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BOARD OF HEALTH

May 17, 2018 Meeting MINUTES

A. CALL TO ORDER. Chairman Judith Sartucci called the meeting to order at 6:45 P.M. in the Fireside Room of the Wethersfield Community Center, 30 Greenfield St, Wethersfield, CT.

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

Excused: Lia Safalow

Quorum present.

Meeting notice posted: May 10, 2018

Staff Present: Ann Hartman, Assistant Director for Community Health and Jane Knotek, Administrative Assistant, who served as recorder

B. PUBLIC FORUM – no one from the public remained following the public hearing that immediately preceded the Board meeting.

C. ADOPTION OF MEETING AGENDA –

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

D. MINUTES –Approval of Record of Votes and Minutes- April 26, 2018

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MOTION by Stiglich, seconded by Sadlosky to approve the record of votes and minutes of the April 26, 2018 Board meeting as posted. **Motion carried unanimously.**

E. OFFICER AND STAFF REPORTS:

1. Chairman’s Report- Sartucci – No formal report at this time.

- Awaiting annual appointments/reappointments of certain Board member positions by Towns of Newington and Wethersfield
- Remainder of activities covered in Brown’s report and Committee reports below.

2. Director and Staff Reports – Brown presented his written monthly report dated May 14, 2018 – copies for Board packet.

- Two sanitarian positions and the emergency preparedness coordinator position are currently vacant
- Staff has been pulling together to cover the work load across the District.
- Interviews are under way for the 3 open positions and Brown is trying to fill as soon as possible.
- No update at this time regarding Centralization.

MOTION by Checko, seconded by Sadlosky to accept the monthly report of the Director of Health dated May 14, 2018 as presented. **Motion carried unanimously.**

F. COMMITTEE REPORTS

1. Executive Committee – Sartucci – No further meetings at this time. An end of legislative session update will be sent to Board on Session that just ended. Also, see Advocacy below.

2. Finance Committee – Checko

- Minutes in Board packet.
- Public hearing on the proposed FY 2018-2019 budget held earlier this evening.
- Committee is working on some revisions to the Board’s fee policy.
- Next meeting is June 21, 2018.

3. Governance Committee- Wysocki

- April meeting cancelled.
- May 14th meeting rescheduled to May 21, 2018.

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- Committee is finishing up a monthly review of each of the 12 PHAB Domains and how well CCHD currently meets the standards and measures under each.

4. Human Resources Committee – Stiglich

- Minutes in Board packet
- Advised on planned revision of agency job descriptions. Brown provided a draft of an updated Emergency Preparedness Coordinator job description for review. All reviewed job descriptions be brought to the Committee next month for review.
- Brown is investigating different models of leave time accrual.
- Brown asked the Committee to look at a schedule for regular salary range reviews to ensure agency salary ranges were appropriate based upon the labor market. Committee recommended a 4-year review.
- Stiglich asked Brown to provide an update on where the agency is in meeting PHAB standards related to the workforce and human resource systems for the next HRC meeting.
- Next meeting is June 13, 2018.

5. Nominations Committee – Sadlosky.

- No activity at this time.
- Sadlosky reminded Board members that annual Board elections are coming up in September and would like members to consider a position. Positions are Chairperson, Vice Chairperson and Member at Large for the Executive Committee. Descriptions are in the Board bylaws.

6. Performance Evaluation Committee – Sartucci.

- No activity at this time.
- Committee will begin annual performance review this summer for the September Board meeting.

7. Labor Negotiation Team – Brown. No further activity at this time.

G. UNFINISHED BUSINESS: –

1. Advocacy Issues and Legislative Update –

- Brown reported that the federal FDA code has been authorized and adopted in CT but its implementation by DPH has been delayed until January 2019. Many LHD's are moving forward with reclassification of food establishments, but are not enforcing the new code just yet.

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- Health Director (HB 5150) credentials bill did not make it out of the Committee on Planning and Development.
 - Tobacco 21 bill did not pass this year.
 - Bill concerning banning bump stocks and other means of enhancing the rate of fire of a firearm did pass.
2. Gun violence as a public health issue
- Several board members had asked for an opportunity to discuss gun violence and how the Board and public health community should approach this. Sartucci asked the Board members for their thoughts on the issue.
 - After much discussion on the issues from a wide range of viewpoints, Board members generally agreed that: 1) advocating for improved research and access to data on gun violence, including changes at the federal level to allow the CDC to study the issue as it would any public health problem, and 2) support of programs and funding to address the mental and behavioral health issues leading to violence including related issues such as domestic violence, bullying, etc., were appropriate stands for this Board to take at this time.

H. NEW BUSINESS

1. Feedback from tonight's public hearing on the budget

- 2 members of the public spoke
- Proceedings of the public hearing will be available within the next two business days from the office, posted on the agency's website and sent out in the next board packet

2. Approval of FY 2018-2019 user fee schedule

MOTION by Chairman Pat Checko of the Finance Committee to approve the proposed FY 2018-2019 user fee schedule as recommended by the Finance Committee and as heard in public hearing earlier this evening. In favor: Aforismo, Checko, Diloretto, Henault, Jarema, Nagel, Richter, Sadlosky, Sartucci, Stiglich and Wysocki. Opposed: no one. Abstention: Stiglich (temporarily out of the room). **Motion carried**

3. Approval of FY 2019 agency budget

MOTION by Chairman Pat Checko of the Finance Committee to approve the proposed FY 2018-2019 agency budget as recommended by the Finance Committee and as heard in public hearing earlier this evening. **Motion carried unanimously.**

I. NEXT MEETING - Next meeting – June 21, 2018, 6:30 PM, in the Fireside Room of the Pitkin Community Center in Wethersfield, CT

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J. ADJOURNMENT –

MOTION by Henault, seconded by Jarema to adjourn. **Motion carried unanimously.** Meeting adjourned at 8:00 PM.

Respectfully submitted,

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

REVIEWED AND APPROVED BY BOARD: June 21, 2018