



Office of the Director

CENTRALIZATION COMMITTEE

December 8, 2017 Special Meeting Minutes

A. CALL TO ORDER AND ATTENDANCE

Meeting called to order by Charlie Brown, Committee Chair and Director of Health, at 1:00 PM in the 9/11 Memorial Room of the Pitkin Community Center, Wethersfield, CT.

Present: Charles Brown (Director of Health), Ann Hartman (Assistant Director-Community Health), Pat Checko, Judith Sartucci, Ann Marie Diloreto, and John Aforismo.

Excused: no none **Quorum present.**

Date notice posted: December 7, 2017

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

C. REVIEW AND REORDER AGENDA

Motion by Checko, second by Diloreto to accept the agenda. **Motion approved unanimously.**

D. APPROVAL OF MINUTES

MOTION by Sartucci, seconded by Aforismo, to approve the minutes of the November 17, 2017 Committee meeting with change of date on second page. **Motion carried unanimously.**

E. UNFINISHED BUSINESS

1. None

F. New BUSINESS

1. Discussion of potential space allocation and design concepts

- Committee members discussed potential needs for the office space and potential uses and configurations.
- Committee agreed that a professional reception area was preferred that allowed for screening of office space and security.
- Flexible conference space that facilitates reconfiguration into training or conference settings. Big enough to hold 25-30 people.
- Environmental Health Section was discussed to include collaboration space and room to review plans and store supplies. Open concept is an option that other LHDs use and should be considered.

CENTRALIZATION COMMITTEE
December 8, 2017 Special Meeting
Page 2

- Potential of inclusion of future clinical space was discussed but needs to be further defined before space needs can be positively identified. Brown will research and present at future meeting.
- Storage space was discussed and the need to store both files and equipment for emergency preparedness/response should be considered.
- The potential to continue storing preparedness material in town facilities should be determined prior to move.
- Committee members agreed that there is a need to tour other LHDs to get some ideas as to how they are setup. Brown will seek to organize a tour of a few health districts after the holidays.

G. NEXT MEETING

Next meeting TBD.

H. ADJOURNMENT

MOTION by Diloreto, seconded by Checko to adjourn. The meeting adjourned at 2:35 PM. **Motion carried unanimously.**

Respectfully submitted,

Charles K. Brown Jr., MPH
Recorder pro tem

REVIEWED AND APPROVED BY COMMITTEE: _____