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BOARD OF HEALTH

May 18, 2017 Meeting MINUTES

A. CALL TO ORDER. Chairman Judith Sartucci called the meeting to order at 6:35 P.M. in the 9/11 Memorial Room, Pitkin Community Center, 30 Greenfield Street, 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
Marti Stiglich
Michele Sadlosky
Carolyn Wysocki

Excused: John Richter, and Lia Safalow **Quorum present**

Staff: Jane Knotek, Recorder

Meeting notice posted: May 12, 2017

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

C. ADOPTION OF MEETING AGENDA –

MOTION by Sadlosky, seconded by Jarema to adopt the meeting agenda as amended with the addition of “fragrance free policy” under “new business”.

D. PRESENTATION: Update on Agency Strategic Plan

Brown presented a power point presentation updating the board on activities that support the agency strategic plan for FY 2016 -17, the second year of the agency’s five year strategic plan. Brown answered and clarified issues for the Board about the objectives for the agency’s five strategic goals and received suggestions from the Board. These will be reviewed with the Board’s Governance Committee that has oversight for the plan and its implementation.

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E. MINUTES – Record of votes and minutes (April 20, 2017 meeting)

MOTION by Stiglich, seconded by Diloreto to approve the record of votes and minutes of the April 20, 2017 Board meeting as posted. Approved: Aforismo, Checko, Diloreto, Henault, Jarema, Nagel, Sartucci, Stiglich, and Wysocki. Opposed: no one. Abstained: Sadlosky. **Motion carried.**

F. OFFICER AND STAFF REPORTS:

1. Chairman’s Report- Sartucci

Sartucci pointed out materials in the Board packet including a recent Courant article on nursing scholarships awarded to seven area nursing students by the Wethersfield-Rocky Hill Professional Nurse Association (WRHPNA). One of the scholarships was funded through a donation that CCHD makes annually to the WRHPNA Scholarship Fund as a “thank-you” to the organization for its assistance with the annual CCHD flu clinics, emergency preparedness drills and other activities. Veronica Pita of Wethersfield, a senior at the UConn School of Nursing, was this year’s scholarship recipient.

Sartucci continues to monitor the Board’s appointments and re-appointments.

- Stiglich was re-appointed by the mayor of Rocky Hill.
- Jarema and Checko were re-appointed by the Berlin Town Council.
- No notice yet about the Newington appointments
- Sartucci received a letter from the Wethersfield Town Clerk about some confusion in the appointment dates and will follow-up.

2. Treasurer’s report – Brown. The agency’s financial reports are monitored monthly by the Finance Committee and presented quarterly to the Board. Next quarterly report will actually be the annual report at the Board’s August or September meeting.

3. Director and staff reports – Brown.

- a. Brown updated the Board on the Walking competition which is in its third week. Berlin is leading but CCHD is in second place. There are approximately 250 registered participants this year.
- b. **Advocacy**-There is a lull now in legislation while bills get on the House and Senate calendars to be voted on.

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1. FDA food code is still in play and is in the Judicial Committee for further review.
 2. Tobacco 21- Checko stated the bill is still alive, however amendments were added to grandfather anyone who is currently 18, 19 and 20; and to give a waiver to those under 21 who are in the military.
 3. Integration proposed by DPH is dead.
 4. Wysocki stated the “sweetened beverage” education bill has passed, not the taxes to “sweetened beverages” that was originally proposed.
 5. Checko stated that the proposed taxes on tobacco, cigars, other tobacco products and sweet beverages are in the budget process.
 6. The community health workers legislation is still moving through the legislature.
 7. On the Federal level, NACCHO sent out a letter asking public health agencies and groups to send a letter to the Congressional Leadership asking to protect the Prevention and Public Health Fund that is part of the original ACA.
- c. Motel inspections in the health district are complete. Staff did a great job helping each other to conduct thorough inspections in some tough situations.
- d. Pool inspections have begun and food service applications have gone out with notification of new late fee policy.

MOTION by Checko, seconded by Wysocki to use the language in the letter that was sent to Senators Blumenthal/Murphy as a template and send to the U.S. House and Senate majority and minority leaders supporting the continuation of the Public Health and Prevention Fund of the ACA. **Motion carried unanimously.**

MOTION by Sadlosky, seconded by Jarema to accept the monthly report of the Director of Health dated May 16, 2017 as presented. **Motion carried unanimously.**

G. COMMITTEE REPORTS

1. **Executive Committee – Sartucci.** No meeting.
2. **Finance Committee – Checko.** Minutes are in the Board packet.
 - Checko stated that there should be a small surplus at the end of the fiscal year, provided there are no more budget cuts come from the State.

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- Checko suggested having a Centralization Committee meeting to discuss what options the agency has to address to move forward with office consolidation.
- Next Finance Committee meeting is June 13, 2017.

3. Governance Committee – Wysocki. Minutes are in the Board packet.

- **Accreditation Process** – Committee will start to look at PHAB standards and will review one Domain at each meeting.
- **Strategic Plan** – Was reviewed earlier by Brown.
- **Board Development** – Wysocki recommended purchase of the University of Michigan Public Health Training Center training modules on Board Governance. Governance Committee will review it and see how it can be incorporated into Board meetings.
- Next Committee meeting is June 13, 2017.

4. Human Resources Committee – Stiglich. Minutes are in the Board packet.

- The annual review of the agency’s workforce development plan was completed by Brown. Committee members provided feedback and commended on the updated plan.
- Brown presented the Committee with a draft Student Placement policy. The Committee provided the following feedback;
 1. There be an agreement with each school/program placing students at CCHD.
 2. There be a letter of agreement with each student on what is expected and the outcome of each placement for both the agency and the student and the school; and
 3. Each student sign a confidentiality agreement.
- Next Committee meeting is scheduled for June 14, 2017.

5. Nomination Committee – Stiglich

- a. Stiglich reminded Board members that the election of officers is in September.
- b. She discussed the officer positions and the Executive Committee and explained what is involved of being on this Committee.
- c. Stiglich encouraged members to think about it and if interested get back to her by July 15, 2017.

H. UNFINISHED BUSINESS - None

I. NEW BUSINESS

1. Agency strategic plan review – approval

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Wysocki asked about the “Matter of Balance” grant. Brown stated that none of the collaborating health departments had a SAM number (special federal number), therefore, the DHHS grant could not be applied for

MOTION by Stiglich, seconded by Henault to accept the mid-year strategic planning report as presented by the Director of Health. **Motion carried unanimously.**

2. New agency logo Wysocki

- The Governance Committee is reviewing the need to replace the CCHD logo.
- Wysocki gave the Board an overview of what a logo represents.
- A questionnaire was given out to Board members regarding their opinions on what the new logo should look like. Feedback on the logo and potential future design were discussed.
- Brown will then analyze the questionnaire and give the Board an update at the next meeting.

3. Fragrance free policy – Wysocki

Wysocki provided a handout of information about MCS (Multiple Chemical Sensitivity), which Wysocki has. The pamphlet has updated information from what was previously given to the Board.

The Board’s policy is an accommodation and is listed on each meeting agenda.

J. NEXT MEETING – June 15, 2017- 6:30 PM in the Rocky Hill Community Center in Rocky Hill, CT.

K. ADJOURNMENT

MOTION by Sadlosky, seconded by Jarema to adjourn. **Motion carried unanimously**

Respectfully submitted,

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

REVIEWED AND APPROVED BY BOARD: June 15, 2017