



## Office of the Director

# CENTRALIZATION COMMITTEE

### November 15, 2016 Special Meeting Minutes

#### A. CALL TO ORDER AND ATTENDANCE

Meeting called to order by Charlie Brown, Committee Chair and Director of Health, at 3:03 PM in the CCHD headquarters at the Wethersfield Town Hall, 505 Silas Dean Highway, Wethersfield, CT.

**Present:** Charles Brown (Director of Health)

**Via conference call:** Pat Checko, Jerilyn Nagel, Judith Sartucci and Marti Stiglich

**Excused:** Ray Jarema

**Quorum present.**

**Date notice posted:** November 14, 2016

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

#### C. REVIEW AND REORDER AGENDA

Motion by Sartucci, second by Checko to accept the agenda as posted.

#### D. APPROVAL OF MINUTES

**MOTION** by Checko, seconded by Stiglich, to approve the minutes of the July 29, 2016 Committee meeting as posted. **Motion carried unanimously.**

#### E. UNFINISHED BUSINESS

##### 1. Follow-up Meeting with Member Towns Leadership

- Brown provided an update since the Committee's last formal meeting in July:
  - Turnover in town managers (Newington and Rocky Hill)
  - Pat Checko and Board member Carolyn Wysocki met recently with Berlin Town Manager Denise McNair to review costs related to town membership in CCHD versus employing own director of health and staff. Committee suggested that a similar work-up and comparison be done for each town.
  - DPH proposal for consolidation of local health departments into 8 districts along county lines.
  - Fiscal crisis in Hartford and possible nonpayment of MDC fees, which would then need to be borne by other member towns
  - Ongoing fiscal crisis at the state level
- Finance Committee continues to work on budget. Mid-FY 2018 date is feasible.

**CENTRALIZATION COMMITTEE**

**November 15, 2016 Meeting**

**Page 2**

- Brown is trying to confirm an early December date for a breakfast meeting and will notify Committee members, who are invited to attend ad lib.
- Brown and Checko will prepare an overview of the issues and outline of advantages of centralization for this meeting with town managers.

**E. UNFINISHED BUSINESS (continued)**

**2. Update on the Wethersfield and Newington office situations**

- Brown reviewed the results of the OSHA report. The Town of Wethersfield has repaired the HVAC and is addressing other issues.
- Brown has 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.
- Brown to get a quote. Committee consensus that the seriousness of the situation justifies the cost.
- Newington office continues with air quality and water leak problems. Cannot use HVAC.
- Berlin office has serious HVAC problems also.
- Committee urged Brown to move ahead in resolving these issues where possible.

**F. NEXT MEETING**

Brown to poll members and set up next meeting.

**G. ADJOURNMENT**

**MOTION** by Nagel, seconded by Stiglich to adjourn. The meeting adjourned at 3:49 PM.  
**Motion carried unanimously.**

Respectfully submitted,

Judith A. Sartucci  
Recorder pro tem

REVIEWED AND APPROVED BY COMMITTEE: \_\_\_\_\_