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## **BOARD OF HEALTH**

### **April 26, 2018 Meeting MINUTES**

**A. CALL TO ORDER.** Chairman Judith Sartucci called the meeting to order at 6:36 P.M. in Room 4 of the Rocky Hill Community Center, 761 Main St, Rocky Hill, CT.

**Present:** Judith Sartucci, Chairman  
Patricia Checko, Vice-Chairman  
Charles K Brown Jr., Secretary-Treasurer/Director of Health  
John Aforismo  
Deborah Henault  
Ray Jarema  
Lia Safalow  
Michele Sadlosky  
Marti Stiglich  
Carolyn Wysocki

**Excused:** Ann Marie Diloreto, Jerilyn Nagel and John Richter

**Quorum present.**

**Meeting notice posted:** April 18, 2018

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

**C. ADOPTION OF MEETING AGENDA –**

**MOTION** by Henault, seconded by Jarema to adopt the meeting agenda with the following changes:

- Add to “executive session,” ” c) update on leasing negotiations; d) personnel update; and e) possible district expansion.”

**Motion carried unanimously.**

**D. PRESENTATION on the Proposed FY 2018-19 CCHD Budget**

Brown and Sartucci presented a power point presentation regarding the FY 2018-19 CCHD budget. The presentation highlighted:

- The boards responsibility as a board

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- Where the agency stands fiscally
- What is in the new budget proposal

Sartucci reminded the board of its responsibility for oversight of the financial activities of the Health District; monitoring its fiscal status; and the development and approval of an annual budget pursuant to Section 19s-243(c) of the Connecticut General Statutes.

Brown reported that:

- CCHD provides a good value in public health service to its Member Towns - a highly successful and economical model
- Despite several years of challenges-CCHD is a fiscally sound agency
- Per capita fee increase is necessary to move forward and to maintain services
- Increase is cost neutral for centralizing staff versus cost of adding staff under the current office model; and
- Final decisions are always the Board's as an independent agency.

**E. MINUTES –Approval of Record of Votes and Minutes- March 15, 2018**

**MOTION** by Stiglich, seconded by Sadlosky, to approve the record of votes and minutes of the March 15, 2018 Board meeting as posted. **Motion carried unanimously.**

**F. OFFICER AND STAFF REPORTS:**

**1. Chairman's Report- Sartucci**

- Sartucci, Checko and Brown met with our Mayors and Town Managers (known as the Mid State Collaborative) on April 6<sup>th</sup> to present and answer questions on office centralization.
- Congratulations on behalf of the Board were sent to John Mehr on his recent permanent appointment as Town Manager of Rocky Hill.
- Congratulations were also sent to Jack Healy on his recent permanent appointment as Town Manager of Berlin.
- Mayor Claudia Baio has been selected for a court judgeship and has resigned her position as mayor of Rocky Hill. Deputy Mayor Joe Kochanek has become the new mayor. Congratulations were sent to each.
- No word yet on Board reappointments from Newington and Wethersfield.
- There is still a vacancy for the board position from the Town of Newington.

**2. Treasurer's Report – Brown**

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- Brown distributed and reviewed financial statements for the third quarter of the fiscal year ending March 31, 2018 and answered and clarified Board questions about various line items. .
- These reports are reviewed monthly by the Board’s Finance Committee and sent quarterly to the Board.
- Finance Committee developed and reviewed a final draft of the proposed budget and proposed fee schedule for FY 2018-19. This will be addressed under “New Business” below.

**MOTION** by Chairman Pat Checko of the Finance Committee to accept the FY 2018 quarterly financial report of the Treasurer dated March 31, 2018 as presented, and as recommended by the Finance Committee. **Motion carried unanimously.**

**3. Director and staff Report** – Brown presented his monthly report dated April 19, 2018 and highlighted the following April personnel changes:

- Judy Torpey, CCHD’s EP Coordinator of 14 years, retired on April 6th.
- Tammy Liberatore, long-time RS, resigned to start her own restaurant/store in Southington.
- Kristen Olsen, RS, resigned to pursue a career opportunity at Milford Health Department.

**Other items highlighted:**

- Board members will find several news items and articles in the board packet on issues they may be seeing and hearing about, such as measles cases in CT, norovirus outbreaks, and the challenge of antibiotic resistant bacteria.
- The Annual Towns Walking Competition starts on April 29<sup>th</sup> and runs until June 9<sup>th</sup>. Registration has been steady and CCHD is hoping for 100 participants from each member town.

**MOTION** by Jarema, seconded by Sadlosky to accept the monthly report of the Director of Health dated April 19, 2018 as presented. **Motion carried unanimously.**

**G. COMMITTEE REPORTS**

**1. Executive Committee – Sartucci**

- Committee minutes are in the Board packet. Two legislative updates with copies of all testimony submitted to the State Legislature and letters to our federal delegation members have been sent out to the Board ahead of time for its review. Committee members have been largely for advocacy activities

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on behalf of the Board. One meeting addressed and approved the revisions to the collective bargaining contract. Will be addressed further in Executive Session.

- State legislative session ends on May 9th.

**MOTION** by Stiglich, seconded by Jarema to endorse the actions of the Executive Committee taken at its March 28, 2018 meeting and the testimony submitted on behalf of CCHD to the State Legislature and letters to the State's federal representatives. **Motion carried unanimously.**

- 2. Finance Committee – Checko** – Discussed earlier in Board presentation and Treasurer's report. Next meeting is May 15, 2018
- 3. Governance Committee- Wysocki** – No April meeting was held. Next meeting is May 14, 2018.
- 4. Human Resources Committee – Stiglich** – No April meeting was held. Next meeting is May 9, 2018.
- 5. Nominations Committee – Sadlosky.** No report at this time.
- 6. Performance Evaluation Committee – Sartucci.** Committee met twice. Record of votes is in Board packet. To be discussed in Executive Session.
- 7. Labor Negotiation Team – Brown.** Has completed its work with a signed MOU regarding contract changes around salaries and health benefits. To be discussed in Executive Session

**H. UNFINISHED BUSINESS: –**

**1. Executive session**

**MOTION** by Sadlosky, seconded by Checko to go into executive session for discussion of:

- a) Mid-year review of director of health performance
- b) The AFSCME contract revisions
- c) Personnel update
- d) Update on leasing negotiations; and
- e) Possible health district expansion

**Motion carried unanimously.**

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Brown waived his right under Conn. Gen. Stat. Sec. 1-200(6)(A) to an open meeting regarding his mid-year performance review.

In session at 8:17 PM. Present in executive session: Aforismo, Brown, Checko, Henault, Jarema, Sadlosky, Safalow, Sartucci, Stiglich and Wysocki.

Out of session at 8:50 PM. .

**2. Action on items discussed in executive session:**

**Motion** by Wysocki, seconded by Aforismo to endorse the action of the Executive Committee taken at its March 28, 2018 meeting approving the revisions to the agency's contract with Local 818 of Council #4, AFSCME, AFL-CIO and memorandum of agreement. In favor: Aforismo, Checko, Henault, Sadlosky, Safalow, Sartucci, Stiglich and Wysocki. Opposed: no one. Abstention: Jarema (temporarily out of the room). **Motion carried.**

**MOTION** by Wysocki, seconded by Stiglich to approve the Director's mid-year performance review done by the Performance Evaluation Committee. In favor: Aforismo, Checko, Henault, Jarema, Sadlosky, Safalow, Sartucci, Stiglich and Wysocki. Opposed: no one. Abstention: Jarema (temporarily out of the room). **Motion carried.**

Board will be asked at a future meeting to approve a relocation site for the agency when final proposals are ready for review and action

Brown to submit a summary of agency services, fees and member town obligations in a health district to the Town of Cromwell as requested by Town.

**3. Advocacy issues and legislative update – to be discussed next month.**

**I. NEW BUSINESS**

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

**MOTION** by Chairman Pat Checko of the Finance Committee to move the draft FY 2018-2019 agency budget forward as recommended by the Finance Committee for public hearing to be held on May 17, 2018 at 6:00 PM at the Pitkin Center in Wethersfield. **Motion carried unanimously.**

**MOTION** by Chairman Pat Checko of the Finance Committee to move the draft FY 2018-2019 agency user fee schedule forward as recommended by the

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Finance Committee for public hearing to be held on May 17, 2018. **Motion carried unanimously.**

**MOTION** by Chairman Pat Checko of the Finance Committee to authorize Brown's notification of the member towns of the FY 2019 per capita membership fee as required by state law, and as recommended by the Finance Committee. **Motion carried unanimously.**

**MOTION** by Henault, seconded by Stiglich to approve Chairman Sartucci's appointment of Pat Checko as hearing officer for the Board's May 17, 2018 public hearing on the proposed FY 2018-2019 budget. **Motion carried unanimously.**

**J. NEXT MEETING** - Next meeting – May 17, 2018, 6:30 PM, the Fireside Room of the Pitkin Community Center in Wethersfield, CT

Safalow left the meeting at 8:55 PM.

**K. ADJOURNMENT –**

**MOTION** by Wysocki, seconded by Henault to adjourn at 8:59 PM. In favor: Aforismo, Checko, Henault, Jarema, Sadlosky, Sartucci, Stiglich and Wysocki. **Motion carried unanimously.**

Respectfully submitted,

Charles K. Brown, Jr., MPH  
Secretary-Treasurer

**REVIEWED AND APPROVED BY BOARD: May 17, 2018**