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BOARD OF HEALTH

CENTRALIZATION COMMITTEE

January 8, 2015 Meeting **Minutes**

A. CALL TO ORDER AND ATTENDANCE

Meeting called to order by Chairman Jerilyn Nagel at 2:06 PM in the Majority Caucus Conference Room of the Berlin Town Hall, Berlin, CT.

Present: Jerilyn Nagel (Chair), Charles Brown (Director of Health), Patricia Checko, Ray Jarema, Judith Sartucci, and Marti Stiglich

Excused: no one

Quorum present.

Staff: none

Date notice posted: January 7, 2015

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

C. REVIEW AND REORDER AGENDA - none (considered a special meeting under FOIA)

D. NEW BUSINESS

1. Charge to the Committee

- Sartucci thanked Nagel for agreeing to chair the new Committee and members for their participation. The charge from the Board at its July 2014 meeting to this special committee is to assess the agency's physical plant/multiple office sites; current and future needs; the cost of moving; how to fund and options available.
- Checko gave a brief history on work by the Board on this issue going back to 2008. Better process underway now.
- Sartucci reminded the Committee that this process was part of the agency's 3 year strategic plan, but never acted on. With new leadership it is now possible and a priority.

2. Costs/Benefits of Decentralization

Nagel turned the meeting over Brown who led the Committee in a workshop session that looked at:

- The pros and cons of a headquarters move and centralization of staff and functions
- What exists currently and ideally what a new centralized quarters should have.

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Discussion to be summarized by Brown for review at next meeting.

3. Executive Session – none was held.

E. NEXT STEPS

- Brown asked the Committee to think about what the agency actually needs versus what it ideally wants.
- Need for other kinds of input and consultants discussed – realtor, accountant, other health directors/boards that have gone through this, staff, perceptions from town managers and elected officials, potential sources of grants and funding sources, etc.
- Brown to ask Steve Huleatt of West Hartford-Bloomfield Health District if he could attend the next Committee meeting to review his agency's experience (2 moves in its 18 year history).
- Committee to work on a timeframe and what should go into a final report/recommendations to the Board.
- Agreed to need to incorporate into new agency strategic plan.

F. NEXT MEETING – Thursday, January 22, 2015 at 2 PM in the Caucus Room at the Berlin Town Hall

G. ADJOURNMENT - A MOTION was made by Checko, seconded by Stiglich to adjourn.
MOTION CARRIED UNANIMOUSLY.

The meeting adjourned at 4:05 PM

Respectfully submitted,

Judith A. Sartucci
Recorder pro tem

REVIEWED AND APPROVED BY COMMITTEE: January 22, 2015