



APPROVED

BOARD OF HEALTH

December 18, 2014 MEETING

MINUTES

A. CALL TO ORDER. Chairman Judy Sartucci called the meeting to order at 6:35 P.M. at the Rocky Hill Community Center – Room 2, 761 Old Main Street, Rocky Hill, CT

Present: Judy Sartucci, Chairman
Pat Checko, Vice-Chairman
Charles K Brown Jr., Secretary/Treasurer/Director of Health
Angela Colantonio
Dianne Doot
Jerilyn Nagel (arrived 6:46 PM)
Ray Jarema
Carolyn Wysocki
Marti Stiglich
Margaret Hanbury
Kristine Nasinnyk

Excused: Paul Cloonan, Michele Sadlosky

Quorum Present: Yes

Staff: Jane Knotek- Secretary

Meeting notice posted: December 11, 2014

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

C. ADOPTION OF MEETING AGENDA –

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

D. EXECUTIVE SESSION

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

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

MOTION CARRIED UNANIMOUSLY.

In Executive Session at 6:38 PM: Sartucci, Hanbury, Checko, Doot, Jarema, Wysocki, Colantonio, Stiglich, Nasinnyk and Brown. Nagel entered Executive Session at 6:46 PM.
Out of Executive Session at 7:19 PM

E. ACTION ON ITEMS DISCUSSED IN EXECUTIVE SESSION

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 \$1,414.50. Approved: Sartucci, Nagel, Stiglich, Doot, Jarema, Checko, Hanbury, Nasinnyk and Colantonio. Opposed: no one. Abstains: Wysocki. **MOTION CARRIED.**

F. ADOPTION OF CONSENT AGENDA–

- 1. Approval of the record of votes and minutes of the November 20, 2014 regular Board Meeting.**

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

G. COMMUNICATIONS –

- Brown circulated copies of the Journal of American Public Health Association; the NACCHO Exchange; The Trumbull Times regarding “Town Council to consider leaving Trumbull Monroe Health District;” and articles regarding Brown as new Health Director in The Rare Reminder and The Hartford Courant.
- Sartucci reported that 6 more state and local health departments have been accredited nationally by PHAB.
- Brown distributed a summary of the agency’s CIRMA liability coverage highlights for the board members.

H. OFFICER AND STAFF –

- **Chairman’s Report** –Sartucci commented on the Trumbull-Monroe Health District situation – recent vote by the Town of Trumbull to pull out. This will effectively dissolve that Health District effective July 1, 2015. She stated that we could learn from some of the issues that Board of Health faced.
- **Director of Health Report–**
 - Third presentation of CCHD annual report to Towns conducted on December 15, 2014 in Wethersfield. Presentation to the Town of Berlin is still pending.
 - Brown’s review of existing policies is continuing; collective bargaining will affect how we revise personnel polices as we will need to make changes according to the contract once it is in place.

- Inclement Weather Closure Procedure was reviewed and Temporary Food Service License Procedures reviewed and memo drafted.
- Our CIRMA policy includes bonding for the DOH position but will need to be separate coverage starting in 2016.
- Brown is working with Newington town officials regarding a water leak in the Newington office. A room next door is being remodeled for staff occupancy ASAP.
- Cultural Competency training was well received by the staff. Brown is working on potential follow-up training about specific cultural groups and regulatory interactions agents through cultural perspective.

I. COMMITTEE REPORTS –

Finance Committee – Nasinnyk stated that for the next few months most of each meeting will be held in Executive Session due to AFSME contract negotiations. Meetings will be held on the first and third Tuesday at 6 PM in the Shinn Room at the Wethersfield Library through March or until the budget process is completed.

Governance Committee – Hanbury reported that meetings to be held on the 2nd Tuesday of the month in Rocky Hill. The Board’s Strategic Planning session will be held on January 28, 2015, 6:00 PM to 9:00 PM, in Rocky Hill. Snow date: February 4, 2015.

Human Resources Committee – Stiglich reported that no meeting was held in December. Meetings to be held one hour before the board meetings. Next meeting is on January 20th.

Centralization Committee – Sartucci suggested that a meeting be held ASAP to begin discussion about relocation. First meeting is being held on Thursday January 8, 2015 at 2:00 PM in the Minority Caucus Room in the Berlin Town Hall. Jerilyn Nagel will chair the Committee.

Performance Evaluation Committee – no report.

ACHIEVE Coalition–

- Checko reported on the role ACHIEVE plays in our communities.
- Assignments have been handed out and should be completed by mid-January 2015. Next meeting scheduled for December 28 or 29, 2014.

J. UNFINISHED BUSINESS

1. 2015 Board Meeting Schedule –

A **MOTION** was made by Nasinnyk, seconded by Hanbury to approve for posting CY 2015 board meeting dates. **MOTION CARRIED UNANIMOUSLY.**

Brown is meeting with the Berlin Superintendent of Schools on January 7, 2015 to work on a new Berlin meeting location.

K. NEW BUSINESS – No new business.

L. UPCOMING BOARD MEETINGS

- **Next regular Board meeting:** January 15, 2015 at 6:30 PM in the Wethersfield Community Center, Room S-2.
- **Special Board meeting on strategic planning:** January 28, 2015, 6:00 PM to 9:00 PM, in Rocky Hill. Snow date: February 4, 2015.

M. ADJOURNMENT –

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

Meeting adjourned at 8:10 PM

Respectfully submitted,

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

APPROVED BY BOARD: 1/15/15