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BOARD OF HEALTH

June 21, 2018 Meeting MINUTES

A. CALL TO ORDER. Chairman Judith Sartucci called the meeting to order at 6:32 P.M. in the Rocky Hill Community Center, Room 4, 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 (arr. 6:35 PM)
Deborah Henault
Ray Jarema
Jerilyn Nagel (arr. 6:34 PM)
John Richter
Michele Sadlosky
Marti Stiglich
Carolyn Wysocki (arr. 6:35PM)

Excused: Lia Safalow

Quorum present.

Meeting notice posted: June 18, 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 spoke.

C. Presentation: “Epidemiology and Transmission of Tickborne Diseases” Adekemi Suleiman, UConn MPH Program, and recent agency intern.

**Central Connecticut Health District
Board of Health Meeting – June 21, 2018**

Sartucci introduced Adekimi Suleiman and Ann Hartman to the board members. Suleiman who is from UConn is finishing her MPH and continuing her education for her PHD. She completed her internship at CCHD in which she reviewed and analyzed 5 years of data on tickborne diseases reported to the agency. She provided a PowerPoint presentation of data collected and trends identified in agency towns and comparisons made with state rates. She answered Board members' questions, addressed concerns and discussed recommendations.

Sartucci and Board members acknowledged that this would be Jerilyn Nagel'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 and to the Town of Newington.

D.ADOPTION OF MEETING AGENDA –

MOTION by Jarema, seconded by Sadlosky to adopt the meeting agenda with the following amendments:

- Move "J-1 Response to the Opioid Abuse Epidemic" to the top of the agenda following "Presentation"
- Move "H-Executive Session" to the end of the agenda following "New Business"
- Move "J-3 Annual Report of Board Activities" to "G-Officer and Staff Reports"
- Add and make "Revised Agency Job Descriptions" the new J-1 under "New Business"
- Re-letter agenda items to reflect the above changes.
- Add "Immigration issue" under "New Business."

Motion carried unanimously.

E. Response to the opioid abuse epidemic – recovery activities – Pat Checko, Karen Kiley, Deb Henault, Lindsey Rogers and Ann Hartman presented an overview of the progress the recovery workgroup has made since the stakeholder forum in April 2017. The group held a "community conversation" in January 2018 to discuss the challenges people in recovery face, such as: mental health and addiction services and treatment, basic needs, transportation, housing, food stamps, information and education to name a few. Board members discussed concerns and asked questions.

F. MINUTES –Approval of Record of Votes and Minutes- May 17, 2018 and Proceedings of May 17, 2018 Public Hearing

**Central Connecticut Health District
Board of Health Meeting – June 21, 2018**

MOTION by Checko seconded by Sadlosky to approve the record of votes and minutes of the May 17, 2018 regular Board meeting as posted. **Motion carried unanimously.**

MOTION by Diloreto seconded by Henault to approve the proceedings of the May 17, 2018 annual public hearing on the proposed agency budget as posted. In favor: Checko, Diloretto, Henault, Jarema, Nagel, Richter, Sadlosky, Sartucci and Stiglich. Opposed: no one. Abstention: Wysocki. **Motion carried.**

G. OFFICER AND STAFF REPORTS:

1. Chairman’s Report- Sartucci –

- **Annual report of board activities – FY 2017-18** – Sartucci distributed a draft annual governance report of many of the activities that were done by the Board and its Committees during the fiscal year.
- Brown will take this back to his leadership team and employees to give them insight on what the Board has accomplished this year.

MOTION by Richter, seconded by Sadlosky to accept the 2017-2018 Annual Report of Board Activities as presented by Board Chairman Sartucci and amended with the addition of action items from this evening’s meeting. **Motion carried unanimously.**

2. Treasurer’s Report - Brown discussed and presented the unaudited financial report through May 31, 2018 and answered Board members’ questions and issues raised. The revenues are 95% complete for the year and expenses are 90% complete. Expenses are lower than expected.

MOTION by Chairman Checko of the Finance Committee to accept the Treasurer’s quarterly financial report through May 31, 2018 as recommended by the Finance Committee. **Motion carried unanimously.**

3. Director of Health/Staff Reports

- New staff – Jonathan Butler, EP Coordinator, and Nick Palermo, Environmental Health Inspector, have joined CCHD. Both have been oriented and begun their duties.
- Administrative and Environmental staff did a great job getting license applications with new fees out to regulated community after the new fee schedule was approved by the Board. Agency has received some calls but no major issues with new fees.

**Central Connecticut Health District
Board of Health Meeting – June 21, 2018**

- Community Health – Ann Hartman and Luis Pantoja have completed the “Live Well” training to give CCHD the capacity to address chronic disease issues through evidence-based health education. This aligns with the focus to address chronic disease issues in the CCHD CHIP.
- Until the vacancies are filled the Environmental Health staff have been working as a team to address issues. Phenomenal work considering the number of events and inspections to be done at this time of year.

MOTION by Jarema, seconded by Stiglich to accept the Director’s monthly report dated June 18, 2018 as presented by Brown. **Motion carried unanimously.**

H. COMMITTEE REPORTS

- 1. Executive Committee** – Sartucci No further meetings held since end of legislative session.
- 2. Finance Committee** – Checko
 - Minutes in Board packet.
 - Discussed in the Treasurer’s report.
 - Under “new business” the Board will look at the revised fee policy.
 - Next meeting is July 17, 2018.
- 3. Governance Committee**- Wysocki
 - Minutes in Board packet.
 - Committee completed a review of all the 12 PHABE Domains for public health accreditation with Brown and Hartman. Domain 1 is a challenge for the agency, as a comprehensive process to complete a new community health assessment with the acquisition of appropriate data and development of the capacity for analysis with its agency is required.
 - Waiting for town data from Data Haven.
 - Next meeting is July 9, 2018.
- 4. Human Resources Committee – Stiglich**
 - Minutes in Board packet
 - Director of Health, Assistant Director-Community Health, Office Manager, Health Educator, Administrative Assistant and Emergency Preparedness Coordinator job descriptions have each been reviewed by the Committee and reformatted and updated based upon Committee comments and input from the Board’s attorney.
 - Next meeting is July 11, 2018.
- 5. Nominations Committee** – Sadlosky.

**Central Connecticut Health District
Board of Health Meeting – June 21, 2018**

- Sadlosky reminded Board members that annual Board elections are coming up in September and would like members to consider a position and let Sadlosky know by the beginning of August.
- 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, meetings will begin in August.
- Feedback from Board will be requested in executive session.

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

I. UNFINISHED BUSINESS: –

- **Update on office centralization and relocation** - Brown stated he has been working with Goman+York on site visits. He will have three proposals to bring to the board within the next month. All towns were included in the search. The goal is to have a new site selected and move in September.

J. NEW BUSINESS

1. Revised agency job descriptions –

MOTION by Chairman Stiglich of the Human Resources Committee (HRC), seconded by Wysocki to approve the following revised agency job descriptions as recommended by the HRC and with additional editorial changes:

- Administrative Assistant
- Office Manager; and
- Emergency Preparedness

Motion carried unanimously.

2. Revised fee policy –

MOTION by Chairman Checko of the Finance Committee, seconded by Stiglich to accept the revisions to the Agency fee policy as recommended by the Finance Committee and with a technical change to the wording. **Motion carried unanimously.**

3. Immigration issue – Wysocki was concerned about the immigration issue of children being separated from their parents and DMHAS is responsible for them. She asked if the Health District is involved and how staff will know if immigrants are in our district.

4. Summer board meeting schedule – July meeting is still on the schedule do to approval of centralization. Brown hopes to have the proposal for centralization and

**Central Connecticut Health District
Board of Health Meeting – June 21, 2018**

options for the agency move ready at that time. If not, meeting will be cancelled and will move to the agenda for the August meeting instead.

K. Executive session for discussion of the annual performance evaluation – director of health

MOTION by Sadlosky seconded by Henault to go into executive session for discussion of the upcoming performance evaluation of the director of health. **Motion carried unanimously**

In executive session at 8:47 PM. Present in executive session: Checko, Diloretto, Henault, Jarema, Nagel, Richter, Sadlosky, Sartucci, Stiglich and Wysocki.

Out of executive session at 8:56 PM. Sartucci will schedule a Performance Evaluation Committee Meeting for August with Committee and Brown.

L. NEXT MEETING - Next meeting – July 19, 2018, 6:30 PM, in the Fireside Room of the Pitkin Community Center in Wethersfield, CT.

M. ADJOURNMENT –

MOTION by Henault, seconded by Jarema to adjourn at 8:57 PM. **Motion carried unanimously.**

Respectfully submitted,

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

REVIEWED AND APPROVED BY BOARD: July 19, 2018