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BOARD OF HEALTH

June 15, 2017 Meeting MINUTES

A. CALL TO ORDER. Chairman Judith Sartucci called the meeting to order at 6:34 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
Ann Marie Diloreto
Deborah Henault
Ray Jarema
Jerilyn Nagel (arr. 7:01 PM)
John Richter
Michele Sadlosky
Marti Stiglich
Lia Safalow
Carolyn Wysocki

Excused: John Aforismo, and Carolyn Wysocki

Quorum present

Staff: Jane Knotek, Recorder

Meeting notice posted: June 9, 2017

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

C. ADOPTION OF MEETING AGENDA –

MOTION by Checko, seconded by Sadlosky to adopt the meeting agenda with amendments: 1. remove “agency logo” under “unfinished business”; 2. remove “agency student placement policy” under “new business”; and move “F. Executive session” to the end of the meeting. **Motion carried unanimously.**

D. PRESENTATION: “Sexually Transmitted Disease and Hepatitis C Data for the Central CT Health District.” Former UCONN Student Interns: Luis Pantoja and Derek Evans.

**Central Connecticut Health District
Board of Health Meeting – June 15, 2017**

Sartucci introduced Pantoja, Evans and Hartman to the board members. Pantoja and Evans graduated last month from the MPH Program at the UConn School of Medicine. While there they completed internships at CCHD in which they reviewed and analyzed 20 years of data on sexually transmitted diseases and hepatitis C reported to the agency. They made a power point presentation of data collected and trends identified in agency towns and comparisons with state and national rates. They then answered Board members' questions, addressed concerns and discussed recommendations.

Nagel joins meeting at 7:01 PM.

E. MINUTES – Record of votes and minutes (May 18, 2017 meeting)

MOTION by Sadlosky, seconded by Safalow to approve the record of votes and minutes of the May 18, 2017 regular Board meeting as posted. **Motion carried unanimously.**

F. OFFICER AND STAFF REPORTS:

1. Chairman's Report- Sartucci.

- a. Sartucci presented the FY 2016-17 Governance Report to the Board for its review and consideration. This is an annual report summarizing the activities of the Board and its Committees and actions taken. She and Brown are using it as a communication tool to keep board members and staff up to date on Board actions that influence the agency and Health District. A mid-year review will be done in December or January as was done this past year. Copies will be posted on the agency website.

MOTION by Sadlosky, seconded by Checko to accept the Annual Governance Report for FY 2016-2017. **Motion carried unanimously.**

- b. Sartucci continues to work with the Town of Wethersfield about some confusion there in the appointment dates they used for 2 board members.

2. Director and staff reports – Brown.

Brown updated the Board on the following:

- a. Walking competition which is being analyzed. Results will be official at the first summer concert in Rocky Hill on June 29, 2017. Agency staff and Board members have done a great job. Brown thanked everyone for stepping out and making this a success.

**Central Connecticut Health District
Board of Health Meeting – June 15, 2017**

- b.** follow-up meetings related to the opioid epidemic were held the week of June 5, 2017 – June 9, 2017. Focus was on near and long term actions at the community level. Brown reported an overarching desire by participants to communicate awareness and promote de-stigmatization. Partners from the boards of education are very motivated.
- c. Advocacy-**

 - Issues have moved along with one major exception- state budget.
 - FDA food code bill - waiting to be signed. This must be adopted by July 2018.
 - The Community Health Worker Certification Bill was passed and is waiting to be signed.
 - Tobacco 21-died in Committee
 - Integration of LHD's did not make it out of Public Health Committee due to the fierce opposition from all sectors.
 - Delays in passing a new State budget will hold up State Per Capita Application and the agency's funding.
 - On the Federal level –we sent letter to Congregational Leadership asking to protect public health funding.
- d.** With the arrival of summer the numbers of ticks and mosquito is on the rise. CCHD has issued press releases to inform the public on the insect monitoring process and how to protect themselves.
- e.** Food service applications are coming in and licenses are being issued for FY 2017-18.
- f.** Environmental staff are increasingly busy with temporary events and seasonal openings.
- g.** Quest Program in which Brown is participating is progressing well. Brown's group's task is the pursuit of a pilot bike share project in Hartford. Connections with CRCOG and our communities are possible for the future.

G. COMMITTEE REPORTS

- 1. Executive Committee** – Sartucci. No meetings held.
- 2. Finance Committee** – Checko. Committee will review the end of year financial reports at its next meeting. Agency Centralization discussion will continue as we go forward into the new fiscal year. Next Committee meeting is July 18, 2017.

**Central Connecticut Health District
Board of Health Meeting – June 15, 2017**

- 3. Governance Committee-** Sartucci presented the Governance Committee report on behalf of Wysocki who was unable to attend this Board meeting and the June 12, 2017 Governance Committee meeting. Minutes are in Board meeting packet.

The Committee focused solely on a review of the 12 domains of standards and measures required by PHAB. Domain 12 was covered at the June 12th meeting. The agency and Board are in good compliance. Main issue for Brown and staff to work on is related to the development and implementation of an agency performance management system.

Committee will resume work on the remainder of its agenda in July -- -agency logo, revision of the COI Policy, and a communication plan including an agency branding strategy and will continue a review domain by domain of the PHAB standards and measures. Next Committee meeting is July 11, 2017.

- 4. Human Resources Committee –** Stiglich. Minutes of the June 14 meeting are in the Board packet. Committee discussed the draft Student Placement policy, which will be presented to the Board at the next Board meeting.

Next Committee meeting is July 12, 2017.

- 5. Nominations Committee –** Stiglich. She reminded Board members that the election of officers is in September. She discussed the officer positions and the Executive Committee and explained what is involved. 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. Summer Board Meeting Schedule

MOTION by Stiglich, seconded by Jarema to cancel the July and August board meetings, but ask Board members to keep the dates open in the event of potential issues with the State budget this summer. **Motion carried unanimously.**

Sartucci pointed out that the Executive Committee can also step in and handle many issues that may come up, as it has done in the past.

Richter left meeting at 8:11 PM

**Central Connecticut Health District
Board of Health Meeting – June 15, 2017**

J. EXECUTIVE SESSION

MOTION by Stiglich, seconded by Sadlosky to go into executive session for the purpose of discussion of the annual performance evaluation of the Director of Health. **Motion carried unanimously.**

In executive session at 8:11 PM. Present in Executive Session: Checko, Diloretto, Jarema, Henault, Nagel, Sadlosky, Safalow, Sartucci, and Stiglich.

Board out of executive session at 8:41 PM.

No action taken. The Performance Evaluation committee will meet over the summer months with Brown and will have recommendations for the Board at its September meeting.

K. NEXT MEETING – September 21, 2017- 6:30 PM in the Wethersfield Community Center- Fireside Room in Wethersfield, CT.

L. 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: September 21, 2017