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BOARD OF HEALTH

June 16, 2016 Meeting MINUTES

A. CALL TO ORDER. Chairman Judy Sartucci called the meeting to order at 6:35 P.M. in the Lienhard Room of the Lucy Robbins Library, Newington, CT.

Present: Judy Sartucci, Chairman
Charles K Brown Jr., Secretary-Treasurer/Director of Health
Pat Checko, Vice-chairman
Ann Marie Diloreto
Deborah Henault)
Ray Jarema
Jerilyn Nagel
Kristin Nasinnyk
Michele Sadlosky
Marti Stiglich
Carolyn Wysocki

Excused: Angela Colantonio and Margaret Hanbury

Quorum Present.

Staff: Jane Knotek- Recorder

Meeting notice posted: June 9, 2016

Sartucci and Board members acknowledged that this would be Kris Nasinnyk's last Board meeting as she is leaving the Board after 4 years. A certificate of appreciation and letter of thanks were presented to her in recognition of her service to the Board and to the Health District.

Wysocki suggested and the Board observed a moment of silence to remember the victims of the recent mass shooting tragedy in Orlando FL.

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

C. ADOPTION OF MEETING AGENDA –

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MOTION by Sadlosky, seconded by Wysocki to adopt the meeting agenda as amended to show the following:

Add to **F. Executive Session:**

- update on severance agreement with former DOH; and
- continuity of health district membership.

Add to **G. Officer and staff reports:** 1. Treasurer's Report

Move up item on agenda - **J-3 – update on agency strategic plan** - and put under **G. 2 – Director of Health** to address at the end of his report.

Add under New Business **J.4 Advocacy Issue.**

Motion carried unanimously.

D. COMMUNICATIONS

1. This month the Central CT Health District celebrates 20 years of service. Sartucci reviewed some of the Health District's history with the Board. Brown and a small committee of Board members are planning a celebration in September.
2. An opioid forum will be held in Newington on June 20th. Brown, the DPH and DMHAS Commissioners and others will be in attendance. Brown will speak about the agency's work with local communities in preventive efforts to impact potential co-morbidities with opioid addiction including hepatitis.
3. Brown provided a Washington update from NACCHO on cuts in emergency preparedness funding for state and local health departments and for Academic centers for Public Health Preparedness
4. Brown distributed a DPH press release on a Zika virus awareness campaign started today at Bradley International Airport for travelers going to areas of high risk.
5. Other Communications distributed-
 - NACCHO Dispatch and Exchange – Health Equity
 - NALBOH news brief
 - Governing Magazine
 - DPH readiness response with letter from Commissioner an article from the Rare Reminder about the leadership of our member towns looking for savings through shared municipal services.

E. APPROVAL OF RECORD OF VOTES AND MINUTES –

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MOTION by Nasinnyk, seconded by Diloreto to approve the record of votes and minutes of the May 19, 2016 regular Board meeting. Approved: Diloreto, Jarema, Nagel, Nasinnyk, Henault, Sadlosky, Sartucci and Stiglich. Opposed: no one. Abstained: Checko and Wysocki. **Motion carried.**

MOTION by Jarema, seconded by Stiglich to approve the record of votes of the June 2, 2016 special Board meeting. Approved: Checko, Jarema, Nagel, Nasinnyk, Henault, Sadlosky, Sartucci, Stiglich and Wysocki. Opposed: no one. Abstained: Diloreto. **Motion carried.**

F. EXECUTIVE SESSION:

MOTION by Wysocki, seconded by Checko to go into executive session pursuant to Conn. Gen. Stat. Sec. 1-200(6)(A) for discussion and updates related to:

- a. Severance agreement – former health director;
- b. New collective bargaining contract;
- c. Legal services;
- d. Personnel update; and
- e. Continuity of Health District membership

Motion carried unanimously.

In executive session at 6:56 PM: Present in Executive Session: Brown, Checko, Diloreto, Jarema, Nagel, Nasinnyk, Henault, Sadlosky, Sartucci, Stiglich and Wysocki.

Board out of executive session at 7:37 PM.

MOTION by Checko, seconded by Stiglich to endorse the payment of a monthly invoice for legal services rendered by Shipman and Goodwin through May 31, 2016. Approved: Checko, Diloreto, Jarema, Nagel, Nasinnyk, Henault, Sadlosky, Sartucci and Stiglich. Opposed: no one. Abstained: Wysocki. **Motion carried.**

G. OFFICER AND STAFF REPORTS –

1. **Treasurer’s Report-** Brown distributed a statement of financial position as of May 31, 2016 and budget narrative. From a revenue standpoint the agency is at 87%, - where we should be at point in the fiscal year. Our expenditures for salaries are low due to staff vacancies for the past several months. Agency is now at full staff and should be on target for the next fiscal year.

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MOTION by Finance Committee Chairman Nasinnyk to accept the Treasurer’s report of agency finances through May 31, 2016 as recommended by the Finance Committee. **Motion carried unanimously.**

2. Director of Health Report-

- a. It has been a difficult time since Cheryl was injured. Jane has been phenomenal filling in for a variety of duties. Brown really appreciates her dedication and efforts to keep the agency functioning and moving forward. Staff have pulled together and handled what was necessary, a temp was hired to assist with processing FSE renewals. This has been a time to learn some lessons about COOP and we have been documenting where procedures could be developed to assist in the future.
- b. Brown reported on some problems in the agency’s IT Cloud project and file transfer.
- c. The 4 Town Walking Competition kicked off on June 1st and has been successful so far. Over 300 individuals signed up within the four towns and have been logging their steps via the website. Competition ends on June 30th and awards will be made at a public concert in Rocky Hill in July.
- d. Brown updated the Board on the environmental health problems in the Wethersfield Town Hall offices and the Newington Town Hall offices used by agency staff. UCONN Occupational Health evaluated the Wethersfield situation in June. Brown is working with Town management regarding the HVAC system. Air quality has improved with the arrival of warmer weather. Housekeeping in the Wethersfield office needs improvement. Brown to follow up with UCONN and the managers in the two towns.
- e. Wysocki Asked about the asthma program (“Putting on AIRS”) and client follow-up. Brown stated we recently received referrals for our district. Outreach will continue with school nurses and medical providers.
- f. Sartucci asked about the two annual reports. Brown said that the FY 2015 should be ready soon – needed some minor changes.
- g. Brown asked for feedback on the new format of his monthly report It is shorter. Comments favorable.

- 3. Review and update – Agency Strategic Plan-**The Strategic Plan has been moving along since it was adopted and there was an in-depth discussion with the Governance Committee. With the recent hiring of staff in key roles several initiatives can now be launched.
- Brow is meeting with his leadership team to address items within the strategic plan more aggressively.

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- Overview in the Board packet shows the objectives that have either a FY 2015-2016 target date or are ongoing.

MOTION by Stiglich, seconded by Sadlosky to accept the update on the agency's strategic plan as provided by the Director of Health. **Motion carried unanimously.**

H. COMMITTEE REPORTS –

1. Finance Committee – Nasinnyk. Treasurers Report was discussed earlier in meeting. Committee minutes in Board packet.

MOTION by Finance Committee Chairman Nasinnyk to approve the proposed FY 2016-2017 annual agency budget as recommended by the Finance Committee and heard in public hearing earlier this evening. **Motion carried unanimously.**

2. Governance Committee – Brown presented an update on behalf of Hanbury. He and Committee are working on a timetable for public health accreditation for the agency; the conflict of interest policy is being updated; the Committee will look at how best to address advocacy issues. Committee recommends a fall program for Board on how collective bargaining will impact policy making. Committee minutes in Board packet.

3. Human Resources – Stiglich. The HIPPA project with the pro bono attorneys was discussed. Recordkeeping for the agency's flu clinics will need to change somewhat. With the office manager on medical leave the review of status of agency flu clinic and other records with personal health information is temporarily on hold. Pro Bono group have agreed to give free training to the agency and the Board on HIPAA and confidentiality issues. Committee minutes in Board packet.

4. Nominations Committee. Stiglich reminded board members of the upcoming officer elections at the annual meeting in September and asked board members interested in being nominated to contact her.

I. UNFINISHED BUSINESS –

1. FY 2016-2017 Agency Budget – Addressed above

2. Update – meeting with Town Managers – Brown, Sartucci, Checko and Stiglich met on June 6, 2016 with the Town Managers. 3 of the 4 managers were attended. Brown presented an overview of centralization and solicited their input. Major concerns seem to be cost and loss of RS presence in town halls. They requested

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the feasibility study and a copy of the collective bargaining agreement once it was final. A follow-up meeting will be planned.

3. Follow-up – DPH staff visits to Health Districts – Sartucci and Brown met with DPH/Local Health staff at their request earlier this year. All health district were visited. A follow-up letter with materials on health districts was recently received from DPH . Sartucci stated the conversation was much firmer about the problems between DPH and the health districts - poor communication, poorly thought out legislation, reductions in funding, etc. but this was not reflected in the summary of materials sent. Governance Committee will review further.

J. NEW BUSINESS –

1. Election of member-at-large for the Executive Committee

MOTION by Sadlosky, second by Jarema to nominate Marti Stiglich to the position of Member-At-Large on the Board’s Executive Committee replacing Margaret Hanbury who leaves the Board at the end of June. **Motion carried unanimously.**

2. Approval of Board Chairman’s appointment of new chairmen for the Finance and Governance Committees

MOTION by Nasinnyk, second by Stiglich to approve Sartucci’s appointment of Patricia Checko to chair the Board’s Finance Committee effective immediately. **Motion carried unanimously**

MOTION by Jarema, seconded by Sadlosky to approve Sartucci’s appointment of Carolyn Wysocki to chair the Board’s Governance Committee effective immediately. **Motion carried unanimously.**

3. Advocacy Issue-

In response to the recent shootings in an Orlando, FL, nightclub and efforts by our U.S. Senator Chris Murphy to lead a filibuster to force Senate action on gun control Wysocki asked the Board support Murphy and our other federal legislators in their efforts. Some concern raised by board members about use of “no fly” lists and other errors in identifying individuals who should be restricted.

A MOTION by Wysocki, seconded by Nasinnyk to send a letter of support to U.S. Senator Chris Murphy commending for his recent efforts to force the US Senate to take action on gun control, specifically a requirement for background checks; an assault weapons ban; and restrictions on the ability of terrorism suspects

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and those who are mentally unstable to buy guns. **Motion carried unanimously.**
Motion carried unanimously.

K. BOARD MEETING DATES –

MOTION by Sadlosky, second by Wysocki to cancel the July 21 and the August 18, 2016 regular Board meetings. Any urgent items to be handled by the Executive Committee. **Motion carried unanimously.**

L. NEXT MEETING – September 15, 2016

MOTION by Checko, seconded by Sadlosky to authorize the payment of monthly invoices for legal services to be rendered by Shipman and Goodwin through July 31, 2016 in order to expedite payment since Board will not be in regular session again until September. Invoices to be reviewed with the Board at its September 15, 2016 meeting. Approved: Checko, Diloreto, Jarema, Nagel, Nasinnyk, Henault, Sadlosky, Sartucci and Stiglich. Opposed: no one. Abstained: Wysocki. **Motion carried.**

M. ADJOURNMENT –

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

Respectfully submitted,

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

REVIEWED AND APPROVED BY BOARD: September 15, 2016