed.

F. OFFICER AND STAFF REPORTS –

- 1. Quarterly Treasurer's Report – See Finance Committee**
- 2. Chairman's Report** – Checko thanked members of the board for their service.
 - SOR Opioid grant to be submitted on October 19, 2018. This allows \$75K for two years which would allow for additional funding for Luis Pantoja.
 - Borrup suggested to include a fringe benefit rate.
- 3. Director Health** – Brown highlighted the following:
 - **Flu clinics** started October 2, 2018. Mayor Z and host got shots on TV show from Judy Sartucci on October 1, 2018.
 - Great media coverage on October 2, 2018 and had three interviews for channels 3, 8 and 30.
 - POD (point of dispensing) drill was held on October 13, 2018 in Newington at Newington High School. 124 people were vaccinated. Great team effort by admin and community health to schedule, promote and prepare for billing.
 - **Environmental Health** – Staff has continued to work as a team to address issues. Phenomenal work considering amount of events and regular inspections to be done.
- 4. Finance Committee-** Checko.
 - Checko assured the Board that CCHD is doing well.
 - Brown reviewed the quarterly financial reports for FY 2018, and answered and clarified issues for the Board about various line items.
 - Minutes of Committee meetings in board packet.

MOTION by Sartucci, seconded by Jarema to accept the monthly report of the Director of Health dated October 17, 2018 as presented. **Motion carried unanimously.**

MOTION by Gilbert, seconded by Borrup to accept the FY 2018-2018 Financial Report dated September 30, 2018 as presented by Brown as Board Secretary-Treasurer. **Motion Carried unanimously.**

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- 5. Governance Committee** – Sartucci is serving as acting committee chair. She reported on the Committee’s October 17th meeting
- Review of PHAB Accreditation domains is done, but staff are having trouble retrieving notes and other materials from agency computer system/Cloud storage. Brown will update the plan and timetable for eventual application to PHAB.
 - Reviewed board feedback on the strategic plan presentation in September and reviewed objectives for Year 4 of the plan – Brown to finalize and present.
 - Review Committee recommendations for Board development planned through 2018.
 - Looked at an annual agenda for the year based on Committee responsibilities in Board bylaws (board development; potential bylaws changes; annual review of board appointments; policy development or
- 6. Human Resources Committee** – Sartucci and Sadlosky reported that the committee was working on a job specification for Clinic Nurse Supervisor and was reviewing language from a Draft MOA for Acting Director of Health Services between CCHD and West Hartford-Bloomfield Health District.

G. UNFINISHED BUSINESS: –

1. New location and Centralization of Offices –

- Brown reported that a draft lease has been accomplished and is under review by the various attorneys. Brown had a conference call with attorney and broker to discuss buildout costs.
- Staff continues to plan for tasks associated with the move. IT RFP has gotten four responses, a moving company and a furniture supplier has been selected.
- Target date for move is December.

H. NEW BUSINESS

1. CCHD Committee Appointments-

MOTION by Jarema, seconded by Diloreto to accept committee appointments for FY 2018-2019. **Motion carried unanimously.**

Finance Committee:

Deborah Henault, Chairman
Kevin Borrup
Patricia Checko
Barbara Gilbert

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Charles K. Brown, Jr.

Governance Committee:

Michele Sadlosky, Chairman
Patricia Checko
Lecia Paonessa
Judith Sartucci
Charles K. Brown, Jr.

Human Resources Committee:

Marti Stiglich, Chairman
Patricia Checko
Ray Jarema
Judith Sartucci
Charles K. Brown, Jr.

Nominations Committee:

Michele Sadlosky, Chairman
Ann Marie Diloreto

Board Member Representatives

Centralization Committee (Office of DOH)

Charles Brown, Chairman
Patricia Checko
Ray Jarema
Marti Stiglich
Judith Sartucci

Performance Evaluation Committee:

Patricia Checko (Board Chairman)
Deborah Henault (Finance Committee Chair)
Marti Stiglich (HR Committee Chair)
Michelle Sadlosky (Governance Chair)

Management Negotiating Team

Charles Brown (Lead)
Patricia Checko
Attorney Lisa Banatoski Mehta

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I. NEXT MEETING – November 15, 2018, 6:30 PM in the Fireside Room of the Wethersfield Community Center.

J. ADJOURNMENT –

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

Respectfully submitted,

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

REVIEWED AND APPROVED BY BOARD: January 17, 2019