



BOARD OF HEALTH

November 17, 2015 Meeting MINUTES

A. CALL TO ORDER. Chairman Judy Sartucci called the meeting to order at 6:30 P.M. in the Lienhard Room of the at the Lucy Wells Library, Newington CT

Present: Judy Sartucci, Chairman
Pat Checko, Vice-Chairman
Charles K Brown Jr., Secretary-Treasurer/Director of Health
Angela Colantonio
Margaret Hanbury (arr. 7:17 PM)
Ray Jarema
Jerilyn Nagel
Kristine Nasinnyk
Marti Stiglich
Michele Sadlosky
Carolyn Wysocki (arr. 6:42 PM)

Excused: No one

Quorum Present.

Staff: Jane Knotek- Recorder

Meeting notice posted: November 12, 2015

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

C. ADOPTION OF MEETING AGENDA

MOTION by Jarema, seconded by Sadlosky to adopt the meeting agenda as posted.

Motion carried unanimously.

D. PRESENTATION: “Confidentiality Issues and the FOIA” by Attorney Lisa Banatoski Mehta of Shipman & Goodwin, Hartford, CT

Sartucci introduced Lisa Banatoski Mehta, the Board’s attorney on labor and management issues, who presented an overview of the CT Freedom of Information law (FOIA) and a review of confidentiality issues affecting the agency and the work of the Board. Banatoski Mehta distributed an educational packet with a basic overview of the freedom of information act; State of Connecticut record retention

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schedules; an outline for confidentiality considerations; and examples of final decisions made by the FOIA Commission and CT courts.

Wysocki arrives at 6:42 PM and joins session.
Hanbury arrives at 7:17 PM and joins session.

Many questions were raised and answers were given concerning our day to day work procedures and policies.

E. COMMUNICATIONS –

In the board packet or at board members' seats were the following:

- News article on Nancy Brault's appt. as director of health of Monroe.
- Letter from the Board congratulating Nancy on her new position.
- News article from the 10-31-15 Courant about legionella and the Berlin HS.
- A copy of the PHAB announcement of 15 newly accredited health departments, one of which was the Naugatuck Valley Health District, the first health district in the state to be accredited (Norwalk HD was accredited last year as the first municipal health department.)
- A letter of congratulations on its achieving PH accreditation sent to the Naugatuck Valley Health District on behalf of the Board.
- Approved copy of the 2015-2016 Board Committee appointments.
- Approved copy of the 2016-2020 CCHD Strategic Plan.
- Announcement previously e-mailed from Sartucci regarding a one-hour NALBOH webinar on tackling legal issues in public health and when and how to use legal counsel.

Also in the packet was a draft resolution saluting staff on November 23, 2015, National Public Health Thank You Day.

MOTION by Hanbury, seconded by Nasinnyk in support of a board resolution saluting its Director and his staff on the upcoming Public Health Thank You Day for their commitment and fine work. **Motion carried unanimously.**

Brown circulated the following publications:

- NACCHO Dispatch magazine
- Governing magazine

F. APPROVAL OF RECORD OF VOTES AND MINUTES (Oct. 15, 2015 Board Meeting).

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MOTION by Wysocki, seconded by Jarema to approve the record of votes of the October 15, 2015 Board meeting as posted and the October 15, 2015 meeting minutes with correction of some typos. **Motion carried unanimously.**

G. EXECUTIVE SESSION:

MOTION by Stiglich, seconded by Colantonio to go into executive session pursuant to Conn. Gen. Stat. Sec. 1-200(6)(A) for discussion related to:

- a. Former director's health benefits;
- b. 2016 Director of Health performance evaluation criteria;
- c. Personnel update – assistant director of health position;
- d. Collective bargaining negotiations update; and
- e. Legal services

Motion carried unanimously.

In executive session at 7:50 PM. Present in Executive Session: Checko, Colantonio, Hanbury, Jarema, Nagel, Nasinnyk, Sadlosky, Sartucci, Stiglich, and Wysocki. Brown joins session at 7:55 PM and waives his right under Conn. Gen. Stat. Sec. 1-200(6)(A) to a public session on criteria related to his 2016 performance evaluation. Board out of executive session at 8:20 PM.

H. ACTION ON ITEMS DISCUSSED IN EXECUTIVE SESSION –

MOTION by Board Vice-Chairman/Finance Committee member Checko to accept the criteria for the 2016 annual evaluation of the Director of Health as recommended by the Performance Evaluation Committee. **Motion carried unanimously.**

MOTION by Human Resource Committee Chairman Stiglich to approve the establishment of an Assistant Director for Community Health position as recommended by Brown and endorsed by the Human Resources Committee. **Motion carried unanimously.**

MOTION by Checko, seconded by Hanbury to approve the payment of two monthly invoices for legal services rendered by Shipman and Goodwin; one for services through August 31, 2015 and the other for services through October 31, 2015. Approved: Sartucci, Checko, Stiglich, Sadlosky, Hanbury, Colantonio, Jarema, Nasinnyk and Nagel. Opposed: no one. Abstained: Wysocki. **Motion carried.**

I. OFFICER AND STAFF REPORTS –

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1. CHAIRMAN’S REPORT — Sartucci noted that Wethersfield has 2 board vacancies still unfilled. On July 1st, 2016 Rocky Hill will be eligible to appoint a third member to the Board. Lastly, 3 board positions will also be up for appointment/reappointment on July 1st.

2. DIRECTOR OF HEALTH AND STAFF REPORTS –

- Brown and three other board members (Colantonio, Nagel and Wysocki) attended the annual CPHA conference in October. It highlighted the ability to work with partners to make impactful change. An example: Bridgeport and their work with partners that resulted in a RWJF Culture of Health Award.
- Flu clinics were completed on November 10th over 2200 flu shots were given. CCHD is planning 2 clinics to give the new pneumonia vaccine, Prevnar 13 .

J. COMMITTEE REPORTS –

1. **Finance Committee** – Nasinnyk. Committee continues to meet monthly and to review each monthly financial report. The Committee recommends adoption of a policy on budget adjustments (will be voted on under “New Business”). It is also reviewing the need to adjust the annual fee schedule for 2016-2017 as part of its preparation of the FY 2017 budget. It approved a 2016 meeting schedule.
2. **Governance Committee** – Hanbury. Committee did not meet this month, but its 2016 annual meeting schedule is complete.

Stiglich momentarily left the meeting.

3. **Human Resources** – Sartucci reported for Stiglich. Minutes and the proposed travel policy changes are in the Board packet. The Committee recommends fine-tuning some points in the policy. The new Supervising Sanitarian and assistant director positions were discussed earlier in executive session.
4. **Centralization Committee** – Brown will present later in the meeting the recently completed centralization feasibility study.
5. **Performance Evaluation Committee** – Sartucci presented the Committee’s report and recommendations earlier in executive session. Committee will meet again with Brown in March.

Stiglich returned to meeting.

K. UNFINISHED BUSINESS –

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1. Presentation –Brown presented an overview of the work of the Centralization Committee and its recent feasibility study completed by Gorman & York Consultants. He reviewed and discussed the consultant’s findings in the following areas:

- CCHD’s current office space
- Is it organized in the best way
- Why centralize CCHD office space
- the potential concerns with CCHD office centralization
- the costs associated with centralization
- Estimated one-time expenses
- Estimated recurring expense
- What does the agency still need to consider?

After a year of study at the Board’s request the Centralization Committee concluded 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 Checko, seconded by Jarema to go into a brief executive session for discussion of financial strategies related to centralization and relocation.

Motion carried unanimously.

In executive session at 8:41 PM.

Present in executive session: Brown, Checko, Colantonio, Hanbury, Jarema, Nagel, Nasinnyk, Sadlosky, Sartucci, Stiglich, and Wysocki.

Out of executive session at 8:46 PM.

MOTION by Nagel, as former Committee chair and current member of the Centralization Committee, to accept the centralization feasibility study and to authorize the Director of Health to proceed with the next step of planning for consolidation and relocation as recommended by the Centralization Committee.

Motion carried unanimously.

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.

MOTION by Checko, seconded by Jarema to approve the Board Chairman’s dissolution of the Board’s Centralization Committee and to convey the thanks and appreciation of the Board to Committee members for their work. **Motion carried unanimously.**

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2. Annual presentations to town councils – Sartucci reminded Board members of the upcoming presentation dates to each Town Council and again asked that Board members attend the presentations in their respective towns.

L. NEW BUSINESS

a. Approval – board policy on revisions to approved budget

MOTION by Finance Committee Chairman Nasinnyk to approve the new Board policy on revisions to an approved budget as recommended by the Finance Committee. **Motion carried unanimously.**

b. Approval – revised travel policy

MOTION by Human Resources Committee Chairman Stiglich to approve revisions to the travel policy as recommended by the Human Resources Committee. **Motion carried unanimously.**

M. UPCOMING BOARD MEETING – the December Board meeting is scheduled for December 17, 2015 - 6:30 PM in Berlin, CT – site TBD.

MOTION by Sadlosky, seconded by Stiglich to cancel the December 17, 2015 monthly Board meeting. **Motion carried unanimously.**

Next regular Board meeting will then be held on Thursday, January 21, 2016 – 6:30 PM at the Newington Town Library. Board will vote on its 2016 meeting schedule at its January meeting.

N. ADJOURNMENT –

MOTION by Nasinnyk, seconded by Colantonio to adjourn. **Motion carried unanimously.**

Meeting adjourned at 8:55 PM

Respectfully submitted,

Charles K. Brown, Jr., MPH

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Board Secretary-Treasurer/Director of Health

REVIEWED AND APPROVED BY BOARD: January 21, 2016