



Central Office: 505 Silas Deane Highway, Wethersfield, CT 06109 Phone (860) 721-2822 Fax (860) 721-2823  
Berlin: 240 Kensington Road, Berlin, CT 06037 Phone (860) 828-7017 Fax (860) 828-9248  
Newington: 131 Cedar Street, Newington, CT 06111 Phone (860) 665-8586 Fax (860) 665-8533  
Rocky Hill: 761 Old Main Street, Rocky Hill, CT 06067 Phone (860) 258-2770 Fax (860) 258-2767  
[www.ccthd.org](http://www.ccthd.org)

## **BOARD OF HEALTH**

### **April 20, 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, Pitkin Community Center, 30 Greenfield Street, Wethersfield, CT.

**Present:** Judith Sartucci, Chairman  
Charles K Brown Jr., Secretary-Treasurer/Director of Health  
Patricia Checko, Vice-Chairman  
John Aforismo  
Ann Marie Diloreto  
Deborah Henault  
Ray Jarema  
Jerilyn Nagel  
Marti Stiglich  
Carolyn Wysocki

**Excused:** John Richter, Michele Sadlosky, and Lia Safalow

**Quorum present**

**Staff:** Cheryl Kissinger- Recorder

**Meeting notice posted:** April 13, 2017

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

**C. ADOPTION OF MEETING AGENDA –**

**MOTION** by Checko, seconded by Henault to adopt the meeting agenda as amended:

- Move attorney’s presentation into Executive session to discuss along with some follow-up issues on the Board’s collective bargaining contract with AFSCME.
- Delete discussion of agency logo from agenda. **Motion carried unanimously.**

**D. PRESENTATION: “Governing in a Collective Bargaining Environment,” Board Attorney Lisa Banatoski Mehta of Shipman and Goodwin, LLC.**

**Central Connecticut Health District  
Board of Health Meeting – April 20, 2017**

Sartucci introduced the agency’s Board attorney Lisa Banatoski of Shipman and Goodwin, LLC.

**MOTION** by Wysocki, seconded by Jarema to go into executive session with Board Attorney Mehta for discussion of:

- a. draft documents exempt from disclosure under Conn. Gen. Stat. 1-210 (attorney client privileged work product related to collective bargaining contract); and
- b. Update on insurance agent of record.

**Motion carried unanimously.**

In Executive session at 6:35 PM: Present in Executive Session: Aforismo, Brown, Checko, Diloreto, Henault, Jarema, Nagel, Sartucci, Stiglich, Wysocki and Attorney Lisa Banatoski Mehta.

Board out of executive session at 8:04 PM.

By consensus the Board will keep the agency with the Gallagher Company as its insurance agent of record for this insurance year.

**Wysocki leaves room at 8:05.**

**E. APPROVAL OF THE RECORD OF VOTES AND MINUTES (MARCH 16, 2017 BOARD MEETING)**

**MOTION** by Checko, seconded by Aforismo to approve the record of votes and minutes of the March 16, 2017 Board meeting as posted. Approved: Aforismo, Checko, Diloreto, Henault, Jarema, Nagel, Sartucci, and Stiglich. Opposed: no one. Abstained: Wysocki (out of the room). **Motion carried.**

**MOTION** by Diloreto, seconded by Jarema to approve the public hearing minutes of the March 16, 2017 as posted. Approved: Aforismo, Checko, Diloreto, Henault, Jarema, Nagel, Sartucci, and Stiglich. Opposed: no one. Abstained: Wysocki (out of the room). **Motion carried.**

Wysocki rejoins meeting at 8:15 PM

**F. OFFICER AND STAFF REPORTS:**

**1. Chairman’s Report.**

- **Several Board members are proceeding with reappointments by their respective mayors.**

**Central Connecticut Health District  
Board of Health Meeting – April 20, 2017**

- Sartucci noted materials in Board packet including the recent Courant article “Will State Budget Sink Towns?” that references the Eastern Highlands Health District as a regional initiative to reduce costs to towns.
2. **Treasurer’s quarterly report** – Brown distributed and reviewed the 2016-2017 Financial Statement dated March 31, 2017, and noted that a glossary of accounts has been added. Revenue and expenditures are on track for the year.
- Revenues – are at 78% of what the agency expects to bring in for the fiscal year.
  - Expenditures – are at 75% of what is expected for the fiscal year.
  - Wysocki questioned the low interest income amount. Finance Committee will look into bank balances and interest earned.

**MOTION** by Checko of the Finance Committee to approve the quarterly financial report of the Treasurer as reviewed and as recommended by the Finance Committee. **Motion carried unanimously.**

**3. Director and staff reports –**

- Written reports for February and March 2017 provided in board packet.
- Brown discussed the Ebola Regional Full Scale Exercise held recently. CCHD’s role was minimal, but this drill was used as a learning opportunity for the agency.
- National Public Health Week activities–
  1. Kick off meetings for the four-town walking competition were held.
  2. Local Stakeholders meeting on the opioid epidemic was held on April 6, 2017. It was an action-oriented meeting not a public forum and follow-up meetings of subgroups in prevention, response, treatment and recovery are planned. This addresses Goal 2 objectives in our agency strategic plan.
  3. Volunteer and Staff Recognition Dinner was held on April 6, 2017; it was a successful event. Brown thanked everyone who attended.

Sartucci thanked Brown and the staff for all their hard work and efforts to make this year’s NPHW a success.

**MOTION** by Checko, seconded by Diloreto to accept the February and March, 2017 monthly reports of the Director of Health as presented. **Motion carried unanimously.**

**G. COMMITTEE REPORTS**

**Central Connecticut Health District  
Board of Health Meeting – April 20, 2017**

1. **Executive Committee** – Sartucci. No meeting.
2. **Finance Committee** – Checko. Discussed in the Treasurers report. No further items. Minutes are in board packet. Next meeting is May 16, 2017.
3. **Governance Committee** – Wysocki. Minutes are in the Board packet.
  - **Communication/Branding Strategy** – The Committee is discussing the need to update the CCHD logo.
  - **Accreditation Process** – Committee suggests that an agency assessment be carried out to determine gaps. Assessment could be conducted by the agency’s Leadership Team by the end of the summer.
  - **Board Development** – The Committee discussed Board training modules that were developed by the University of Michigan Public Health Training Center for use with our Board when it reaches the market.
  - Strategic Plan review and conflict of interest policy revisions will be discussed on May 9, 2017, the date of the next meeting.

Wysocki discussed the need for more committee members. Sartucci clarified for new Board members the Committee structure and how the Board uses them.

4. **Human Resources Committee** – Stiglich. Two scheduled meetings were cancelled. Next meeting is scheduled for May 10, 2017.

**H. UNFINISHED BUSINESS**

**1. Advocacy issues update –**

- Regionalization/integration bill did not get out of Public Health Committee due to strong opposition from the local health departments and the towns.
- Bill regarding implementation of the new FDA food code in CT -SB 901-is still on track. The CCHD sanitarians completed coursework in March to prepare for the transition.
- HB 5384 (Tobacco 21 bill) is dead.
- HB-6981- An Act Establishing A Task Force To Study Public Health Prevention Efforts, should be watched.

Wethersfield’s Town Manager asked that the Director and Chairman attend a town council meeting regarding the budget and DPH emergency preparedness grant request. No requests from the other member towns. Brown to follow-up and alert town’s board members when they need to attend.

**Central Connecticut Health District  
Board of Health Meeting – April 20, 2017**

Town of Rocky Hill continues to work on housing code changes. Brown and staff are providing input.

**I. NEW BUSINESS**

- 1. EP letter of concurrence for DPH** – Brown recapped the situation and what “concurrence” means to CCHD and DPH. In February the CCHD Board sent a letter declining to provide a letter of concurrence for the DPH emergency preparedness grant application to CDC. After discussions with DPH, Brown issued a second letter of support of DPH seeking funding.

**MOTION** by Jarema, seconded by Stiglich to approve the letter dated April 7, 2017 sent by Brown on behalf of the Board providing support for DPH’s application for emergency preparedness funding. **Motion carried unanimously.**

- 2. Executive Committee guidelines** – Sartucci reminded Executive Committee members and Board of the need to hold formal Executive Committee meetings when making decisions (such as the EP letter of concurrence) to keep the Board informed and to comply with the State FOIA. Board’s 2003 guidelines outlining this were in this evening’s packet.

- 3. Revised DPH requirements – Acting Director of Health.** Sartucci reported that DPH has issued revised requirements on this. Copy is in Board packet. Ann Hartman was appointed last year by Board. CCHD is in full compliance with revisions. No further action needed.

**J. NEXT MEETING** – May 18, 2017- 6:30 PM in the Pitkin Community Center in Wethersfield.

**K. ADJOURNMENT**

**MOTION** by Wysocki, seconded by Checko to adjourn. **Motion carried unanimously.**

Respectfully submitted,

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

**REVIEWED AND APPROVED BY BOARD: May 18, 2017**