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BOARD OF HEALTH

February 16, 2017 Meeting MINUTES

A. CALL TO ORDER. Chairman Judy Sartucci called the meeting to order at 6:30 P.M. in the 9/11 Memorial Room at the Wethersfield Community Center, 30 Greenfield Street, Wethersfield, CT.

Present: Judith Sartucci, Chairman
Charles K Brown Jr., Secretary-Treasurer/Director of Health
Patricia Checko, Vice-Chairman
Ann Marie Diloreto
Deborah Henault
Ray Jarema
Jerilyn Nagel
Michele Sadlosky
Lia Safalow
Marti Stiglich
Carolyn Wysocki (via conference call)

Excused: John Aforismo **Quorum present**

Staff: Jane Knotek- Recorder

Meeting notice posted: February 13, 2017

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

C. ADOPTION OF MEETING AGENDA –

MOTION by Sadlosky, seconded by Henault to adopt the meeting agenda as posted.
Motion carried unanimously.

D. PRESENTATION: THE PROPOSED FY 2017-18 AGENCY BUDGET –

Sartucci and Brown presented a power point presentation to the Board discussing the Board's responsibility, legal requirement –State Law, budget process, where the agency stands fiscally and what is in the new budget proposal.

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Sartucci discussed the State per capita funding. Since 2009, when the State last reduced the per capita funding rate from \$2.43 to \$1.85 in state statute, combined with the FY 2016 and FY 2017, 5% funding rescissions by Executive Order, the agency has lost \$507,843 in state aid. With the Governor’s proposed FY 2018 budget an additional loss of \$18,304 in state aid to local health departments/health districts is anticipated.

Finance Committee has recommended a per capita membership fee of \$5.75 for FY 2017-18. This should help to cover this year’s anticipated loss in state aid.

Brown provided an updated table showing the trend in the annual CCHD per capita fees to its member towns since its inception in 1996. Brown also provided a table showing the FY 2016-17 membership fees charged to member towns by health districts in the state. CCHD is the 4th lowest amount of the 20 health districts in the state. Brown and Checko will prepare packets of information on cost of providing local health services by a member town versus membership in the health district for each town for discussion with each town manager.

Brown presented a revised user fee schedule he and Supervising Sanitarian Barbara Gigliotti developed. The proposed revised user fee schedule for FY 2018:

- charges nonprofit groups at 50% of full fee for all applications received after July 1, 2017;
- Increases the food service inspection fee for itinerant vendor class III;
- Institutes a re-inspection fee for pools;
- Adjusts the classification of fees by motel size from 3 to 4 categories; and
- Institutes a late fee policy (50% charge for all payments received after July 1 each year).

E. MINUTES – Record of votes and minutes (January 19, 2017 meeting)

MOTION by Checko, seconded by Stiglich to approve the record of votes and minutes of the January 19, 2017 Board meeting as posted. **Motion carried unanimously.**

F. OFFICER AND STAFF REPORTS:

1. **Chairman’s Report** – No report

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2. Treasurer's Report - Brown presented a revised FY 2016 agency audit from Costello and Associates and walked the board through the changes and adjustments made to reflect the handling of its severance contract with the former health director. Changes were made in accrued health costs under liabilities.

Motion by Checko, seconded by Sadlosky to accept the revised FY 2016 audit.
Motion carried unanimously.

3. Director of Health's Report –

Flu – Flu clinic revenue after expenses is similar to last year at \$95,942.

Motels – Staff continue to follow-up in Newington about conditions in its motels. The two sanitarians assigned in Newington conducted 72 unit inspections in one motel in one day. Safety and sanitation issues are being addressed and long-term occupancy has gone down.

Regionalization Legislation – The State DPH is still pursuing regionalization. Executive Committee is monitoring closely.

QUEST Leadership Program – Brown attended a retreat and a workshop. He sees some advantages and he thanked the board for the opportunity to participate in this leadership program. Brown is part of the Healthy People CT/Transit Task Force and has met a good mix of people. Brown sees potential connections with area agencies like Hartford Foundation for Public Giving.

National Public Health Week – A celebration of public health to recognize our volunteers and staff is scheduled on April 6, 2017 during the 2017 National Public Health Week. Each town council will again be issuing a NPHW proclamation. Brown gave the March meeting dates to board members and asked that they attend to receive the proclamation from their respective town council and have a photo taken.

DPH Request for Letter of Concurrence – DPH wrote to each director of health and also sent copy of letters to each town asking for a letter of concurrence supporting its application to CDC for emergency preparedness funding. Last year this was an issue because most LHD's either did not provide a letter. Brown stated that he has not seen the application and does not know what the State would expect from the LHD's in the new grant application. The agency did

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not provide a letter of concurrence last year. By consensus the Board agreed that a letter not be sent this year.

MOTION by Sadlosky, seconded by Henault to accept the monthly report of the Director of Health dated February 16, 2017 and as presented. Approved: Checko, Diloreto, Henault, Jarema, Nagel, Sadlosky, Safalow, Sartucci, and Stiglich. Opposed: no one. Abstained: Wysocki. **Motion carried.**

G. COMMITTEE REPORTS

- 1. Executive Committee** – Sartucci. The Committee is meeting more frequently during the State Legislative Session. Per board policy she is notifying all board members of each meeting and board members are welcome to attend. Minutes are in the board packet with updates on many bills being monitored. The DPH proposal to regionalize all health departments and proposed cuts in state aid to local health departments are two major issues.

Sartucci raised the issue of congressional plans to repeal and replace the Affordable Care Act (ACA). Besides the impact on health insurance coverage there is a Prevention and Public Health Fund attached to the ACA that funds major public health activities in the country including a substantial amount of work done by the CDC. Committee agreed to draft and send a general letter to each of the two US senators and Congressman Larson (1st District) voicing concern about the impact on public health.

- 2. Finance Committee** – Checko. Meeting minutes were in the Board packet. No addition to earlier discussion.
- 3. Governance Committee** – Wysocki. Meeting minutes were in the Board packet. No further report as the February 14 meeting was rescheduled to February 28, 2017.
- 4. Human Resources Committee** – Stiglich. Meeting minutes were in the Board packet.
 - Workforce Development Plan Review – Brown held a meeting for the annual review of the agency’s workforce development plan on January 26, 2017. Meeting was well attended by representatives from staff and agency volunteers. Sartucci and Stiglich sat in as Board representatives. Revisions to the agency’s workforce development plan will be made.
 - CCHD Student Placement Policy - Brown stated Ann Hartman, Asst. Director for Community Health, put several procedures in place related to

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placement of students in the agency. Brown will write a full student placement policy and review with Committee.

H. UNFINISHED BUSINESS –

1. Advocacy issues and legislative update – Discussed earlier in meeting.

I. NEW BUSINESS –

1. Annual budget hearing date and approval to move proposed budget to public hearing –

MOTION by Chairman Checko of the Finance Committee to move the draft FY 2018 agency budget forward as recommended by the Finance Committee for public hearing to be held on March 16, 2017 at 6:00 PM. Approved: Checko, Diloreto, Henault, Jarema, Nagel, Sadlosky, Safalow, Sartucci, and Stiglich. Opposed: Wysocki. Abstained: no one. **Motion carried.**

MOTION by Chairman Checko of the Finance Committee to move the draft FY 2018 user fee schedule forward as recommended by the Finance Committee for public hearing to be held on March 16, 2017 at 6:00 PM. **Motion carried unanimously.**

MOTION by Jarema, seconded by Stiglich to approve Board Chairman Sartucci's appointment of Pat Checko as hearing officer for the March 16, 2017 public hearing on the proposed budget. **Motion carried unanimously.**

J. NEXT MEETING – March 16, 2017, at 6:30 PM in the Pitkin Community Center in Wethersfield,

K. ADJOURNMENT

MOTION by Sadlosky, seconded by Stiglich to adjourn at 8:27 PM. **Motion carried unanimously.**

Respectfully submitted,

Charles K. Brown, Jr., MPH

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Secretary-Treasurer/Director of Health

REVIEWED AND APPROVED BY BOARD: March 16, 2017