



APPROVED

BOARD OF HEALTH

November 20, 2014 MEETING

MINUTES

A. CALL TO ORDER. Chairman Judy Sartucci called the meeting to order at 6:39 P.M. at the Lucy Robbins Wells Library – Community 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
Michele Sadlosky
Charles K Brown Jr., Secretary/Treasurer/Director of Health

Excused: Paul Cloonan
Quorum Present: yes
Staff: Jane Knotek- Secretary
Meeting Posted: November 14, 2014

Judy Sartucci welcomed Michele Sadlosky, newly appointed Board member from Newington.

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

C. ADOPTION OF MEETING AGENDA –

A MOTION was made by Wysocki, seconded by Jarema to adopt the meeting agenda as posted.
MOTION CARRIED UNANIMOUSLY.

D. EXECUTIVE SESSION

A MOTION was made by Hanbury, seconded by Doot to go into Executive Session for the purposes of discussion of:

- a. A personnel issue exempt under Conn. Gen. Stat. 1-200(6)(a);
- b. The Director of health evaluation process exempt from disclosure under Conn. Gen. Stat.

- 1-200(6)(a);
- c. A Draft document exempt from disclosure under Conn. Gen. Stat. 1-210 (attorney client privileged work product) regarding AFSME representation and related matters; and
- d. Legal services

MOTION CARRIED UNANIMOUSLY.

In Executive Session at 6:42 PM: Sartucci, Hanbury, Checko, Doot, Jarema, Wysocki, Colantonio, Nagel, Sadlosky, Stiglich, Nasinnyk and Brown.

Nancy Brault joins Executive Session at 6:45 PM and exits session at 6:57 PM.

Out of Executive Session at 7:55 PM

E. ACTION ON ITEMS DISCUSSED IN EXECUTIVE SESSION

A MOTION was made by Hanbury, seconded by Doot to approve the Chairman's appointment of a management negotiation committee to be made up of Charles K. Brown, Jr., Judith A. Sartucci, and Attorney Lisa Banatoski Mehta of Shipman & Goodwin, and Patricia Checko as an alternate, to commence negotiations regarding an initial collective bargaining contract with AFSCME. The chief spokesperson for the Health District in such negotiations shall be Charles K. Brown, Jr., or his designee. **MOTION CARRIED UNANIMOUSLY.**

A MOTION was made by Checko, seconded by Hanbury to approve a monthly invoice for payment for legal services rendered by Shipman and Goodwin in the amount of \$5,313.00. Approved: Sartucci, Nagel, Stiglich, Doot, Jarema, Checko, Hanbury, Sadlosky and Colantonio. Opposed: no one. Abstains: Wysocki and Nasinnyk. **MOTION CARRIED.**

In response to Board concerns about legal costs, Brown is continuing to look at legal services through Pro Bono Services.

F. ADOPTION OF CONSENT AGENDA—

1. **Approval of the record of votes and minutes of the October 23, 2014 regular Board Meeting.**
2. **Approval of the minutes of the November 3, 2014 special Board Meeting.**

A MOTION by Nasinnyk, seconded by Stiglich to adopt the consent agenda as presented. **MOTION CARRIED UNANIMOUSLY.**

G. COMMUNICATIONS –

1. At each Board member's seat was provided: an updated list of board members and contact information and media articles of interest.
2. Brown has received positive media coverage since arriving: an article was posted in the Rare Reminder on November 12, 2014 regarding Ebola response protocol; an article dated November 19, 2014 in the Hartford Courant "New Central CT Health Director has passion, sense of humor too"; and a photo and article in the Rocky Hill Life, Wethersfield Life and Newington Life monthly publications.
3. Brown circulated copies of the Journal of American Public Health Association and The Nation's Health.

H. OFFICER AND STAFF –

- **Chairman's Report** –Sartucci stated that the board has all 13 positions now and that all are filled for the first time in three years, board development has begun and the transition is going well.
- **Director of Health –**
 - Media coverage has been positive, Brown feels this is a start to developing relationships for the future media exposure for the agency.
 - Brown has been reviewing existing policies; travel arrangements and per diem procedures, and directed Environment Health Chief to review existing policies for compliance and potential improvements.
 - Budget considerations has begun, early preparation will be good for all towns and districts. He is looking into recent state budget cuts (rescissions) that might affect LHD's.

I. COMMITTEE REPORTS –

Finance Committee – Nasinnyk, Brown and Paul Lewis met about upcoming health insurance benefits. No rate information will be available until January 2015. Paul Lewis continues to be available to the staff on any health benefit issues and will be meeting with them again in February in preparation for the new health insurance year.

Governance Committee – No meeting was held in November. Strategic planning survey completed.

Human Resources Committee – the agency's EAP Program was reviewed and HR committee recommends continuing t with The Lexington Group. Brown is researching establishment of policy for background checks for future employees using a tier system based on person's position in organization, authority and level of risk. Committee recommendation is to continue with SSC of Shelton, CT, that the Board used for its background check of the new director of health.

Website Committee. (No longer a Board Committee.) Brown reported that staff training by our contractor, MRW Connected, was held on November 17, 2014 for three staff members who will be managing the website and changes. Website will be live on November 24, 2014. Staff members are working on content and improvements for the future.

Centralization Committee –

- Brown would like to fit this move in the Strategic Plan. Due to health concerns Board members recommended beginning background work as soon as possible. Brown to work with Nagel to convene committee for its first meeting as soon as possible.
- Sartucci would like to change the committee's name back to "Relocation Committee" since the focus is on new headquarters and centralization is a secondary issue.
- Poor air quality was reported in two office locations by staff and is an issue that needs to be addressed.
- Doot stated that not all the board is supporting this action for a headquarters move especially when the financial implications are not yet known.

- Stiglich suggested temporary housing, especially for the two offices with suspected air quality issues. Checko stated that temporary housing for the District is not wise and feels these issues should be taken to the involved Towns as would be done with any other complaint of this kind.

J. UNFINISHED BUSINESS

- **Feedback on cultural competency session** – Board members response to the recent session was positive and most felt they improved their knowledge on cultural competency.
- **Agency Strategic Planning Survey Report** – Brown shared a draft of his findings with the board for discussion. Full planning sessions will be planned in January.

K. NEW BUSINESS

1. 2015 Board Meeting Schedule –

- Not addressed at this time since a satisfactory meeting location in the Town of Berlin for some of the meeting rotation has not yet been secured.
- Board is divided on whether to reduce the number of meetings per year in 2015.

L. Next Board meeting: December 18, 2014 – Location TBA

M. ADJOURNMENT –

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

Meeting adjourned at 8:50 PM

Respectfully submitted,

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

APPROVED BY BOARD: December 18, 2014