



**APPROVED**

## **BOARD OF HEALTH**

**October 23, 2014 MEETING**

### **MINUTES**

A. **CALL TO ORDER.** Chairman Judy Sartucci called the meeting to order at 6:35 P.M. at the Lucy Robbins Wells Library – Lienhard Room Mazzoccoli Way, Newington, CT

**Present:** Judy Sartucci, Chairman  
Pat Checko, Vice-Chairman  
Angela Colantonio  
Dianne Doot  
Jerilyn Nagel  
Ray Jarema  
Carolyn Wysocki  
Marti Stiglich  
Margaret Hanbury  
Kristine Nasinnyk  
Charles K Brown Jr., Secretary/Treasurer/Director of Health

**Excused:** Paul Cloonan

**Quorum Present:** yes

**Staff:** Jane Knotek- Secretary

**Date Meeting Posted:** October 17, 2014

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

C. **ADOPTION OF MEETING AGENDA** –

**A MOTION was made by Doot, seconded by Nagel to adopt the meeting agenda as posted. MOTION CARRIED UNANIMOUSLY.**

D. **PRESTENTATION: ANNUAL AGENCY AUDIT BY CHARLES COSTELLO OF COSTELLO ASSOCIATES**

Charles Costello distributed a financial statement as of June 30, 2014 along with his independent auditor's report and supplemental report to the Board. He reviewed changes in reporting this year and answered Board questions about the reports presented.

**A MOTION was made by Checko, seconded by Stiglich to accept the FY 2013-14 Auditor's report as presented and to refer it to the Finance Committee for further review and analysis. MOTION CARRIED UNANIMOUSLY.**

E. **ADOPTION OF CONSENT AGENDA**–

1. **Approval of the record of votes and minutes of the September 18, 2014 Board Meeting.**
2. **Endorsement of actions taken by the Executive Committee at its October 14, 2014 Special Meeting**

**A MOTION was made by Hanbury, seconded by Jarema to adopt the consent agenda as posted. Approved: Sartucci, Wysocki, Nasinnyk, Stiglich, Colantonio, Jarema, Hanbury, Doot, and Nagel. Opposed: None Abstains: Checko (out of room). MOTION CARRIED.**

**F. COMMUNICATIONS –**

1. Charles Brown reported on how Ebola has affected the Health District. He has been on many conference calls with the State Health Dept. and feels that the District is prepared. Charles noted that the risk of flu is more dangerous than Ebola at this time.
2. CCHD Board of Directors contact list was distributed - corrections need to be made.
3. Sartucci attended a public health law conference in Atlanta. Sartucci noted that the conference was a wonderful experience and she was very pleased to be invited.
4. Checko, Stiglich, Nasinnyk, Nagel and Brown attended the CT Public Health Association meeting. Board members shared their observations about the Conference and some of the public health issues raised.
5. Sartucci noted that the Board's membership in NALBOH is due. Brown to handle for the agency.
6. Copies of letters sent to Nancy Brault thanking her for the last 7 ½ months working as the Interim Director of Health, and to John Salomone thanking him and his staff for the time and input they put into the executive search process for our new Director of Health, were shared with the Board.

**G. OFFICER AND STAFF –**

1. **Chairman's Report – monthly reports for September and October were in** board packet. Sartucci said its purpose was to keep the Board informed on the large amount of activity she was carrying out on behalf of the Board each month over the last year and the significant changes that were underway. Now that a permanent director of health is in place and activity shifted back to the Director's office, she will be phasing out the written monthly Chair's reports unless something of significance occurs during a given month.
2. **Director of Health –**
  - a. Charles Brown stated that in the four weeks he has been here, his goal is to find the strengths, challenges the agency faces, get to know the staff and the board, and look at budgets and finance.
  - b. Ebola has taken up most of Brown's time as he has participated in numerous conference calls.
  - c. He reported on the outcome of the annual flu clinics; cost of vaccines and decision around the new pneumonia vaccine; some issues around collection of inspection fees; plans for use of pro bono professional services; some opportunities he is looking into related to implementation of the ACA; his view on engaging the community; and the overall strategic planning process that will begin shortly. Stiglich and Wysocki are each going in

- the field with Greg Mattus for a day on various inspections. Board members are encouraged to take advantage of this opportunity to learn more about the agency.
- d. He asked for input on his monthly reporting to the Board.

### **3. Treasurer's Report**

- a. Wysocki asked Brown about transfer of funds, the dental grant and Checko inquired about the asthma grant in the financial statement. Stiglich asked for a quarterly financial report at least one week in advance.

**A MOTION was made by Nasinnyk, seconded by Hanbury to accept the September 30, 2014 financial report presented by the Secretary-Treasurer and refer it to the Finance Committee for further review. MOTION CARRIED UNANIMOUSLY.**

**H. COMMITTEE REPORTS** – Brown would like to meet with each committee chair to familiarize himself with the charge to the committees and their activities.

1. Governance Committee – Holleran contract is now closed out. Hanbury stressed the fact that Phase I of the CHIP is completed, and we are stepping forward to Phase II. By the end of January, the group will reset the plan and focus; so the CHIP, Achieve and Strategic Plan will align themselves.
2. Finance Committee – Nasinnyk states she is waiting for Charles Brown to get settled in but plans to schedule a Committee meeting in November.

### **I. UNFINISHED BUSINESS**

**A MOTION was made by Nasinnyk, seconded by Hanbury to go into Executive Session for the purposes of discussion of draft documents exempt from disclosure under Conn. Gen. Stat.1-210 (attorney-client privileged work product) regarding:**

- a. threatened or pending claims;
- b. petition for AFSME representation and related matters
- c. permanent executive officer appointment [exempt under Conn. Gen. Stat. 1-200(6)(a)];  
and
- d. a personnel issue

In Executive Session at 8:35 PM: Sartucci, Hanbury, Checko, Doot, Jarema, Wysocki, Colantonio, Nagel, Stiglich, Nasinnyk and Brown.

Out of Executive Session at 8:48 PM.

**A MOTION was made by Checko, seconded by Doot to approve a monthly invoice for payment for legal services rendered by Shipman and Goodwin in the amount of \$7,693.00. Approved: Sartucci, Nagel, Stiglich, Doot, Jarema, Checko, Hanbury and Colantonio. Opposed: none Abstains: Wysocki. MOTION CARRIED**

**A MOTION was made by Nasinnyk, seconded by Stiglich to approve the permanent appointment of Charles K. Brown, Jr., to the position of the Director of Health of the Central Connecticut Health**

**District and endorsement of his employment contract dated September 30, 2014. MOTION CARRIED UNANIMOUSLY.**

**A MOTION was made by Hanbury, seconded by Wysocki to approve the Board Chair's appointment of:**

- **Angela Colantonio (new member) to the Governance Committee,**
- **Marti Stiglich to the Performance Evaluation Committee (new member and new Human Resource Committee Chair replacing Ray Jarema as HRC Chair on that Committee); and**
- **Charles Brown, as the new director of health, to the following Board committees: the Finance, Governance, Human Resources and Centralization Committees.**

**MOTION CARRIED UNANIMOUSLY.**

**J. NEW BUSINESS** – No new business

**K. UPCOMING BOARD MEETINGS:**

1. **Special Board Meeting – Session on Cultural Competency – Monday, November 3, 2014 – 6:00 PM (Newington Public Library, Community Room)**
2. **Next regular Board Meeting – November 20, 2014 – 6:30 PM (Newington Town Library, Community Room)**

**L. ADJOURNMENT** –

**A MOTION was made by Nasinnyk, seconded by Hanbury to adjourn. MOTION CARRIED UNANIMOUSLY.**

Meeting adjourned at 8:53 PM

Respectfully submitted,

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

**APPROVED BY BOARD: 11/20/2014**