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BOARD OF HEALTH

March 17, 2016 Meeting MINUTES

A. CALL TO ORDER. Chairman Judy Sartucci called the meeting to order at 6:37 P.M. in Room S-3 of the Wethersfield Community Center, Wethersfield, CT.

Present: Judy Sartucci, Chairman
Pat Checko, Vice-Chairman
Charles K Brown Jr., Secretary-Treasurer/Director of Health
Angela Colantonio
Margaret Hanbury (arrived at 6:49 PM)
Ray Jarema
Jerilyn Nagel
Kristin Nasinnyk
Carolyn Wysocki (arrived at 6:46 PM)

Excused: Marti Stiglich and Michele Sadlosky. **Quorum Present.**

Staff: Jane Knotek- Recorder

Meeting notice posted: March 14, 2016

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

C. ADOPTION OF MEETING AGENDA –

MOTION by Checko, seconded by Jarema to adopt the meeting agenda as posted.
Motion carried unanimously.

D. COMMUNICATIONS – copies of the following were made available to Board members

- A copy of Governing magazine
- A press release article announced that HHS awarded 94 million dollars to health centers to help treat the prescription opioid abuse and the heroin epidemic in America. CT has received some funding.
- A letter of congratulations to Andrea L. Boissevain, Director of Health of the Stratford Health Department on its achievement of national public health accreditation as a local health department.

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- Press release from DPH Commissioner Raul Pina on monitoring of Ct public water systems as a high priority for DPH.
- An article from MMWR on the new CDC guidelines for prescribing opioids for chronic pain.
- Checko mentioned a recent article in The Courant about Shad Row, a restaurant located along the CT River in Rocky Hill.
- Nagel mentioned a recent article in AARP publication on the health status of Americans.

Wysocki arrives and joins meeting at 6:46 PM.

E. APPROVAL OF RECORD OF VOTES AND MINUTES (February 18, 2016 Board Meeting and Record of Votes – March 7, 2016 Special Board meeting Record of Votes).

MOTION by Nasinnyk, seconded by Jarema to approve the record of votes and minutes of the February 18, 2016 regular Board meeting. **Motion carried unanimously.**

MOTION by Jarema, seconded by Hanbury to approve the record of votes of the March 7, 2016 special Board meeting. **Motion carried unanimously.**

Hanbury arrives and joins meeting at 6:49 PM.

F. EXECUTIVE SESSION:

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

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

Motion carried unanimously.

In executive session at 6:54 PM. Present in Executive Session: Brown, Checko, Colantonio, Jarema, Hanbury, Nagel, Nasinnyk, Sartucci, and Wysocki.

Brown leaves session at 7:15 PM

Board out of executive session at 7:20 PM.

G. ACTION ON ITEMS DISCUSSED IN EXECUTIVE SESSION –

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MOTION by Checko, seconded by Hanbury to approve the payment of a monthly invoice for legal services rendered by Shipman and Goodwin through February 29, 2016. Approved: Checko, Colantonio, Jarema, Hanbury, Nagel, Nasinnyk, and Sartucci. Opposed: Wysocki. Abstained: no one. **Motion carried.**

H. OFFICER AND STAFF REPORTS –

1. CHAIRMAN’S REPORT – covered in Director’s and in Committee reports.

2. Director of Health and Staff reports –

- Ann Hartman, the new Assistant Director-Community Health, started on March 14, 2016 and is being oriented to her duties and meeting staff and partners.
- Public Health Preparedness Funding has come up as an issue again. CT DPH requests concurrence letters from the local health departments for its application due April 1st. Last year this was an issue because the majority of LHD’s either did not concur or were silent and did not provide a letter. DPH did provide some new language yesterday about projected deliverables for the next year. The process to develop the plan was not in partnership, that’s the main issue why LHD’s did or did not concur.
- DPH issued a email warning that there is the potential for a funding cut by CDC next year due to reallocation of PHEP funds to address Zika response activities. A cut of as much as 10% to states is anticipated. Concern for CT is it does not have significant risk related to Zika via vectors like mosquitoes and could be a target for funding cuts to assist the other states that do have exposure threats.

I. COMMITTEE REPORTS –

1. Executive Committee – Sartucci – Meeting was held on March 3, 2016 to approve testimony for several bills.

MOTION by Wysocki, seconded by Colantonio to endorse the actions of the Executive Committee at its March 3, 2016 special meeting. **Motion carried unanimously.**

2. Finance Committee – Nasinnyk, and Brown. Meetings were held on March 1st and 15th, 2016. Nasinnyk stated the Committee is close to a budget proposal. Brown recommends moving member per capita rate from \$5.11 to \$5.25. This is a 2.74% increase and should result in approximately \$14,000 in additional revenue. This increase is to offset potential cuts in state per capita funding and address increases in operating expenditures. Rate-wise CCHD is still in the

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lower third of health districts in the state and is well below the state average of \$7.90.

There is a potential issue with the timing of approval of the proposed fee schedule for FY 2017. Staff members are preparing to send renewal letters starting in April for FY 2016-17 licenses. First to be sent will be for motel and pool licenses, but the big issue is Food Service Establishment licenses beginning in May. A separate public hearing on the fee schedule is needed, Brown stated the health district's fee schedule is posted annually for public comment as part of its proposed annual agency budget. Approved changes become effective at the start of its next fiscal year. Due to contract negotiations that are still underway the budget, fee schedule and public hearing have been pushed forward to May or June instead held in January or February as was normally done.

The Committee hopes to have the proposed budget ready by the April Board meeting for the Board to send for public hearing. However, action needs to be taken on setting the per capita rate for the member towns by April 30th.

MOTION by Finance committee Chairman Nasinnyk to approve a FY 2017 per capita fee for member towns of \$5.25 as recommended by the Finance Committee. **Motion carried unanimously.**

Brown presented language changes to the agency's fee policy that he and Sartucci had drafted as requested by the committee. Action will be taken later in meeting.

The Finance Committee will continue meeting every other week until the proposed budget for FY 2016-17 is completed, and then continue monthly meetings after that on the Tuesday of the week preceding the monthly Board meeting through the end of 2016:

Tuesday: 03/29/16

Tuesday: 04/19/16

Tuesday: 05/17/16

Tuesday: 06/21/16

3. Governance Committee – Hanbury. No mid-year review of Strategic Plan done at this meeting due to a limited time. Brown continues to work with staff on implementing it.

Another Board member will be appointed in June by the Town of Rocky Hill due to its population growth.

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Brown is unable to move forward in accreditation readiness until the management position of assistant director for community health is filled.

Attorneys from Pro Bono Services provided a summary and recommended changes to the Board Advocacy policy. Topic was tabled until the next meeting.

Brown and Sartucci submitted testimony on behalf of the Board to the State Legislature on various bills.

Next Committee meeting is TBD.

4. Human Resources Committee– Sartucci for Stiglich, Meeting was cancelled due to illness of members. Next meeting is scheduled for April 13, 2016.

5. Performance Evaluation Committee – Sartucci. Has not been scheduled yet due to other pressing demands on Board member's time.

J. UNFINISHED BUSINESS –

1. Advocacy issues –

- Brown updated the Board on several key bills we are monitoring related to local public health: HB 5457 On March 8th Brown, Sartucci, and Wysocki met with Sen. Gerratana, chair of the Legislature's Public Health Committee and Repr. Pat Dillon of the Hospitals and Health Care Sub-committee of Appropriations Committee about our concerns regarding these bills as well as the impact of continued state funding cuts on the agency. Since 2009 the agency has had to absorb over \$160,000 in cuts and rescissions in state aid to local health department and health districts. CCHD uses this funding to support several of its environmental health positions for which funding is not otherwise available. Continued reduction in state aid will eventually impact service delivery by the agency.
- Wysocki commented that it was nice to see member participation at the recent state-wide advocacy webinar.

2. DPH staff visit to Health District – Brown and Sartucci met with DPH staff members, Ellen Blachinski and Juanita Estrada, to discuss DPH concerns and various statutory requirements for health districts. The team is visiting and

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meeting with each district director of health and district Board chair in the state.

- 3. National Public Health Week – update-** Brown stated that NPHW proclamations are being issued by each town and are the highlight this year due to the celebration of the 20th anniversary of the Health District later in the year.
- 4. Celebration of 20th anniversary of agency-planning update** – Brown has an intern working on history of the health district. Celebration will be held as an evening event in June. Committee meetings will continue into April.

K. NEW BUSINESS

1. Appointment of new acting director of health –

MOTION by Wysocki, seconded by Jarema to approve the appointment of Ann Hartman, the agency’s new assistant director for community health, to serve as acting director of health in Charles Brown’s absence. **Motion carried unanimously.**

2. Approval – revised agency fee policy –

MOTION by Finance Committee Chairman Nasinnyk to approve revisions to the Board’s fee policy as recommended by the Finance Committee. Approved: Checko, Colantonio, Jarema, Hanbury, Nagel, Nasinnyk, and Sartucci. Opposed: Wysocki. Abstained: no one. **Motion carried.**

Wysocki stated that she voted against the motion for several reasons: 1). the Board already has a process for determining the permit fees by the Director of Health, Finance Committee, Board and public hearing;. 2). The permit fees already have been 50% for a couple of years as set by that process. 3). Having it in a policy interferes with the current process should we want to increase the non-profit fees to 100%; and 4). There is no criteria other than having a 501(C) (3) to determine who should get a waiver. This doesn’t differentiate between the American Cancer Society who can afford the fee, compared to the local Boy Scouts who may not be able to.

- L. NEXT MEETING** – April 20, 2016, 6:30 PM - need to reschedule so that the Board’s attorney can meet with the Board at its next meeting.

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MOTION by Checko, seconded by Hanbury to move the regular April Board meeting date from April 21, 2016 to April 28, 2016 at 6:30 PM, location TBD. **Motion carried unanimously.**

MOTION by Checko, seconded by Colantonio to direct Brown to set up a public hearing for public comment on the proposed fee schedule for FY 2016-17. Hearing to precede the Board's next regular meeting on April 28 and start at 6 PM. **Motion carried unanimously.**

M. ADJOURNMENT –

MOTION by Nasinnyk, seconded by Hanbury to adjourn. **Motion carried unanimously. Meeting adjourned at 8:57 PM.**

Respectfully submitted,

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

REVIEWED AND APPROVED BY BOARD: April 28, 2016