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## BOARD OF HEALTH CENTRALIZATION COMMITTEE

### November 16, 2015 Meeting Minutes

#### A. CALL TO ORDER AND ATTENDANCE

Meeting called to order by Charlie Brown, new Committee Chair and Director of Health, at 2:14 PM in Caucus Room A of the Berlin Town Hall, Berlin, CT.

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

Absent: Ray Jarema            Quorum present.

Staff: none

Date notice posted: November 13, 2015

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

#### C. REVIEW AND REORDER AGENDA

**MOTION** by Sartucci, seconded by Checko, to adopt the agenda as posted. **Motion carried unanimously.**

#### D. APPROVAL OF MINUTES

**MOTION** by Checko, seconded by Stiglich, to approve the minutes of the October 13, 2015, Committee meeting as submitted. **Motion carried unanimously.**

#### E. UNFINISHED BUSINESS

##### 1. Feasibility Study

- Brown presented a revised version of the feasibility study on centralization that he had worked on with Peter Holland of Gorman & York. Some changes previously suggested by Committee members still not made, but Brown will take care of.
- Committee made additional suggestions and asked that the actual number of staff in each of 5 current office locations (e.g., 6 in Wethersfield, one in Rocky Hill, one in Berlin, 2-3 in Newington locations) be identified.
- Brown will present the study to the Board at its November 17<sup>th</sup> meeting.

Conclusion of Committee is that CCHD can and should proceed with consolidation and a move. Committee is very positive about such action and its impact on the future efficiency, use of resources, and services provided by the Health District.

**Motion** by Nagel, seconded by Stiglich, to move the feasibility study with a recommendation for action forward to the Board. **Motion carried unanimously.**

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**E. NEW BUSINESS**

**1. Presentation to Board**

- Brown reviewed a draft power point presentation with Committee. Target audience is the Board. Presentation to municipal leadership and others will be developed after Board accepts the feasibility study and Committee recommendation and authorizes continued planning.
- Committee provided feedback and suggested changes.
- Sartucci asked that Brown prepare a separate page summarizing the fiscal and other planning strategies that he has discussed in various Board committees. This would be used for discussion in executive session with Board.
- Brown to present at Board's Nov. 17<sup>th</sup> meeting.

**F. EXECUTIVE SESSION** – none needed at this time.

**G. NEXT STEPS AND NEXT MEETING.**

- Committee in general agreement that this phase of its work as a Board committee has been completed. Next stage should be handled directly by Brown out of his Office with the assistance of Committee members in an advisory capacity.
- Brown will reconvene group in January and may add staff or others, as appropriate, to this Committee for the next stage of planning. He told Committee members he will need their input particularly on presentation and discussion with municipal leadership in member towns as well as continued advice from those Committee members who have negotiated, planned or supervised such moves.
- Brown thanked members for their time, input and assistance during this year-long process.

**H. ADJOURNMENT - A MOTION** was made by Stiglich, seconded by Checko to adjourn.  
**Motion carried unanimously.** The meeting adjourned at 3:47 PM.

Respectfully submitted,

Judith A. Sartucci  
Recorder pro tem

**REVIEWED AND APPROVED BY COMMITTEE: January 5, 2016**