



BOARD OF HEALTH

October, 19 2017 Meeting MINUTES

A. CALL TO ORDER. Chairman Judith Sartucci called the meeting to order at 6:43 P.M. in The Fireside Room of the Wethersfield Community Center, 30 Greenfield St, 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
Ray Jarema
Jerilyn Nagel
John Richter
Marti Stiglich
Carolyn Wysocki (via telephone)

Excused: Cindy Moynihan, Michele Sadlosky and Lia Safalow

Quorum present

Staff: Ann Hartman, Assistant Director- Community Health and Jane Knotek, Recorder

Meeting notice posted: October 13, 2017

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

C. ADOPTION OF MEETING AGENDA –

MOTION by Stiglich, seconded by Diloreto to adopt the meeting agenda as posted.

Motion carried unanimously.

D. Presentation: FY 2016-2017 Agency Audit by Charles Costello of Costello Associates:

**Central Connecticut Health District
Board of Health Meeting – October 19, 2017**

Sartucci introduced the agency’s auditor, Charles Costello of Costello Associates of Hebron, CT. Costello has served as the agency’s auditor for several years. Costello reviewed the FY 2016-2017 report and answered Board member questions. The Finance Committee had reviewed the audit report at its recent meeting. Based upon Board feedback Charles Costello will expand the footnote on page 7, #6 for better clarification. Costello recommended 1) fully implement the accrual accounting system in the agency; and 2) have a fraud risk assessment of the agency performed.

E. MINUTES –Approval of Record of Votes and Minutes-September 21, 2017 meeting

MOTION by Diloreto, seconded by Richter to approve the record of votes and minutes of the September 21, 2017 regular board meeting as posted. Approved: Checko, Diloreto, Henault, Nagel, Richter, Sartucci, and Stiglich. Opposed: no one. Abstained: Aforismo, Jarema, and Wysocki. **Motion carried.**

F. OFFICER AND STAFF REPORTS:

1. Chairman’s Report- Sartucci

- Sartucci stated the board is moving ahead with Brown’s contract, which is under review by the Board attorney. Once signed, Sartucci will do the filing with the DPH Commissioner for approval of Brown’s reappointment as required.
- Sartucci congratulated Charles Brown for recently completing the Quest Program sponsored by Leadership Greater Hartford.

2. Treasurer’s Report – Brown.

- No report this month. Financial reports continue to be reviewed monthly by the Finance Committee and quarterly by the full Board.

3. Director and staff reports – Brown.

Brown presented his monthly report and highlighted the following:

- Flu clinics have been going well and will be completed next week. The numbers are close to last year’s. ORTV did a good piece on our clinics and filmed at the first clinic in Wethersfield. It highlighted the work of our volunteers and staff in action.
- Opioid Forum for stakeholders - is scheduled for the morning of November 2, 2017 in Wethersfield. Ed Jacobs, LCSW from Plymouth MA, will be the guest speaker. Workgroups on prevention, response, treatment and

**Central Connecticut Health District
Board of Health Meeting – October 19, 2017**

recovery will give updates on the progress they have made since the initial CCHD stakeholder forum in April.

- Staff update: Lori DiPietro is leaving her health educator position after 6 years to take a FT position with CCMC where she will address childhood obesity in Hartford. Brown is working with Ann Hartman to revise the health educator job description and plans to begin recruitment soon. Barbara Gigliotti has been on medical leave for a few weeks
- Brown is completing the Quest Program. There he worked on a BikeShare in a Box program for downtown Hartford. This was featured in a recent Hartford Courant article that is included in the Board packet. Commencement is on October 26, 2017
- The dates for the annual presentations to each member town council have been set.

Wethersfield – November 20, 2017

Rocky Hill -December 4, 2017Newington – December 12, 2017

Berlin – December 19, 2017

Wethersfield and Rocky Hill have been confirmed and Brown is awaiting confirmation from the other two towns.

MOTION by Stiglich, seconded by Diloreto to accept the monthly report of the Director of Health dated October 19, 2017 as presented. **Motion carried unanimously.**

G. COMMITTEE REPORTS

- 1. Executive Committee** – Sartucci. No meetings held.
- 2. Finance Committee** – Checko. The Committee meeting minutes are in the Board packet. Checko reported that the Committee discussed the two recommendations made by the auditor and are in agreement. Full implementation of the accrual accounting process will require training for staff by the agency’s accountant. The agency will need to hire a firm to do a fraud risk assessment. Next Committee meeting is November 14, 2017.
- 3. Governance Committee-Governance Committee-** Wsocki. The Committee meeting minutes are in the Board packet. The new agency logo has been sent to the agency’s communication consultant to incorporate into the draft communications plan and branding strategy. CCHD has purchased the “Governance in Action” webinar series from the University of Michigan Public Health Training Center. Once reviewed by the Committee, a different module

**Central Connecticut Health District
Board of Health Meeting – October 19, 2017**

will be planned for board meeting. Next Committee meeting is November 14, 2017.

4. Human Resources Committee – Stiglich.

- A new Student Placement policy was developed by the Committee and is in the Board packet for action later in the meeting.
 - The agency’s travel policy was reviewed and no changes are recommended.
 - The Committee is in the early stages of revising the policy on vacation and accrued time.

5. Performance Evaluation Committee – Sartucci. No meeting

6. Centralization – Brown. No report. Brown will schedule a November meeting.

H. UNFINISHED BUSINESS -

1. Board Committee appointments – No changes to Board Committees. John Aforismo and Ann Marie Diloreto will join the Centralization Committee convened by Brown.

2. CPHA Annual Meeting – October 30, 2017- registration – Brown reminded the Board that there is still time to register.

I. NEW BUSINESS

1. Acceptance of auditor’s report

MOTION by Checko, seconded by Henault to accept the FY 2016-2017 Auditor’s Financial Report and letter to management dated October 16, 2017 as presented by Charles Costello of Costello Associates. **Motion carried unanimously.**

MOTION by Checko, seconded by Aforismo to approve the Auditor’s recommendations to 1) fully implement the accrual accounting system in the agency; and 2) have a fraud risk assessment of the agency done. Approved: Aforismo, Checko, Diloreto, Henault, Jarema, Nagel, Richter, Sartucci, and Stiglich. Opposed: no one. Abstained: Wysocki. **Motion carried.**

2. Adoption of Student Placement Policy for agency – Brown provided background on the agency’s experience with students and interns and the need for this new policy. The new policy will provide guidance for student placements and responsibilities.

**Central Connecticut Health District
Board of Health Meeting – October 19, 2017**

MOTION by Chairman Stiglich of the Human Resources Committee (HRC) to approve the new student placement policy for the agency as recommended by the HRC.

Wysocki suggested the addition of public health policy as an area for students at the agency as well as the traditional programs in community health and environmental health

Motion by Stiglich, seconded by Diloreto to amend the document by adding to sentence, “its program areas, such as Community Health, Environmental Health, or public health policy” on page 2 of draft document. **Motion carried unanimously.**

Motion to approve the amended student placement policy carried unanimously.

3. 2017 Annual Town Population figures from DPH. Sartucci provided the background on the population estimates published annually by the State of Connecticut Department of Public Health, a copy of which is in the Board packet. Per state law these are the official population estimates to be used to determine the per capita membership fee rate for the towns and for grant applications by the agency.

4. Health District Expansion. Brown received a call from the town sanitarian Middlefield, asking if our Health District would be interested in the possibility of Middlefield joining the CCHD. Middlefield is a small town with a part time director of health and part-time sanitarian. Town provides mostly septic and well inspections. Public health emergency planning, flu clinics and other services are provided regionally in the greater Middletown area. Brown stated it would be a challenge for CCHD if Middlefield became part of the Health District. Brown recommended, and the Board concurred, not to pursue at this time.

5. Annual Presentations to Member Towns’ Councils- – Discussed earlier in Director of Health report.

J. NEXT MEETING – November 16, 2017 at 6:30 PM in the Fireside Room of the Wethersfield Community Center

K. ADJOURNMENT –

**Central Connecticut Health District
Board of Health Meeting – October 19, 2017**

MOTION by Wysocki, seconded by Stiglich to adjourn. **Motion carried unanimously.** Meeting adjourned at 8:26 P.M.

Respectfully submitted,

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

REVIEWED AND APPROVED BY BOARD: November 16, 2017