

Central Connecticut Health District Board of Health

Annual Governance Report - FY 2017-2018

For many years the Central Connecticut Health District has been privileged to have talented and dedicated volunteers who make up its Board of Directors (also known as the Board of Health). In 2017-2018 this governing Board was made up of 14 members –13 public voting members appointed by each of the Health District’s four Member Towns; and the agency’s director of health. Together they provide oversight and direction for the agency in its work and commitment to prevent disease and injury, foster a healthy environment and promote the health of the people of the Central Connecticut Health District.

BOARD APPOINTMENTS AND OFFICERS

2017-2018 Board of Health members were: **John Aforismo** (Wethersfield), **Patricia Checko** (Berlin), **Ann Marie Diloreto** (Wethersfield), **Deborah Henault** (Wethersfield), **Raymond Jarema** (Berlin), **Assunta (“Cindy”) Moynihan** (Newington), **Jerilyn Nagel** (Newington), **John Richter** (Newington), **Michele Sadlosky** (Newington), **Lia Safalow** (Rocky Hill), **Judith Sartucci** (Rocky Hill), **Marti Stiglich** (Rocky Hill), **Carolyn Wysocki** (Berlin), and **Charles Brown, Jr.**, Director of Health.

2017-2018 Board Officers and Executive Committee members were: **Judith Sartucci**, Chairman; **Patricia Checko**, Vice-chairman; and **Charles Brown, Jr.**, Secretary-Treasurer. These officers together with **Michele Sadlosky**, Member-at-large, made up the Board’s Executive Committee.

The Board remained at nearly full complement through most of the fiscal year. In late 2017 there was one new appointment from the Town of Newington (Assunta Moynihan) who resigned in early 2018. At the end of the fiscal year one vacancy remained (an appointment to be made by the Town of Newington).

BOARD MEETINGS

The Board held 9 regular Board meetings and one public hearing (on the proposed 2018-2019 user fee schedule and the proposed annual budget). After years of rotating its Board and Committee meeting sites among its four Member Towns, the Board settled on one site in Wethersfield for most of its regular Board meetings. Its standing committees each chose sites in a Member Town.

BOARD ACTIVITIES

Among the Board's 2017-2018 activities:

1. It developed and adopted or approved:
 - Year 2 of the new agency strategic plan for 2016-2020
 - A tentative plan for relocation and centralization of agency offices
 - A review of its workforce development plan
 - A new health benefits package for employees
 - A new user fee schedule for FY 2018-19
 - A new budget for FY 2018-19
 - Revision of the terms of its collective bargaining contract with AFSCME regarding the salary schedule and health benefits package; and
 - Completion of the terms of its three-year severance agreement with its former director of health.

2. Board development activities included:
 - 2 review sessions on the status and progress of the first year of its new strategic plan
 - A session on governance for board of health members from the University of Michigan PHTC series on Governance in Action;
 - A session on CCHD's response to the opioid epidemic presented by the Director of Health;
 - A session on the CCHD Food Protection Program and the new FDA Food Code;
 - A workshop on the annual agency budgeting process; and
 - A session on Tickborne Disease in the Health District

3. Individual and/or group orientation sessions were provided to 2 new Board members.

4. The Board met with its auditor in October and received a satisfactory report on the agency's finances and their handling in FY 2016-17.

5. In November-December Board members accompanied the Director of Health to make annual presentations on agency activities to their respective town councils in the 4 Member Towns. Board members also met informally throughout the year as needed with town officials and others to hear concerns and address issues.

**Annual Governance Report
FY 2017-2018
Page 3**

6. A group of Board members participated on the Director's Centralization Committee and accompanied the Director and senior staff on site visits to 5 other health districts to view firsthand the agencies' physical sites.
7. Board Members also participated in the agency's 2018 National Public Health Week activities; and
8. The Board had one of its most active legislative sessions. Its Executive Committee submitted on its behalf:
 - 9 pieces of testimony to the State Legislature on DPH's proposal to change the qualifications of local health directors; local public health funding changes in the Governor's Budget; proposed changes in the State's quarantine laws; raising the age for purchase of tobacco products to 21; banning the transport and storage of fracking products in the state; and bills to further improve gun control in the state.
 - Letters to our congressional delegation and the House and Senate Leadership on changes to the Affordable Care Act; and support for increased public health funding.

Throughout the year individual Board members continued to lend their time and expertise and provided advice and assistance to the Director of Health and his staff in such areas as: fiscal review and planning, implementation of the agency's collective bargaining contract, strategic planning, public health accreditation readiness, community engagement in health improvement planning, quality improvement, policy review and revision, support of the agency's seasonal flu clinics and planning for relocation and centralization of the agency's staff and programs.

FY 2017-2018 Committee Activities

The Board of Health and agency also benefited from the work of the Board's standing and special committees.

STANDING BOARD COMMITTEES

The Board of Health has five standing Committees: Executive Committee, Finance Committee, Governance Committee, Human Resources Committee and Nominations Committee. These are charged in assisting in critical areas of

finance, human resources and governance; as well as the annual Board nomination and election process; and carrying out executive Board functions when the Board is not in session or unable to meet.

Executive Committee

Elected Members: Judith Sartucci (Chair), Patricia Checko (Vice-chair), Jerilyn Nagel (Member-at-large) and Charles Brown, Jr. (Secretary-Treasurer and Director of Health). This Committee met 4 times to review, draft, approve and move forward testimony on proposed state legislation and letters to its federal congressional delegation on behalf of the Board.

Finance Committee

Appointed Members: Patricia Checko (Chair), Deborah Henault, Jerilyn Nagel, Charles Brown, Jr., (Secretary-Treasurer/Director of Health) and Judith Sartucci (Board Chair). This Committee met 12 times and:

- Advised the director of health on fiscal aspects related to the agency's collective bargaining contract
- Advised the director of health on the fiscal planning for eventual centralization of agency staff and functions
- Held a Board budget informational session prior to budget approval (April 2018);
- Developed and sent to Board for approval a proposed budget for FY 2018-2019 (adopted by BOD in May 2018)
- Reviewed and recommended a new user fee schedule for FY 2018-2019 (adopted by the BOD in May 2018).
- Held a public hearing in May 2018 as required by law on the proposed annual agency budget for FY 2018-2019; and
- Completed oversight of the agency's severance agreement with the agency's former director of health and payments from a special account set up for this purpose.

Governance Committee

Appointed Members: Carolyn Wysocki (Chair), Charles Brown, Jr. (Director of Health) and Judith Sartucci (Board Chair). This Committee met 11 times and:

- Monitored implementation of the second year of the agency's five-year strategic plan
- Helped to plan and monitor local public health accreditation readiness in the agency by a month by month review of each of the 12 PHAB Domains
- Reviewed and monitored Board vacancies and appointments;

Annual Governance Report

FY 2017-2018

Page 5

- Made recommendations for and helped to plan Board development activities including the purchase and use of the board orientation and training package developed by the PHTC at the University of Michigan School of Public Health; and
- Provided oversight for the orientation session for new board members over the course of the year.

Human Resources Committee

Appointed Members: Marti Stiglich (Chair), Ray Jarema, Michele Sadlosky, Charles Brown, Jr. (Director of Health) and Judith Sartucci (Board Chair).

This Committee met 5 times and:

- Advised the director of health on agency job specs for positions as they were vacated during the year, recruitment and hiring issues;
- Advised the director of health on the “reopener” of collective bargaining contract to modify salary schedules and the health benefits package;
- Reviewed applicable standards and measures from PHAB Accreditation related to workforce development and the agency human resources system; and
- Completed and sent for Board approval an agency policy on student placements.

Nominations Committee

Appointed Members: Michele Sadlosky (Chair) and Marti Stiglich.

This Committee met once during the year. It polled Board members and prepared a slate of candidates for officer positions (chair, vice-chair and member-at-large for the Executive Committee) for the annual meeting and election in September 2017.

SPECIAL BOARD COMMITTEE

Performance Evaluation Committee

Appointed Members: Judith Sartucci (Board and Committee Chair), Patricia Checko (Board Vice-chair and Finance Committee Chair), and Carolyn Wysocki (Governance Committee Chair). This Committee is charged by the Board to conduct a mid-year review and an annual performance review of the Director of Health and then draft for the Board the annual performance evaluation of the director of health to be done each fall. The Committee met 3 times and

Annual Governance Report
FY 2017-2018
Page 6

completed the three-year review of the agency's director of health for the Board in September 2017. It recommended compensation for 2016-17 and a new three-year contract, which was adopted by the Board of Health in September 2017.

Our thanks and appreciation to our Director of Health and to all the members of the Board and its Committees for their time, commitment and efforts to successfully guide the agency in its public health mission.

Respectfully submitted,

Judith A. Sartucci
Chairman, Board of Health
June 21, 2018

Approved by CCHD Board with technical revisions: June 21, 2018