



**Approved**

## **BOARD OF HEALTH**

### **June 18, 2015 Meeting MINUTES**

**A. CALL TO ORDER.** Chairman Judy Sartucci called the meeting to order at 6:45 P.M. at the Lucy Robbins Wells Library – Community Room, Mazzocoli Way, Newington, CT

**Present:** Judy Sartucci, Chairman  
Pat Checko, Vice-Chairman  
Charles K Brown Jr., Secretary-Treasurer/Director of Health  
Angela Colantonio  
Margaret Hanbury  
Kristine Nasinnyk  
Michele Sadlosky  
Marti Stiglich  
Carolyn Wysocki  
Dianne Doot

**Excused:** Jerilyn Nagel, Ray Jarema

**Quorum Present.**

**Staff:** Jane Knotek- Secretary

**Meeting notice posted:** June 12, 2015

**B. PUBLIC FORUM** – No one present

**C. ADOPTION OF MEETING AGENDA** –

**MOTION** by Hanbury, seconded by Sadlosky to adopt the meeting agenda as amended with the addition under “new business” of “public hearing policy”. **MOTION CARRIED UNANIMOUSLY**

**D. COMMUNICATIONS** –

- Brown distributed periodicals of Journal of Public Health, Nation’s Health, Governing, NALBOH e-news and NACCHO Exchange. Sartucci shared an article from the Rare Reminder of the Memorial Day parade, in which the health district participated in.

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**E. EXECUTIVE SESSION -**

**MOTION** was made by Nasinnyk, seconded by Hanbury to go into executive session for discussion of:

- a. Draft document exempt from disclosure under Conn. Gen. Stat. 1-210 (attorney client privileged work product related to collective bargaining and to former director's health benefits);
- b. Proposed FY 2015-16 budget related to collective bargaining negotiations; and
- c. Legal services

**MOTION CARRIED UNANIMOUSLY**

In Executive Session at 6:51 PM: Sartucci, Brown, Hanbury, Checko, Stiglich, Doot, Nasinnyk, Colantonio, Sadlosky, and Wysocki. .

Brown left session at 6:56 PM.

Out of Executive Session at 7:07 PM.

**F. ACTION ON ITEMS DISCUSSED IN EXECUTIVE SESSION -**

**MOTION** was made by Sadlosky, seconded by Stiglich to approve a monthly invoice for payment for legal services rendered by Shipman and Goodwin through May 31, 2015. Approved: Sartucci, Checko, Stiglich, Nasinnyk, Sadlosky, Colantonio, Doot and Hanbury. Opposed: Wysocki. Abstained: no one. **MOTION CARRIED**

**G. APPROVAL OF RECORD OF VOTES AND MINUTES (May 21, 2015 Board Meeting) -**

**MOTION** by Nasinnyk, seconded by Colantonio to approve the record of votes and minutes of the May 21, 2015 Board meeting. Approved: Sartucci, Checko, Stiglich, Nasinnyk, Sadlosky, Colantonio, Hanbury and Wysocki. Opposed: no none. Abstained: Doot. **MOTION CARRIED**

**H. OFFICER REPORTS**

**1. DIRECTOR OF HEALTH REPORT -**

- **Community health improvement planning update** – Four town walking competition is complete, and the Town of Berlin won this year's competition.

Brown participated in Hartford Healthcare Community Health Needs Assessment (CHNA) prioritization sessions. The goal is seeking to align

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activities between CCHD CHIP, DPH SHIP and hospital community benefit plans. A summary report is in the packet

- **Pro Bono Partners services** – Project for EP MOA’s is ongoing. A meeting has been set up with the Newington Town Manager, Town Attorney, Pro Bono attorney, Emergency Preparedness Coordinator, and Charles Brown to discuss what it takes to sign a memorandum of agreement.

Next projects likely to be about background checks and advocacy.

- **2015 State Legislative Session Recap –**
  - a. Hoarding Bill did not pass, was caught up in a “log jam of bills” at end of legislative session.
  - b. Cottage Food Bill passed; Brown is waiting on language from DPH and DCP. Effective in October 2015.
  - c. Sushi Rice Acidification and Sous Vide Bill also passed, will eventually affect staff workload once implementation or regulations are determined.
  - d. District Per Capita Bill was killed.
- **Vital Signs article on Preventing Melanoma** – provides the whole picture on a public health problem and the policy making role.
- Parade in Rocky Hill was a blast and skin cancer prevention was definitely highlighted.
- Remind board members re: online training available to them.
- Reconvening the Workforce Development Planning Task Force over the summer to address staff, board and other volunteer’s educational needs.
- Staff attended the Upbeat picnic in Berlin CT.

**I. COMMITTEE REPORTS –**

**1. Finance Committee** – Nasinnyk. Reviewed the monthly financial report ending May 31, 2015. Health District revenue and spending continue on track for the year and agency should finish year in the black.

**2. Governance Committee** – Hanbury.

- FOIA presentation for Board postponed until Fall. Brown to draft objective with staff over summer months.
- Brown also reported on survey by CCM of health departments to determine if any use the incentive of reduced licensing fees to promote healthier menus.
- No changes were made to the fee schedule; however additional language will be added to the CCHD Hearing policy to include changes to the fee schedule.

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**3. Human Resources Committee** – Stiglich. No meeting.

**4. Centralization Committee** – Nagel. Next meeting will be in the Fall 2015.

**5. Nomination Committee** – Wysocki. Wysocki announced any board member to consider serving as chair, vice chair or member at large, respond by September 1, 2015.

**J. UNFINISHED BUSINESS –**

**1. APPROVAL OF FY 2016 AGENCY BUDGET AND FEE –**

**MOTION** by Finance Committee Chairman Nasinnyk to adopt 1) the proposed FY 2015-2016 agency budget and 2) the proposed FY 2015-2016 fee schedule, as recommended by the Finance Committee and presented this evening in public hearing. **MOTION CARRIED UNANIMOUSLY**

**K. NEW BUSINESS**

1. **Veteran recruitment and hiring policy** – Discussion on this item included clarification that the policy did not give a veterans preference in hiring, just made outreach to veterans explicit in recruitment activities.

**MOTION** by Human Resources Chairman Stiglich to endorse a policy on recruitment and hiring of military veterans as recommended by the Human Resources Committee. **MOTION CARRIED UNANIMOUSLY.**

**MOTION** by Governance Committee Chairman Hanbury to amend the agency's public hearing policy to include the proposed annual fee schedule as part of the annual budget hearing as recommended by the Governance Committee and endorsed by Finance Committee. **MOTION CARRIED UNANIMOUSLY**

**L. NEXT REGULAR BOARD MEETING** – July 16, 2015 – 6:30 PM, Berlin (Location TBA)

**MOTION** by Wysocki, seconded by Sadlosky to cancel the July 16, 2015 board meeting. **MOTION CARRIED UNANIMOUSLY**

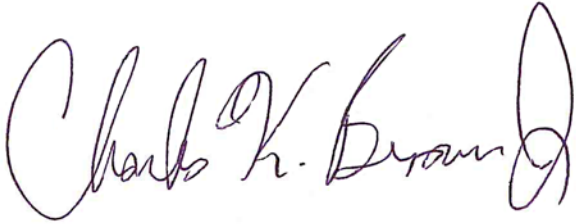
**M. ADJOURNMENT –**

**MOTION** was made by Hanbury, seconded by Nasinnyk to adjourn. **MOTION CARRIED UNANIMOUSLY.**

Meeting adjourned at 9:00 PM

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Respectfully submitted,

A handwritten signature in black ink that reads "Charles K. Brown, Jr." The signature is written in a cursive style with a large, prominent initial 'C'.

Charles K. Brown, Jr., MPH  
Board Secretary-Treasurer/Director of Health

**REVIEWED AND APPROVED BY BOARD: September 10, 2015**