



BOARD OF HEALTH

February 18, 2016 Meeting MINUTES

A. CALL TO ORDER. Chairman Judy Sartucci called the meeting to order at 6:32 P.M. in Meeting Room 4 of the Rocky Hill Community Center, Rocky Hill, CT.

Present: Judy Sartucci, Chairman
Pat Checko, Vice-Chairman
Charles K Brown Jr., Secretary-Treasurer/Director of Health
Angela Colantonio
Margaret Hanbury (arrived at 6:55 PM)
Ray Jarema
Jerilyn Nagel
Kristin Nasinnyk
Michele Sadlosky
Marti Stiglich
Carolyn Wysocki

Excused: Jerilyn Nagel

Quorum Present.

Staff: Jane Knotek- Recorder

Meeting notice posted: February 12, 2016

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

C. ADOPTION OF MEETING AGENDA –

MOTION by Sadlosky, seconded by Nasinnyk to adopt the meeting agenda with the following changes: add “Health insurance benefits – former health director” to the Executive session. **Motion carried unanimously.**

D. COMMUNICATIONS –

1. Sartucci distributed: a copy of the CT Department of Public Health organizational chart, noting that Raul Pino, MD, MPH, the new Deputy Commissioner has been nominated as Commissioner to replace Dr. Jewel Mullen; a list of Central CT Health District State Legislative Contacts for 2014-2016; an article from the Rocky Hill Life regarding the Capital Region Medical Reserve Corps based in Newington; and a thank you note from Cheryl Kissinger.

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2. Wysocki reported that the CT Association of Boards of Health has announced there are two new courses on training available related to public health - Public Health 101; Cultural Diversity. A third training – a webinar with Kathi Traugh of the Training Center at Yale on advocacy for public health in March. Each would fulfill board development requirements.
3. Brown included in the Board’s packet an article about naloxone to be provided by Walgreens for use in opioid overdose treatment.
4. Articles from NACCHO were also put out for display.

E. APPROVAL OF RECORD OF VOTES AND MINUTES (January 21, 2016 Board Meeting).

MOTION by Wysocki, seconded by Colantonio to approve the record of votes and minutes of the January 21, 2016 Board meeting. Approved: Checko, Colantonio, Hanbury, Sadlosky, Sartucci, Stiglich and Wysocki. Opposed: no one. Abstained: Nasinnyk and Jarema. **Motion carried.**

F. EXECUTIVE SESSION:

MOTION by Checko, seconded by Sadlosky to go into executive session pursuant to Conn. Gen. Stat. Sec. 1-200(6)(A) for discussion related to:

- a. Personnel hiring - update;
- b. Collective bargaining negotiations - update;
- c. Health insurance benefits – former health director; and
- d. Legal services

Motion carried unanimously.

Present in executive session at 6:40 PM: Brown, Checko, Colantonio, Jarema, Nasinnyk, Sadlosky, Sartucci, Stiglich, and Wysocki.

Hanbury joins session at 6:55 PM. Stiglich temporarily leaves session at 6:55 PM and returns at 7:00 PM. Brown leaves session at 7:00 PM

Board out of executive session at 7:13 PM.

G. ACTION ON ITEMS DISCUSSED IN EXECUTIVE SESSION –

MOTION by Checko, seconded by Stiglich to endorse the payment of a monthly invoice for legal services rendered by Shipman and Goodwin through January 31, 2016. Approved: Checko, Colantonio, Jarema, Hanbury, Nasinnyk, Sadlosky, Sartucci, and Stiglich. Opposed: no one. Abstained: Wysocki. **Motion carried.**

Sartucci noted for the record that Brown will be making an offer to a candidate for the Assistant Director of Health position pending a background check. Brown will schedule a special board meeting (a “meet and greet”) for the Board with the

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candidate. The new Assistant Director of Health will also serve as Acting Director of Health and fill in on the Board of Health in Brown's absence.

H. OFFICER AND STAFF REPORTS –

1. CHAIRMAN'S REPORT – COMMITTEE – Sartucci stated that there are still 2 vacant positions on the board from the Town of Wethersfield. Also, annual letters sent to the mayors of each member town have been sent board member appointments / reappointments. A total of 6 positions altogether are affected (1 in Berlin, 1 in Newington, 2 in Rocky Hill, and 2 in Wethersfield).

2. Director of Health and Staff reports –

- Brown led a discussion with Board members about the opioid epidemic. Narcan will be available in Walgreens. While this is a good step towards responding to the situation, it does not get to the public health causes and prevention. Brown pointed out the importance of the agency engaging our member towns in conversation about this, particularly as it relates to behavioral health and infectious disease transmission. Nasinnyk, Hanbury and Stiglich support the health district's involvement. Wysocki questioned our involvement looking for more validity on an epidemic of opioid abuse.
- Our unusual winter weather has caused several reports of burst water pipes recently that required after hours response. Brown thanked Jeff Vecchitto for his response during recent sub-zero conditions.
- the agency's conversion to the Cloud is underway, but with some turbulence. It was begun on February 11, 2016 and the first phase of conversion to email and updating all computers to MS Office 2013 was just completed. The next step in the process is to transfer agency files to cloud-based storage so that all staff can access.
- Brown has convened a QI team to work on the best ways to integrate and categorize information and to develop a protocol for future use.
- Our interns have begun work on a variety of projects: support of the ACHIEVE Health group; development of a strategic communication plan; and background research to support revision of our Sanitary Code.
- Brown also wanted to recognize our staff, specifically Jane Knotek, for the work she has done in updating the agency's extensive contact lists. This entailed not only verifying information but working with CREPC staff to coordinate and upload to the Everbridge System for future use in an emergency response.
- Our administrative staff also worked to get information out about the temporary event licensing process to all event coordinators, food service establishments and vendors. This large mailing was done efficiently and with a variety of staff helping out.

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- The Zika virus is a new challenge for local health departments. Brown reported on a conference call from the CT DPH Office of Local Health Administration that provided information on the types of mosquitos that carry the virus and where they are reported. Right now the mosquito that carries the Zika virus is not found in our state. Brown will continue to update the Board as more information becomes available and will continue to monitor with State Department of Public Health. Sartucci added there are two DEEP mosquito tracking stations in our district – one in Newington and the other in Wethersfield.
- Dr. Raul Pino has been nominated by the Governor as the new Commissioner of Public Health. Confirmation is pending.

I. COMMITTEE REPORTS –

1. Executive Committee – Sartucci reported that an executive meeting was held on February 10, 2016 regarding health insurance approval.

MOTION by Sadlosky, seconded by Hanbury to endorse the actions of the Executive Committee at its Feb. 10, 2016 special meeting. **Motion carried unanimously.**

2. Finance Committee – Nasinnyk. Meetings were held on February 2 and on February 10, 2016. Nasinnyk said they are close to a budget proposal and a new per capita rate. Brown will make adjustments to proposed budget in light of potential state funding cuts and based on discussion with Committee and have ready for the next Committee meeting. Brown stated he has been contacted by three towns requesting the per capita rate. The Board authorized him to provide an estimate for the Town budgets. Next Committee meeting is March 1, 2016.

3. Governance Committee – Hanbury. No meeting was held due to a conflict with Finance Committee scheduling. Next meeting is March 2, 2016.

4. Human Resources Committee– Stiglich. Meeting was held on February 10, 2016. Discussed was a policy to provide an adequate background check for every new hire, whether temporary or permanent, part-time or full-time. A meeting of the finalist for the assistant director of health position with the Board, along the lines of a “meet and greet,” will be scheduled in March after a background check is done.

Brown engaged a Pro Bono attorney from United Health Care (UHC) about whether the agency, in terms of HIPAA has crossed a threshold for requiring compliance when transferring data to insurance companies for payment. It was determined that regardless of being a local health district, CCHS has to comply with HIPPA regulations concerning electronic transfer of data to third parties.

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Brown is reviewing templates sent by UHC, and has committed to training staff.
Next Committee meeting is March 9, 2016.

- 5. Performance Evaluation Committee** – Sartucci. Committee members were asked to response to the recent electronic meeting date poll so that a meeting date can be finalized.

J. UNFINISHED BUSINESS –

- 1. DPH staff visit to Health District-** Visit was cancelled a second time due to the weather. DPH will be visiting all local health districts to meet with and advise Directors of Health and Board Chairmen of their responsibilities according to state statues. A new date is scheduled for February 29, 2016.
- 2. Centralization update-** Feasibility study has been completed . Brown talked with Mayor Paul Montinieri of Wethersfield about setting up a Midstate Collaborative meeting where all four town mayors and managers can meet with Brown and discuss concerns regarding centralization.
- 3. Celebration of 20th anniversary of agency-planning update** – A brief meeting was held to start planning for the agency’s 20th anniversary. It was decided to do an evening event with former board members, town leaders, staff and others. Next step will be to take to Finance Committee as a budget item.

K. NEW BUSINESS

- 1. Fee waiver request – 2016 Taste Of Wethersfield –**
MOTION by Checko, seconded by Stiglich to approve the request for a waiver of food vendor fees by the Wethersfield Historical Society for its annual Taste of Wethersfield fundraiser. Anticipated amount of waiver - \$2375.00. **Motion carried unanimously.**
- 2. Policy on pre-employment background checks** – A template from Shipman and Goodwin provided a draft policy for background check. Sartucci suggested some policy format changes be made according to what was set up by the Governance Committee. Content can be approved.
MOTION by Human Resources Committee Chairman Stiglich to approve the new Board policy on employee background checks as recommended by the Human Resources Committee. **Motion carried unanimously.**
- 3. Proposed state funding cuts** – Last year the State budgeted \$1.85 per capita in funding to local health departments and districts, with a 5% rescission. This year the state is proposing an additional 5.25% cut or \$9,000.00, which brings a 2-year cut of \$18,000.00. Recent testimony by the DPH Commissioner

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indicated that this would have minimal impact to cities and towns. Brown is drafting testimony in opposition. A list of state representatives was distributed to the Board to try to reach out to representatives to discuss the impact. Sartucci suggested that Board members of each town meet with their state representatives and discuss how this will affect the District. Brown noted that with cuts coming to the health districts the towns will be getting cuts also, which makes it all the more important to meet with legislators. Last year Wysocki talked to staff from the Office of State Senator Gerratana, Chair of the PH Committee, about how this will impact us.

Sadlosky temporarily left room at 8:45 PM.

MOTION by Checko, seconded by Wysocki to submit testimony opposing any rescissions and any other reduction in the per capita state funding to local health departments and health districts. Approved: Checko, Colantonio, Jarema, Hanbury, Nasinnyk, Sartucci, Stiglich and Wysocki. Opposed: no one. Abstained: Sadlosky (temporarily out of room). **Motion carried.**

4. Other advocacy issues – Two new bills were introduced 1) A bill giving pharmacist the right to administer vaccinations to children. CADH did not take a stand on this, however this is a major source of our income. 2) A bill about temporary vendors getting a license in one town and using that license for all towns in the state of CT. Brown is concerned this could lead to unsafe food practices.

MOTION by Checko, seconded by Jarema to submit testimony opposing RHB-5212 that would permit reciprocity between health departments and health districts for the purpose of issuing temporary vendor license between departments, as recommended by Brown. Approved: Checko, Colantonio, Jarema, Hanbury, Nasinnyk, Sartucci, and Stiglich. Opposed: no one. Abstained: Sadlosky (temporarily out of room) and Wysocki. **Motion carried.**

Sadlosky returned at 8:50 PM.

L. NEXT MEETING – March 17, 2016, 6:30 PM, Wethersfield Community Center (Room S-2), Wethersfield, CT.

M. ADJOURNMENT

MOTION by Checko, seconded by Hanbury to adjourn. **Motion carried unanimously.** Meeting adjourned at 9:00 PM.

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Respectfully submitted,

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

REVIEWED AND APPROVED BY BOARD: March 17, 2016