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Office of the Director

CENTRALIZATION COMMITTEE

July 29, 2016 Special Meeting Minutes

A. CALL TO ORDER AND ATTENDANCE

Meeting called to order by Charlie Brown, Committee Chair and Director of Health, at 11:37 AM in the second floor conference room, Rocky Hill Town Hall, Rocky Hill, CT.

Present: Charles Brown, Patricia Checko, Judith Sartucci and Marti Stiglich.

Excused Ray Jarema and Jerilyn Nagel **Quorum present**

Staff: Ann Hartman, CCHD Asst. Director for Community Health, and Barbara Gigliotti, CCHD Supervising Sanitarian

Date notice posted: July 25, 2016

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

C. APPROVAL OF MINUTES

MOTION by Checko, seconded by Stiglich, to approve the minutes of the May 4, 2016 Committee meeting with correction of some typos. **Motion carried unanimously.**

D. NEW BUSINESS – Presentation

Barbara Gigliotti, newly hired supervising sanitarian for CCHD, presented on her experience with providing environmental health services from a centralized setting at Chesprocott Health District based in Cheshire, CT.

- Chesprocott is a 3 town health district and has used this model since its inception more than 30 years ago.
- 2 RS's serve the three towns of Cheshire, Prospect and Wolcott and provide a full range of services – food service inspection, septic system inspection and approvals, wells, housing complaint investigations, etc.
- The 2 staff members rotate assignment between towns once a year and over an 18-month period the 2 staff members visit nearly every facility in the health district.
- System allows standardization of procedures, collection of information on how long it takes staff to do inspections, better maintenance of staff skills, and overall better utilization of staff and staff time.

Brown and Gigliotti drafted a document showing strategies for approaching centralization of CCHD environmental staff and presented for discussion with the Committee.

- Gigliotti has already begun use of detailed time sheets with staff to better determine how staff is using their time.
- Pros and cons discussed with Committee.

CENTRALIZATION COMMITTEE

July 29, 2016 Meeting

Page 2

E. UNFINISHED BUSINESS

A. Meeting with Member Towns Leadership

- Brown and Sartucci updated the Committee on the status of the Midstate Collaborative. Mayor Paul Montinieri of Wethersfield is coordinating the group which now includes both mayors and managers and the towns of Berlin, Newington, Rocky Hill and Wethersfield, as well as Cromwell and Hartford.
- Brown, Sartucci, and Checko did not attend the group's May 19th meeting as planned because only the mayors were meeting at that time and meeting included those from Cromwell and Hartford.
- Brown scheduled a special breakfast meeting on June 6th which 3 of the town managers attended (Berlin, Rocky Hill and Wethersfield) as well as Brown, Sartucci, Checko and Stiglich from the Centralization Committee.
- Town managers are concerned about the proposed consolidation of staff and move to new offices. Main concerns are cost of such a move and loss of control of an assigned sanitarian for each town and impact on towns.
- Some the town managers may look at other options for provision of public health services in their towns.
- It is believed that 3 of the towns (Berlin, Rocky Hill and Wethersfield) would not be eligible under a special section of state law for state per capital funding should they pull out of the health district.
- Brown was asked to get legal clarification of this from DPH.
- Brown sent the feasibility study and other materials to the town managers in follow-up.
- Board members present at the June 6th town managers meeting did not feel that an adequate case was made to them, especially an overview of the circumstances driving this move.
- Stiglich and Sartucci reported on concerns raised by Rocky Hill leadership in a recent meeting and the need to address these, including continuing with the move but holding off on consolidation of the environmental health staff.
- Consensus of the Committee was to proceed with planning. Further approaches and strategies discussed.
- Brown was directed to set up a follow-up meeting with town managers and prepare an overview of the issues and outline of advantages of centralization.

CENTRALIZATION COMMITTEE

July 29, 2016 Meeting

Page 3

F. UNFINISHED BUSINESS

1. Update on the Wethersfield and Newington office situations –

- Brown has received the OSHA report and is working with the Town of Wethersfield on the HVAC and other issues.
- He had been in touch with Dr. Paula Shank at UConn Occupational Health Program in Farmington but faculty has not been very responsive so far. Intent is to have its Program staff develop a data base of staff complaints and illness that may be environmentally related.
- Newington situation is more difficult. New town manager appointed and Brown needs to meet with her about concern re: water leakage and possible mold, lack of handicapped access, etc.
- Since its April meeting the Board has asked that Brown more actively move resolution of each of these situations along.

G. NEXT STEPS

1. Proceed with planning
2. Brown to get legal opinion from DPH on the funding issue.
3. Brown to prepare a proposal providing a good overview of circumstances influencing proposed consolidation and move and agency plan and to set up a late August or early September meeting with Town Managers to present.

H. EXECUTIVE SESSION – none held.

I. NEXT MEETING

TBD - Brown to poll members and set up next meeting.

J. ADJOURNMENT

MOTION by Checko, seconded by Stiglich to adjourn. The meeting adjourned at 1:20 PM. **Motion carried unanimously.**

Respectfully submitted,

Judith A. Sartucci
Recorder pro tem

REVIEWED AND APPROVED BY COMMITTEE: November 15, 2016