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BOARD OF HEALTH

CENTRALIZATION COMMITTEE

January 22, 2015 Meeting **Minutes**

A. CALL TO ORDER AND ATTENDANCE

Meeting called to order by Chairman Jerilyn Nagel at 2:12 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

Guest: Steve Huleatt, Director of Health, West Hartford-Bloomfield Health District

Date notice posted: January 21, 2015

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

C. REVIEW AND REORDER AGENDA –MOTION by Checko, seconded by Sartucci to adopt the agenda as posted. **Motion carried unanimously.**

D. APPROVAL OF MINUTES (January 8, 2015 Committee meeting)

MOTION by Stiglich seconded by Jarema to approve the minutes with correction of two typos. **Motion carried unanimously.**

E. UNFINISHED BUSINESS – none addressed at this time.

F. NEW BUSINESS

1. Presentation

Brown introduced Steve Huleatt, Director of Health of the West Hartford-Bloomfield Health District, who presented an overview of his health district's experience with three different agency moves since its inception and lessons learned. His agency was formed in 1995-96, serves 2 towns, is the approximate size of CCHD and has similar staff and programs.

Huleatt described the experience of district formation in the first office, followed by a move to Bloomfield in 2006 and a move to its current location on Cottage Grove Road in Bloomfield in 2013. He offered advice and suggestions and discussed with the Committee a wide range of issues including: issues driving each move; range of planning and preparation needed, use of a professional real estate broker; lease negotiations and options; decisions on siting; set up of physical plant; furnishings

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and equipment; IT and communications; security, emergency preparedness and COOP; records and scanning; move itself; involvement and preparation of staff; use of an attorney and accountant; and budget and funding.

He cautioned the Committee that this process will take at least a year and involves a lot of preparation and planning including for years 1 and 2 after the actual move.

2. Executive Session – no – items so none was held.

G. NEXT STEPS

- Brown will have the summary of the Committee's January 22nd work session for the next meeting. He reminded the Committee to think about what the agency actually needs versus what it ideally wants.
- Committee asked that Brown begin to draw up an inventory of what CCHD has (e.g., IT equipment, EP supplies and equipment on and off-site, as well as what constitutes the general office), acknowledging that most equipment will probably need replacement.
- Agreed to need to discuss centralization further and incorporate into new agency strategic plan at next week's Board strategic planning work session.

H. NEXT MEETING – Committee would like to continue to meet every 2-3 weeks at 2:00 PM in the Caucus Room at the Berlin Town Hall. Brown to poll Committee online for the best dates and to confirm time.

I. ADJOURNMENT - MOTION by Checko, seconded by Sartucci to adjourn. **Motion carried unanimously.**

The meeting adjourned at 3:55 PM

Respectfully submitted,

Judith A. Sartucci
Recorder pro tem

REVIEWED AND APPROVED BY COMMITTEE: February 20, 2015