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## **BOARD OF HEALTH**

### **November 16 2017 Meeting MINUTES**

**A. CALL TO ORDER.** Chairman Judith Sartucci called the meeting to order at 6:36 P.M. in the Fireside Room of the Wethersfield Community Center, 30 Greenfield Street, 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  
Cindy Moynihan  
Jerilyn Nagel (arr. 7:00 PM)  
John Richter  
Michele Sadlosky  
Marti Stiglich

**Excused:** Lia Safalow and Carolyn Wysocki                      **Quorum present**

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

**Meeting notice posted:** November 13, 2017

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

#### **C. ADOPTION OF MEETING AGENDA –**

**MOTION** by Sadlosky, seconded by Jarema to adopt the meeting agenda as amended with the additions of “Approval of 2018 Meeting Schedule” and “Update on federal legislation affecting public health” under “new business”. **Motion carried unanimously.**

#### **D. PRESENTATION: “CCHD RESPONDS TO THE OPIOID EPIDEMIC”**

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Brown presented to the Board a PowerPoint presentation regarding the approach and activities that the Health District has undertaken in response to the opioid crisis.

- He discussed the November 2, 2017 Local Stakeholder Forum sponsored by CCHD. This was a follow-up to an initial forum held in April 2017 and initiated by the Health District to begin to address the opioid crisis in the 4 Member towns.
- Brown described a framework for action that was established for community involvement in the opioid crisis in four distinct but related groups: Prevention, Response, Treatment and Recovery. These work groups address a cycle with some overlapping and dovetailing priorities and outcomes.
- Brown responded to Board questions.
- He thanked Board members, Pat Checko and Debbie Henault that are involved in the process for their leadership and support.

**E. MINUTES –Approval of Record of Votes and Minutes- October 19, 2017 meeting**

**MOTION** by Stiglich, seconded by Jarema to approve the record of votes and minutes of the October 19, 2017 regular board meeting as amended. **Motion carried unanimously.**

**F. OFFICER AND STAFF REPORTS:**

**1. Chairman’s Report-** Sartucci

- Sartucci reported that Brown’s contract with the Board as Director of Health has been signed and she has filed with the DPH Commissioner the paperwork for approval of Brown’s reappointment to a second term as required by DPH.

**2. Treasurer’s Report –** Brown.

Brown distributed and reviewed the 2017-2018 Financial Statement dated October 31, 2017A glossary of accounts has been added.

- Revenue and expenditures are on track for the year.
- Revenues are at 39% of what the agency expects to bring in for the fiscal year.
- Expenditures are at 34% of what is expected for the fiscal year.
- Grants are higher due to different fiscal years for the federal versus state funding the agency receives.

**MOTION** by Chairman Checko of the Finance Committee to accept the quarterly Financial Report dated October 31, 2017 as presented by Brown as the Board Secretary-Treasurer and as recommended by the Finance Committee. **Motion carried unanimously.**

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**3. Director and staff reports – Brown.**

Brown presented his monthly report and highlighted the following:

Commissioner's semi-annual meeting.

- Commissioner's semiannual meeting - is a requirement by state law that DPH bring all local health directors together 2 times a year.
- Interesting meeting with topics concerning health information technology, the new FDA Food Code and the CT Water Plan.
- DPH is looking to introduce legislative proposal to waive the requirement for MPH for local health directors if candidate has an MD or is APRN.

A FY 2018 State budget was finally passed. However, it includes a 9.79% cut in state per capita aid to local health departments and districts

CPHA Meeting

- Good meeting this year -- focused more on the practical elements of public health.
- A data sources presentation was especially helpful for highlighting resources we may need soon for health assessment. Good information was taken away from that session.
- **Brown, Sartucci, Checko and Hartman attended.**

Connecticut Asthma Initiative

- Brown attended this annual meeting re: collaboration with healthcare professionals, state health and local health departments around asthma.

Quest Program

- Brown completed the one year Quest Program under Leadership Greater Hartford.
- As part of the course he participated in a community project on promoting exercise and the use and availability of bikes in Hartford.
- In response to his group's proposal, on November 13, 2017, Hartford City Council voted unanimously to pursue bikeshare with LimeBike. This may have regional implications because we could make connections into the system. Brown sees this expanding.
- The Board congratulated him on his participation and completion of the program.

**MOTION** by Stiglich, seconded by Sadlosky to accept the monthly report of the Direct of Health dated November 16, 2017 as presented. **Motion carried unanimously.**

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**G. COMMITTEE REPORTS**

- Sartucci provided an overview of each Committee and its work for the new board members.

- 1. Executive Committee** – Sartucci. No meetings held yet this fiscal year.
- 2. Finance Committee** – Checko.
  - Checko stated the committee continues to meet monthly and is working on next year's budget.
  - The agency's accountant had made a series of recommendations to the Committee. One was to establish an investment committee for the agency's reserve fund accounts. Due to upcoming changes and planned use of these funds this year for an office move and consolidation, the Committee does not recommend such an investment committee at this time.
  - Next Committee meeting is December 19, 2017.
- 3. Governance Committee-Governance Committee-** Sartucci for Wysocki. No meeting held in November. Next Committee meeting is December 12, 2017. Committee will review progress made on the agency's strategic plan and continue its review of the agency's accreditation readiness.
- 4. Human Resources Committee** – Stiglich.
  - With the introduction of a revised job spec for the health educator position the HRC will begin using a new format for all the agency job descriptions as each comes up for review and revision.
  - Completed the annual review of the agency's workforce development plan. A complete assessment of the agency's workforce is due to be done next year.
  - At its next meeting will be following up on agency accreditation readiness in 2 domains related to workforce (Domain 8) and a human resource system (Domain 11)
  - Next committee meeting is December 13, 2017
- 5. Nominations** – Sadlosky. No meeting planned until next summer.
- 6. Performance Evaluation** – Sartucci. Will plan a meeting for a mid-year review in January or February.
- 7. Labor Negotiation Team** – Brown.  
In December Brown will begin to schedule meetings regarding the pay increases

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and health benefits "reopener" as agreed in the current contract.

**H. UNFINISHED BUSINESS -**

**1. Annual presentations to member towns' councils**

The dates for the annual presentations to each member town council have been set. Board members to attend the meeting for their respective town councils.

Wethersfield – November 20, 2017

Newington – November 28, 2017 (**Note: change in date**)

Rocky Hill -December 4, 2017

Berlin – December 19, 2017

**I. NEW BUSINESS**

**1. Revised health education job spec. –**

- Stiglich presented a revised job description for the health educator position. The Human Resources Committee recommends adoption. The format in this job spec will serve as a template for revision of other job specs in the agency.
- Checko cautioned about changing job specs without union input since several staff are now in a collective bargaining unit. Brown stated that this position and all the positions that HRC will look at are not covered by the union contract. Also, the content has been reviewed by the board's labor attorney and minor changes made before it was sent to the Board.
- Checko also recommended that language be added under essential job functions related to "data analysis and application." This is addressed under "knowledge, skills and abilities" section but not in the essential job functions section.
- Nagel asked about skill in addressing cultural diversity among various population groups such as found in Rocky Hill. This is addressed in the essential job functions section.

**MOTION** by Chairman Stiglich, seconded by Jarema to approve the revised health educator job specification as recommended by the Human Resources Committee and to include additional language under "essential job functions" related to "data analysis and application." **Motion carried unanimously.**

**2. Approval of 2018 meeting schedule**

A draft of 2018 Board meeting schedule was presented using the Fireside room at the Wethersfield Community Center as the meeting site, if available.

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**MOTION** by Stiglich, seconded by Richter to approve for posting the proposed regular Board meeting dates for 2018. Locations to be determined and arranged by Brown and staff. **Motion carried unanimously.**

**3. Update on Federal Legislation Affecting Public Health Sartucci**

Sartucci briefed the Board on the proposed the repeal of the individual insurance mandate and planned reduction in public health spending now before the US Senate. Besides the impact on health insurance coverage the Prevention and Public Health Fund is authorized under the ACA and funds major public health activities in the country including a substantial amount of work done by the CDC. Sartucci suggested sending letters to Senator Richard Blumenthal, Senator Chris Murphy, and Congressman John Larson of Connecticut and to Senator Mitch McConnell and the Senate leadership voicing concern about the impact on public health.

**MOTION** by Checko, seconded by Moynihan to send from the Board of Health letters to leadership of the U.S. Senate, and our two US Senators and Congressman voicing opposition to efforts to repeal the individual mandate and to cut federal public health funds in the Senate's latest proposed tax legislation. **Motion carried unanimously.**

**J. NEXT MEETING** – planned for December 14, 2017 at 6:30 PM in the Fireside Room of the Wethersfield Community Center

**MOTION** by Moynihan, seconded by Henault to cancel the December 14, 2017 regular Board meeting. **Motion carried unanimously.**

**K. ADJOURNMENT –**

**MOTION** by Henault, seconded by Nagel to adjourn. **Motion carried unanimously.**  
**Meeting adjourned at 8:43 PM**

Respectfully submitted,

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

**REVIEWED AND APPROVED BY BOARD: January 18, 2018**