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BOARD OF HEALTH

February 15, 2018 Meeting MINUTES

Prior to the meeting and while waiting for a quorum to arrive, the planned presentation, "Update on the CCHD Food Protection Program and the New FDA Food Code," by Barbara Gigliotti, Supervision Sanitarian, CCHD, was provided. An addendum with notes summarizing the presentation is attached to these minutes.

A. CALL TO ORDER. Chairman Judith Sartucci called the meeting to order at 7:47 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
Ray Jarema
Jerilyn Nagel
Lia Safalow
Marti Stiglich
Carolyn Wysocki (via telephone)

Excused: Deborah Henault, Cindy Moynihan, John Richter and Michele Sadlosky.

Quorum present.

Meeting notice posted: _____

B. PUBLIC FORUM – no one from the public offered comments.

C. ADOPTION OF MEETING AGENDA –

MOTION by Jarema, seconded by Safalow to adopt the meeting agenda as

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amended: 1) Remove D.-Presentation: “Update on CCHD Food Protection Program and the New FDA Food Code (presented before start of meeting), and 2) Add I.3-Community health assessment data-recommendation. **Motion carried unanimously.**

D. MINUTES –Approval of Record of Votes and Minutes- November 16, 2017 meeting
MOTION by Safalow, seconded by Diloreto to approve the record of votes and minutes of the January 18, 2018 Board meeting. In favor: Aforismo, Checko, Diloreto, Nagel, Safalow, Sartucci, Stiglich and Wysocki. Opposed: no one. Abstention: Jarema.
Motion carried.

E. OFFICER AND STAFF REPORTS:

1. Chairman’s Report- Sartucci reported that letters were sent out to town mayors regarding reappointment of board member whose terms end on June 1, 2018.

2. Director and staff Report – Brown.

- Monthly report dated Feb. 15, 2018 in Board packet.
- Luis Pantoja was hired as Health Educator and started in January 2018. Luis completed a student internship as part of his MPH program at UConn last June. He will be working out of the Rocky Hill Town Hall until the agency’s move.
- A fire at the Grantmoor Motel in Newington led to its condemnation earlier this week. In determining fire damage, uncovered structural issues in whole building. 53 people were displaced. Staff did an outstanding job in supporting this response.

MOTION by Checko, seconded by Jarema to accept the monthly report of the Director of Health dated February 15, 2018 as presented. **Motion carried unanimously.**

F. COMMITTEE REPORTS

1. Executive Committee – Sartucci. A meeting was held on January 31, 2018 (minutes not in packet). Additional meetings will be held to monitor the state legislative issues. Sartucci reviewed responsibilities with Committee members. Next meeting is February 21, 2018.

2. Finance Committee – Checko.

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- Checko reported that the committee is making progress on next year's budget.
- AFSCME contract has been reopened for salary and health insurance renewal options only.
- Discussion on the proposed fee schedule for FY 2019 is still underway.
- Next Committee meeting is March 13, 2018.

3. Governance Committee-Governance Committee- Sartucci for Wysocki.

- Strategic plan was reviewed with Committee and updated, Brown to provide update to board members this evening if time allows.
- The new agency branding strategy along with the new agency logo will be rolled out to coincide with agency centralization later this year.
- Sartucci reviewed a suggested schedule for board development session at each meeting this year.
- Committee continued its review of the PHAB domains. 7 of the 12 domains have been reviewed since last September.
- Hartford Health Care CHNA meeting was held and attended by Brown - to discuss later under "New Business"
- Next meeting is March 12, 2018

4. Human Resources Committee – Stiglich.

- Job Description Review – Committee reviewed the Office Manager and Administrative Assistant job descriptions and approved changes to standardize these with the other agency job description.
 - Those job descriptions in the environmental health job series will be reviewed at a later time.
 - Next meeting is March 14, 2018

5. Nominations Committee – Sadlosky. No report at this time.

6. Performance Evaluation Committee – Sartucci. Will plan a meeting for a mid-year review.

7. Labor Negotiation Team – Brown. To be discussed in Executive Session

G. UNFINISHED BUSINESS: –

1. Advocacy and legislative issues – Sartucci and Brown

- Sartucci reported that Brown updates the Executive Committee weekly with lists of bills provided by CADH. Key issues reviewed with Board.

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- These included: reporting of asthma diagnosis by schools; funding for opioid treatment; changes in qualifications of local directors of health; adoption of the new FDA Food Code in CT; legalization of marijuana for recreational use; raising age for tobacco purchase to age 21; statewide ban on transport and storage fracking waste
- Copies of testimony by CCHD will be provided to Board.

On the local level Rocky Hill passed an ordinance in December banning the storage of fracking waste. Wethersfield will hold a hearing next week on a similar ordinance. If not, state-wide legislation passed, each member town may be passing a similar ordinance.

MOTION by Wysocki, seconded by Stiglich to support the efforts of its Member Towns to ban in the municipalities the transport and storage of fracking waste and other products of natural gas production. **Motion carried unanimously.**

MOTION by Wysocki, seconded by Checko to support state legislation to ban in Connecticut the transport and storage of fracking waste and other products of natural gas production. **Motion carried unanimously.**

2. Centralization of agency staff and programs – update

- Brown arranged visits recently to 5 health districts for Centralization Committee and leadership team members. Purpose was to see how other departments are using space.
- Follow-up meeting with CCHD staff to get their insights about Centralization
- Brown will be meeting with a broker and architect next week to start establishing “vision”.
- Will reconvene the Centralization Committee after that.

3. Seasonal influenza – update –

- Influenza is widespread throughout most of the country and CT.
- DPH supported additional statewide local flu clinics in February with several on Saturdays.
- Local health departments who held them reported a robust response to clinics from public
- CCHD had no flu vaccine left so no clinics were held in Member Towns.

H. NEW BUSINESS

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1. Strategic plan – mid-year review – Tabled until next month due to time.
Motion by Checko, seconded by Jarema to table the mid-year review of the strategic plan until the March 15, 2018 Board meeting. **Motion carried unanimously.**

2. HHC Community Health Planning Meeting –Update – Brown reported on the recent meeting. Focus was to be on social determinants of health, but with many area programs in attendance the discussion was primarily about access to care issues. Several local health districts and departments were in attendance and they suggested that a meeting with HHC VP Greg Jones be scheduled to follow-up and address long-term public policy issues that affect social determinants.

3. Community Health Assessment Data Recommendation – Checko and Brown updated the Board on a periodic community health initiative planned by Data Haven of New Haven, CT, to update its data base on the health status of Connecticut communities. This presents an opportunity for CCHD to capture health status data for its next community health assessment.

Wysocki left meeting 8:56 PM

Motion by Checko, seconded by Stiglich to approve CCHD joining an initiative with Data Haven of New Haven, CT, to collect data related to the health status of our member towns and to fund the effort with current funds in the amount of \$6372 from FY 2018-19 and \$4248 in the FY 2019-20 budget. In favor: Aforismo, Checko, Diloreto, Jarema, Nagel, Safalow, Sartucci, and Stiglich. Opposed: no one. Abstention: Wysocki. **Motion carried.**

I. EXECUTIVE SESSION

MOTION by Diloreto, seconded by Safalow to go into executive session for discussion and an update on the reopening of the AFSCME contract related to salary and health benefits. **Motion carried unanimously.**

In executive session at 8:58 PM. Present: Aforismo, Brown, Checko, Diloreto, Jarema, Nagel, Safalow, Sartucci, and Stiglich.

Out of executive session at 9:03 PM.
No action on items discussed

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J. NEXT MEETING – March 15, 2018 at 6:30 PM in the Fireside Room of the Wethersfield Community Center.

K. ADJOURNMENT –

MOTION by Aforismo, seconded by Diloreto to adjourn. **Motion carried unanimously.** Meeting adjourned at 9:05 PM.

Respectfully submitted,

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

REVIEWED AND APPROVED BY BOARD: March 15, 2018

**ADDENDUM
to the Minutes of the February 15, 2018
CCHD Board of Health Meeting**

Notes on special environmental health presentation.

While waiting for a quorum of Board members to arrive for the meeting, Sartucci asked the evening's guest speaker, Barbara Gigliotti, Supervising Sanitarian at CCHD, to proceed with her presentation.

Gigliotti presented, "An Update on the CCHD Food Protection Program and the New FDA Food Code":

- CCHD mission is to enforce the Connecticut Public Health Code and ensure the health and safety of the public.
- This is accomplished through licensing, inspections and regulatory oversight of businesses which offer services to the public that could potentially transmit infectious diseases or cause other harm.
- CCHD regulates five kinds of businesses (food establishments, hair and nail salons, public swimming pools, motels/hotels, and child care centers).
- In addition, the agency issues permits and provides oversight on private water supply wells and onsite subsurface sewage disposal systems.
- Lastly, CCHD provides monitoring and oversight of lead poisoning cases and handles a wide variety of complaints from the public and regulated community.

Gigliotti also provided an overview of the registered sanitarian (RS) role, educational preparation, certifications and responsibilities at CCHD. One supervising sanitarian (who is also an RS) and 4 full-time registered sanitarians are employed by CCHD. One RS is currently assigned to each town.

She invited, and Brown encouraged, Board members to consider spending a day with one of the environmental health staff in the field to see their work firsthand.