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BOARD OF HEALTH

September 15, 2016 Meeting MINUTES

A. CALL TO ORDER. Chairman Judy Sartucci called the meeting to order at 6:37 P.M. at the Rocky Hill Community Center – Room 2, 761 Old Main Street, Rocky Hill, CT.

Present: Judy Sartucci, Chairman
Charles K Brown Jr., Secretary-Treasurer/Director of Health
Pat Checko, Vice-chairman
Angela Colantonio
Ann Marie Diloreto (leaves at 8:50PM)
Ray Jarema
Jerilyn Nagel
Kristin Nasinnyk
Michele Sadlosky
Lia Safalow
Carolyn Wysocki (arr. at 7:39 PM)

Excused: Deborah Henault and Marti Stiglich

Quorum Present.

Staff: Jane Knotek- Recorder

Meeting notice posted: September 12, 2016

Sartucci introduced and welcomed our newest board member, Lia Safalow from Rocky Hill.

Sartucci took a moment to reflect on the violence in the world around us and to read a thank you note was received from Trudy Raymundo, Director of the San Bernardino County Department of Public Health for the letter that was sent sending our sympathy and condolences on the shooting tragedy on December 2, 2015.

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

C. ADOPTION OF MEETING AGENDA –

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MOTION by Sadlosky, seconded by Colantonio to adopt the meeting agenda as amended with the following changes:

Under **“Executive Session”**:

- Remove J.4 review of draft documents from attorney and
- Add to **I. New Business - 4.** HIPPA Policy. **Motion carried unanimously.**

D. COMMUNICATIONS:

- Brown brought copies of July and April NACCHO Dispatch, Association Journal of Public Health, NALBOH newsletter and newsletter of Emergency Preparedness from the State of CT.
- Brown proposed to remove “communications” as a standing item from the agenda and discuss them as needed on the appropriate section of the agenda. Board in general agreement.
- Sartucci discussed the CDC Vital signs articles: Motor Vehicle Crash Deaths and Blood Pressure Control. Brown commented that on September 11, 2011, the surgeon general stated the biggest Public Health problem was motor vehicle accidents.
- Checko discussed the 100th year celebration of the CPHA. Checko highlighted the CPHA history presentation and the Opioid panel. Combination of the regular meeting and a celebration where a dinner will be served. The meeting this year is November 10, 2016 and if any board members would like to go, please contact Brown.

E. MINUTES:

APPROVAL OF RECORD OF VOTES AND MINUTES –

1. Record of Votes and Minutes - June 16, 2016 Meeting –

MOTION by Jarema, seconded by Sadlosky to approve the record of votes and minutes of the June 16, 2016 regular Board meeting. Approved: Checko, Diloretto, Jarema, Nagel, Sadlosky, Safalow, Sartucci, and Wysocki. Opposed: no one. Abstained: Colantonio. **Motion carried.**

2. Proceedings of June 16, 2016 Public Hearing –

MOTION by Checko, seconded by Jarema to accept the proceedings of the June 16, 2016 public hearing on the proposed FY 2017 CCHD budget. Approved: Checko, Diloretto, Jarema, Nagel, Sadlosky, Safalow, Sartucci, and Wysocki. Opposed: no one. Abstained: Colantonio. **Motion carried.**

F. OFFICER AND STAFF REPORTS –

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1. Chairman's report – Tabled to the next meeting.

2. Treasurer's Report- Brown reviewed the end of the FY 2015-2016 financial report. After discussion with the finance committee this report is good for documentation and also to clarify issues for Committee about various line items.

- The agency finished the fiscal year approximately \$20,000 in the black.
- Under revenue, inspection and licensure fees were down 10% and flu clinic revenue was down 20%. Agency brought in 95% of projected revenue
- Staff turnover and vacancies contributed to net surplus. All vacancies are now filled. There will be tight fiscal margins in FY 2016-2017
- Agency auditor, Charles Costello is working on the FY 2015-2016 audit and is scheduled to present his report at the Board's October 20, 2016 Board meeting.

Finance Committee Chairman Checko stated that financials could change due to the revenue for food service establishment license. Also to be alert with finances not knowing what changes the State Legislature may make.

MOTION by Sadlosky, seconded by Nagel to accept the FY 2015-2016 annual financial report as presented by Brown as Secretary-Treasurer. **Motion carried unanimously.**

3. Director of Health –

Regionalization proposal presented to CADH by Commissioner Pino -

- Brown reported that DPH is going forward with a legislative proposal to regionalize the local public health departments in Connecticut.
- The Commissioner is looking to regionalize by the old county structure
- Timeline is completion by 2020.
- DPH would appoint the initial Director of Health and also a Director of Operations for each region.
- It appears that two levels of boards will be established; perhaps splitting existing responsibilities between a Governing Board and an Executive Board.
- Commissioner wants feedback and buy-in by the Directors.

Opioid Panel –

- Brown presented at the CLASS (Connecticut Local Administrators of Social Services) annual conference
- Good audience looking for practical considerations at local level.
- Brown presented the 3 C's (communication, collaboration between agencies and coordination) as a model to move forward.

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Hoarding Task Force –

- Brown has been asked to be a part of a state level hoarding study task force. This is the bill that the Board supported and was passed in the 2016 State Legislative session.

QI and Leadership Team –

- Brown has been meeting with his agency supervisors over the summer on a variety of issues that are tied to the strategic plan such as;
 - The QI Plan
 - An EP Plan Assessment where a lot of work has been done.
 - A COOP Plan and EP tabletop meeting are planned after the flu clinics are over.
 - A Sanitary Code Review which will have board involvement
 - Communicable Disease Investigation is not set-up yet.

3. COMMITTEE REPROTS –

Executive Committee – no report. Did not have to meet over the summer.

Finance Committee – Checko added that finances are in good shape and agency will continue to be careful in spending. Committee meetings will be moved back to the evenings. Minutes in Board packet.

Human Resources Committee – Brown

- Brown reported for Committee Chairman Stiglich who was unable to attend meeting. A lot of work was done during the summer, mostly on personnel policies based on the collective bargaining contract to establish an updated personnel policy handbook for staff. Committee will continue to work on this and have it ready for the October board meeting. Minutes in Board packet.

Implementation of new collective bargaining contract –

- Brown and Board Attorney Lisa Banatoski Mehta conferenced with Russ Salerno, account manager, on implementing the agency's 457 Plan based on the new union contract and the new requirement for a 100% (dollar for dollar) match up to 8% of salary.
- No changes are needed. Same paperwork will be used. Board does not need to take a formal vote on the implementation of 100% match as it has already approved the contract with AFSCME and a further vote is not required by the management company.

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HIPPA Project –

- Brown reported on the status of work on record confidentiality in the agency under the federal HIPAA regulations, which is nearly complete.
- He reviewed the changes made to the existing agency HIPAA policy based on staff feedback to the Pro Bono attorneys, the advisors to the agency on the project. Final copy pending.
- Brown will begin to implement including staff training by the end of September as the seasonal influenza clinics begin the first week of October.

MOTION by Jarema, seconded by Diloretto to adopt the revised agency HIPAA policy as recommended by the Human Resources Committee. Approved: Checko, Colantonio, Diloretto, Jarema, Nagel, Sadlosky, Safalow, and Sartucci. Opposed: no one. Abstained: Wysocki. **Motion carried.**

Attorney Mehta also recommended that Brown establish a health and safety committee at agency with staff participation and board representation. Sadlosky offered to be the Board representative as she serves on a similar committee in her workplace.

Centralization Committee – one meeting held. Minutes in board packet. To be discussed in Executive Session

Governance Committee – Wysocki. Minutes in Board packet.

- **Strategic Plan Review –**
 - Wysocki stated Brown reviewed with Committee members the current strategic plan, status of initiatives, and plans for 2016-2017.
 - Brown reviewed a new spreadsheet for agency strategic planning activities set up to monitor progress
 - Role of Board and role of Committee in strategic plan oversight discussed.
- **Community Health Improvement Plan –**
 - Brown, Sartucci, Wysocki and Checko attended the September 8th summit sponsored by DPH to review the State Health Improvement Plan (SHIP).
 - General concern expressed over how to integrate the work that CCHD is doing with the SHIP and State objectives.
 - Brown, Wysocki and Nagel attended the September 13th Community Forum sponsored by HCC and its hospital partners to review the

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Community Health Needs Assessment it had completed, data results and plans going forward.

- **Accreditation Planning –**
 - Brown and Hartman, who will eventually serve as the agency’s accreditation coordinator, have each completed the PHAB online introduction to accreditation and agency planning.
 - Sartucci and Brown met recently to review PHAB Domain 12 (Governance) related to Board activities.

- **Advocacy Issues –**
 - Correspondence drafted to our US senators and congressman regarding gun violence and gun control. Main focus is on support to free up and allow gun violence research by CDC.
 - Committee discussed how best to handle advocacy issues - whether to be monitored by Executive Committee or by a special committee.

Pros and cons discussed. Board in favor of advocacy issues and oversight being handled by the Executive Committee particularly between Board meetings versus setting up a separate committee.

MOTION by Wysocki, seconded by Jarema to assign to the Executive Committee the role of advocacy and monitoring legislation and advocacy issues for the Board. **Passed unanimously.**

G. UNFINISHED BUSINESS –

1. **Agency FY 2015 annual report-** Brown presented the FY 2015 annual agency report. He is working with staff and consultant on FY 2016 annual report.

MOTION by Jarema, seconded by Wysocki to accept the agency’s FY 2014-2015 Annual Report as submitted by Brown and to ask that the most recent year’s report be ready for each September Annual Board meeting. **Motion carried unanimously.**

H. NEW BUSINESS –

1. **Annual election of officers –**

ANNUAL BOARD ELECTIONS

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NOMINATIONS from Marti Stiglich, Chairman of the Nominations Committee, of the following slate of officers for 2016-2017:

Chairman – Judith Sartucci

Carried unanimously

Vice-Chairman – Patricia Checko

Carried unanimously

Member at Large for the Executive Committee – Jerilyn Nagel

Nomination from the floor for Wysocki: Carolyn Wysocki, seconded by Sartucci. In favor: Wysocki. Opposed: Checko, Colantonio, Jarema, Nagel, Sadlosky, Safalow and Sartucci. Abstained: Diloreto. **Motion failed.**
In favor for Nagel. **Carried unanimously.**

2. Approval of board Chairman’s Committee Appointments –

MOTION by Jarema, seconded by Sadlosky to approve the following Committee appointments for FY 2016-2017 by Sartucci as Board Chairman:

Finance Committee

Patricia Checko, Chairman
Charles K. Brown, Jr., Secretary-Treasurer/Director of Health
Deborah Henault
Jerilyn Nagel
Judith Sartucci (ex officio)

Governance Committee

Carolyn Wysocki, Chairman
Charles K. Brown, Jr., Director of Health
Angela Colantonio
Judith Sartucci (ex officio)

Human Resources Committee

Marti Stiglich, Chairman
Charles K. Brown, Jr., Director of Health
Ray Jarema
Michele Sadlosky
Judith Sartucci (ex officio)

Nominations Committee

Marti Stiglich, Chairman
Michele Sadlosky

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Performance Evaluation Committee

Judith Sartucci, Committee Chairman
Patricia Checko
Marti Stiglich
Carolyn Wysocki

And special board reassignments to the Centralization Committee (Office of the Director)

Patricia Checko
Ray Jarema
Jerilyn Nagel
Judith Sartucci
Marti Stiglich

Motion carried unanimously.

3. Annual presentations to member town councils – Brown is moving forward in scheduling for November or December (after elections) for the annual presentation to the town councils. Board Members are strongly urged to attend in their respective towns.

I. EXECUTIVE SESSION:

MOTION by Sadlosky, seconded by Colantonio to go into executive session for discussion related to:

- a. Annual performance evaluation of the Director of Health;
- b. Legal services; and
- c. Continuity of health district membership

Motion carried unanimously.

In executive session at 8:25 PM: Present in Executive Session: Checko, Colantonio, Diloretto, Jarema, Nagel, Sadlosky, Safalow, Sartucci, and Wysocki.

Brown joins session at 8:40 PM. and waived his right under Conn. Gen. Stat. Sec. 1-200(6)(A) to an open session.

Board out of executive session at 8:49 PM.

J. ACTION ON ITEMS DISCUSSED IN EXECUTIVE SESSION

MOTION by Jarema, seconded by Sadlosky to accept with suggested language changes the annual performance evaluation of the Director of Health as

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recommended by the Performance Evaluation Committee. **Motion carried unanimously.**

MOTION by Checko, seconded by Sadlosky to endorse the payment of 3 monthly invoices for legal services rendered by Shipman and Goodwin: one through June 30, 2016; a second one through July 31, 2016; and a third one through August 31, 2016. Approved: Checko, Colantonio, Diloretto, Jarema, Nagel, Sadlosky, Safalow, and Sartucci. Opposed: no one. Abstained: Wysocki. **Motion carried.**

K. NEXT MEETING – October 20, 2016, 6:30 PM at the Newington Town Library.

L. ADJOURNMENT –

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

Respectfully submitted,

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

REVIEWED AND APPROVED BY BOARD: October 20, 2016