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BOARD OF HEALTH

September 20, 2018 Meeting MINUTES

A. CALL TO ORDER. Chairman Judith Sartucci called the meeting to order at 6:30 P.M. in the Fireside Room of the Wethersfield Community Center, 30 Greenfield St., Wethersfield, CT.

Present: Judith Sartucci, Chairman
Patricia Checko, Vice-Chairman
Charles K Brown Jr., Secretary-Treasurer/Director of Health
Kevin Borrup
Barbara Gilbert
Deborah Henault
Ray Jarema
Lecia Paonessa
John Richter
Michele Sadlosky
Marti Stiglich

Excused: Ann Marie Diloreto

Quorum present.

Meeting notice posted: September 14, 2018

Staff Present: No one

B. WELCOME AND INTRODUCTION OF NEW BOARD MEMBERS –

Sartucci introduced the newly appointed members of the Board:

1. **Kevin Borrup of Newington**, former board member and former board chairman. Borrup is the Assistant Director of the Injury Prevention Center, Connecticut Children's Medical Center in Hartford.
2. **Barbara Gilbert of Rocky Hill**, also a former Board member. Gilbert was the Town Clerk in Rocky Hill when the Health District was formed and was also the Town Manager now retired. She served on the Board 12 years ago.
3. **Lecia Paonessa of Berlin**, Paonessa is with the Berlin Public Works Dept. She was one of Berlin's advocates and organizers for CCHD's intertown walking

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competition. Berlin has been the winning town several years, no doubt in a large part to her efforts.

Sartucci acknowledged the recent death of long-time Board member Carolyn Wysocki on August 25th.. She reflected on her life and career and her contributions to CCHD over the last 20 years. A moment of silence was held followed by remembrances from Board members.

C. PUBLIC FORUM – no one from public was present.

D. ADOPTION OF MEETING AGENDA –

MOTION by Gilbert, seconded by Sadlosky to adopt the meeting agenda with the following additions:

- a. Add “2-iii. Personnel update” under “New Business-executive session”
- b. Add “5. Committee appointments” under “New Business”

Motion carried unanimously.

E. MINUTES –Approval of Record of Votes and Minutes- July 19, 2018 meeting

MOTION by Stiglich, seconded by Richter to approve the record of votes and minutes of the July 19, 2018 Board meeting as posted. Approved: Checko, Jarema, Richter, Sadlosky, Sartucci and Stiglich. Opposed: no one. Abstained: Borrup, Gilbert, Henault and Paonessa. **Motion carried.**

F. OFFICER AND STAFF REPORTS –

1. **Chairman’s Report** - Sartucci reported-
 - Normal Board turnover/reappointments during the summer months of 4-5 board members.
 - Unusual loss of Board members this summer due to personal and family illness, death and town politics.
 - John Aforismo, formerly of Wethersfield, resigned in June when he moved to Old Saybrook and could not finish out his term for the Town of Wethersfield. Position is still vacant.
 - Lia Safalow of Rocky Hill resigned during the summer due to family illness. Barbara Gilbert has replaced her.
 - Jerilyn Nagel finished her second term representing Newington in July but was not reappointed. Position filled by Kevin Borrup.

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- Position held by Cindy Moynihan of Newington remains vacant.
- Position vacated by Carolyn Wysocki death. Position filled by Lecia Paonessa of Berlin.
- Congratulations to Debbie Henault who was reappointed to a three-year term by the Town of Wethersfield.
- Board is still awaiting action by the Towns of Newington and Wethersfield to fill the Board's two remaining vacancies.
- CCHD has a 14-member board with 13 appointed, voting members and the Director of Health. 10 appointed positions are currently filled. Our quorum for meetings and a simple majority vote is currently 6 voting members. 7 votes are required for a "super-majority vote."
- Brown and Sartucci held an orientation for Borrup and Gilbert earlier this week before CCHD was notified of Paonessa's appointment. Because Borrup and Gilbert are former board members a slightly different orientation was held.
- A second orientation will be held for Paonessa and any other new board members in the next month or so.
- The annual CCHD presentations to each Town Council will be coming up in November and December. Brown will let Board members know the dates when they are finalized. This is one of the few functions that we ask Board members to attend in their respective towns with Brown.
- CPHA will hold its annual statewide conference in Rocky Hill this year. The agency will pay the registration for interested board members. Information was sent in the Board packet. Let Brown know if interested so CCHD office manager, Cheryl Kissinger, can register everyone at the same time. The theme is "Epidemics!" It is in Rocky Hill at the Sheraton-South Hotel on West Street. Former board member, Carolyn Wysocki, will be honored posthumously, probably at the luncheon meeting.

Sartucci attended the annual conference of the National Association of Local Boards of Health (NALBOH) in Raleigh, NC in August. Some brief take-aways:

- State and local funding for public health remains a perennial problem with cuts and the need for agencies to seek new and innovative grants or new revenue streams to deliver services.
- The opioid epidemic, emergence of infectious disease, environmental issues such as water and air quality, access to care, etc. all remain critical issues for local boards of health.
- The move to become nationally accredited has taken hold across the country. Nearly three-quarters of the state health departments are now

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accredited. More than 300 of the 2500 local public health agencies in the country are in the process of becoming accredited.

- There is a lot of regionalization and merger of local health departments, including county health departments underway across the country.
 - Public health manpower (particularly directors of health, public health nurses, doctors and sanitarians) is reaching a crisis with the retirement of the baby-boomer generation. This is already felt by CCHD here as Brown will report and will affect our agency in several significant ways.
 - Ironically, Hurricane Florence hit the Carolina's last week. We have all seen the devastation on TV. Having met many of the members of their boards of health Sartucci feels for them and what they and their communities are going through. She was impressed with their emergency response system and the preparation of their public health agencies and boards of health.
2. **Director Health** – Brown highlighted the following from his September 20th report in the Board packet.

West Nile Virus -

- West Nile Virus has been a challenge this year with four more cases announced today and ten in total for the season. Two human cases were identified in Newington residents and positive mosquitoes were also found in Wethersfield. Brown has been proactive with his prevention efforts.

Flu Clinics - are scheduled to start October 2nd -

- A POD (point of dispensing) drill will be held on October 13th at Newington High School. This is a state requirement for CCHD's EP funding.
- Brown will be on Newington Community TV on October 1st with Mayor Zartarian getting his flu shot from Sartucci.
- Brown asked that Board members please share the flu clinic schedule with their various networks.
- Brown reported great team effort by administrative and community health staff to schedule and promote the clinics and prepare for billing.

Community Health

- The second opioid response "community conversation" was held on September 13th.

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- CCHD received good feedback from attending family and friends of those in recovery about session and the resources they could use at town level.
- Good coverage by Channel 3 TV-WFSB and recognition by Senator Terri Gerratana of CCHD's efforts.

Environmental Health

- Staff have continued to work as a team to address workload issues in lieu of hiring for the open environmental health position. Phenomenal amount of work considering the number of events in the Health District (including the recent Berlin Fair) and regular inspections that need to be done.

MOTION by Borrup, seconded by Henault to accept the monthly report of the Director of Health dated September 20, 2018 as presented. **Motion carried unanimously.**

G. COMMITTEE REPORTS –

1. Finance Committee- Checko.

- Checko assured the Board that CCHD is in the black and right on track for the move.
- Brown briefly review the monthly financial reports for FY 2018 through August 31, 2018 and answered and clarified issues for the Board about various line items. A more complete report will be presented at the October Board meeting.
- Also, the agency's auditor will present his annual report to the Board at that meeting.
- Minutes of Committee meetings in board packet.

2. Governance Committee – Sartucci

- Sartucci has been filling in as acting committee chair over the summer due to Carolyn Wysocki's illness and recent death.
- Assistant Director Ann Hartman has been sitting in on the meetings to provide input on accreditation preparation and the strategic plan.
- Brown will present the strategic plan update for Year 3 under "New Business."
- The Committee completed a review of the 12 "domains" for public health accreditation in June. Areas needing continued work were identified. Brown

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and Hartman will use this information to present an updated accreditation readiness report to the board in the fall.

- Minutes of Committee meeting in board packet.

3. Human Resources Committee – Stiglich

- Stiglich reported that at the September meeting Brown provided an overview of CCHD efforts to meet the PHAB standards in human resources and workforce development.
- Brown reported on the current human resources system components in place to support the functions of recruitment, retention and employee support at CCHD. Some documentation will need updating.
- With the current staff evaluations underway individual staff development plans will be drafted with staff.
- A new workforce assessment with an updated plan needs to be done as CCHD is nearing the end of its 5-year cycle.
- Minutes of Committee meeting in board packet

4. Nominations Committee – Sadlosky

- Sadlosky stated that multiple people are running for two of the offices. Member at Large candidate withdrew.
- Election will be held under “new business.”
- Record of votes (ROV) of Committee meeting in board packet.

5. Performance Evaluation Committee – Sartucci – will discuss in executive session.

- Minutes of Committee meetings in board packet

H. UNFINISHED BUSINESS: –

1. New office location and centralization of district staff –

- Brown reported that a draft lease has been accomplished and is under review by the various attorneys. Brown had a conference call with attorney and broker to discuss outstanding issues and their resolution.
- Staff continues to plan for tasks associated with the move.
- Target date for move is November as legal process and current tenant issues need to be resolved.

I. NEW BUSINESS

1. Update on agency strategic plan

- Brown presented a PowerPoint presentation to update board on the end of the third year of the agency’s 5-year strategic plan.

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- He answered Board questions and clarified issues about progress, objectives completed, and plans for the next year of the plan.
- The Governance Committee has recommended reducing the number of objectives to be addressed this coming year and Brown will work with the Committee on this.

MOTION by Stiglich, seconded by Jarema to accept the update and report on the agency strategic plan for Year 3 as presented by the Director of Health.
Motion carried unanimously.

2. Executive session:

i.

MOTION by Borrup, seconded by Jarema to go into executive session for discussion related to:

- a. The annual performance evaluation of the director of health
- b. Negotiations for acting director of health coverage; and
- c. Personnel update

Motion carried unanimously.

In session at 8:15 PM. Present: Borrup, Brown, Checko, Gilbert, Henault, Jarema, Paonessa, Richter, Sadlosky, Sartucci, and Stiglich.
Out of session at 8:54 PM.

3. Action on items discussed in executive session

MOTION by Checko to accept the 2017-18 annual performance evaluation of the Director of Health as recommended by the Performance Evaluation Committee with suggested changes. **Motion carried unanimously.**

MOTION by Jarema, seconded by Richter to approve compensation of the Director of Health for 2018-2019 retroactive to July 1, 2018. **Motion carried unanimously.**

MOTION by Checko to approve the draft performance criteria for 2018-2019 for the Director of Health as recommended by the Performance Evaluation Committee. **Motion carried unanimously.**

4. Annual election of officers –

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MOTION by Borrup, seconded by Henault to have Brown as the Board's Secretary-Treasurer preside over the annual election of the officers and member-at-large position. **Motion carried unanimously.**

MOTION by Borrup, seconded by Sadlosky to close nominations for the Chairman position. **Motion carried unanimously.**

Votes for chairman position:

Checko 7 – Borrup, Checko, Henault, Jarema, Paonessa, Richter and Sadlosky

Sartucci 3 – Gilbert, Sartucci, and Stiglich

Checko elected as chairman.

MOTION by Checko, seconded by Henault to close nominations for Vice Chairman position. **Motion carried unanimously.**

Votes for vice-chairman position:

Sadlosky 7 – Borrup, Checko, Henault, Jarema, Paonessa, Richter and Sadlosky

Stiglich 3 – Gilbert, Sartucci, and Stiglich

Sadlosky elected as vice-chairman.

MOTION by Gilbert, seconded by Henault to close the nominations for the member-at-large position on the Executive Committee.

Votes for member-at-large position:

Borrup 6 – Borrup, Checko, Henault, Jarema, Paonessa, and Sadlosky

Stiglich 4 – Gilbert, Richter, Sartucci, and Stiglich

Borrup elected as the new member-at-large.

5. COMMITTEE APPOINTMENTS –

Per the Board Bylaws the appointment/reappointment of members of the Standing and Special Committees of the Board is normally done at the September meeting.

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MOTION by Henault, seconded by Gilbert to approve the Chairman’s request to have current Committee chairs and Committee members remain in their current positions until review and appointments/reappointments are made at the October Board meeting. **Motion carried unanimously.**

J. NEXT MEETING - October 18, 2018, 6:30 PM in the Fireside Room of the Wethersfield Community Center.

K. ADJOURNMENT –

MOTION by Stiglich, seconded by Sadlosky to adjourn. **Motion carried unanimously.** Meeting adjourned at 9:18 PM

Respectfully submitted,

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

REVIEWED AND APPROVED BY BOARD: October 18, 2018