

Eastern Highlands Health District
Board of Directors Regular Meeting Minutes
Coventry Town Hall Annex
Thursday, January 17, 2019

Members present: R. DeVito (Ashford), J. Elsesser (Coventry), J. Higgins (Andover), D. Kennedy (Mansfield), T. Nuccio (Tolland), E. Paterson (Mansfield), J. Stille (Bolton), D. Walsh (Coventry), M. Walter (Columbia)

Staff present: R. Miller, C. Trahan, K. Dardick (5:30pm), M. Brosseau

Scheduled Item: EHHD Public Hearing – Proposed FY19/20 Operating Budget, Proposed FY 19/20 CNR Budget, Proposed FY19/20 Fee Schedule

J. Elsesser made a MOTION, seconded by J. Stille to waive the reading of the announcement into the record and to attach it to the minutes. MOTION PASSED unanimously.

J. Elsesser made a MOTION, seconded by J. Stille to open the public hearing at 4:33 pm. MOTION PASSED. Seeing no public present, J. Elsesser made a MOTION, seconded by J. Stille to close the public hearing at 4:34 pm. MOTION PASSED unanimously.

Call to Order

E. Paterson called the meeting to order at 4:34pm.

Approval of Minutes (December 13, 2018)

J. Stille made a MOTION, seconded by D. Kennedy to approve the minutes of the December 13, 2018 meeting as presented. MOTION PASSED with D. Kennedy abstaining.

Proposed Fiscal Year 19/20 Operating Budget, Proposed FY 19/20 CNR Budget, and Proposed FY19/20 Fee schedule

J. Elsesser made a MOTION, seconded by J. Stille to table adoption of the proposed Fiscal Year 19/20 Operating Budget, CNR Budget, and Fee schedule until February 21, 2018 for purposes of waiting for the release of the Governor's budget. Discussion ensued. RMOTION PASSED with D. Walsh opposing.

Finance Committee – Quarterly financial report for the period ending 12/31/18

R. Miller reported that the Finance Committee met and reviewed and accepted the quarterly financial report for the period ending 12/31/2018.

Town Reports

Coventry

J. Elsesser reported that the agreement being developed between Coventry and Bolton to run a sewer line from Coventry, through Bolton and into Manchester has been delayed indefinitely due to a technical issue regarding the funds Manchester receives from the Clean Water Fund.

J. Elsesser informed the board that the demolition permits for the building where Wicked Slice was operating will soon be reviewed. The town has notified the owners/operators of Wicked Slice that they need to open discussions with the health department regarding they seating they are hoping to add to the restaurant when they rebuild.

J. Elsesser informed the board that Francesca's restaurant has closed. The owner of the building is looking for a new tenant.

J. Elsesser reported that Town Managers in the region have been meeting to determine how to support each other. An example is the coordinated trail maintenance that will be happening.

Mansfield

D. Kennedy reported to the board that Mansfield has received notice to proceed with the 4 Corners Sewer project.

Tolland

T. Nuccio reported that the search for a new Town Manager has begun. They are hoping to have someone in place by May or June.

There was discussion regarding the Birch Grove School crumbling foundation issue.

Directors Report

Substance Abuse in our Communities Workgroup – update (no attachment)

R. Miller reported that he has received a few responses from libraries regarding the distribution of Narcan to libraries. R. Miller had a meeting in Willimantic where he gave a presentation on the opioid issue to area library directors. R. Miller met with Mansfield Youth Services coordinator K. Bell regarding a SECOG mini grant they received for educational training and acquisition of Narcan. EHHD will partner with Youth Services to develop a policy to store the Narcan in public buildings.

FDA Food Code Transition – update

R. Miller notified the board that the adoption of the FDA regulations has been delayed. He anticipates the delay will continue until new administration is in place. R. Miller reported that all EHHD field staff have completed the online trainings.

R. Miller reported that public act 18-169 passing mandates a policy be put in place by the end of the month for itinerant food vendor license reciprocity. R. Miller noted that it is highly unlikely that this will happen.

Five Guiding Values - staff discussion

R. Miller informed the board that he leveraged D. Kennedy's Five Guiding Values to initiate discussion with staff. He felt this resulted in a rich conversation and lively discussion.

Notice of 1/17/19 Round Table Discussion regarding regionalization of Fairfield County municipal health departments

R. Miller notified the board that this meeting was cancelled.

Mass Dispensing Area (MDA) Consolidation

R. Miller informed the board that the state is pursuing restructuring and consolidation of the 41 Mass Dispensing Areas, due to pressure from the CDC. R. Miller stated that DPH is asking that for MDA consolidation to follow DEMS Regions. He informed the board that even though MDAs will be consolidated, this will not change POD preparedness or locations in our region. R. Miller expressed concern that there may be a reduction of funding to local health to accommodate the extra layer of bureaucracy.

Impending staff vacancies

R. Miller reported that Brian Clinton, Health & Wellness Coordinator has resigned his position. His last working day was 3/1/19. R. Miller is working with the HR department to write a mutually agreeable posting.

R. Miller announced that Jeff Polhemus will be stepping down as Chief sanitarian. His last day as a full time employee will be 1/18/19. He will continue on a part time basis during the transition to finding a new Chief Sanitarian.

R. DeVito initiated discussion regarding the possibility that the new Chief Sanitarian could be paid less than the senior sanitarians. R. Miller acknowledge the possibility, and noted that salary ranges are set and can only be changed by the board.

Report from Dr. Dardick

K. Dardick reported that it is a slow flu season so far. He is still recommending the vaccine to those who have not gotten it. He also reported that the shingles vaccine is still not available.

Communications

Commissioner Pino re: departure as DPH commissioner Adjournment

R. Miller brought to the attention of the board the letter from Commission Pino regarding his departure at DPH Commissioner. R. Miller noted that Commissioner Pino has been open and accessible to local health.

Personnel Committee

D. Walsh informed the board that the personnel committee met to discuss the instrument used to evaluate the Executive Director. The committee felt like a better instrument could be developed and will be working with J. Putnam to find a different instrument for next year.

D. Walsh noted that R. Miller will be working with J. Putnam to develop a 360 feedback tool. The Personnel Committee will review this prior to R. Miller implementing.

D. Walsh reminded the board that the results are totally for the benefit of R. Miller.

Executive Session – Personnel in accordance with CGS §1-200(6)(a), EHHD Director of Health Performance Review

D. Walsh made a MOTION seconded by T. Nuccio to enter Executive Session at 5:40 pm. MOTION PASSED Unanimously. Executive Session ended at 5:57 pm.

Regular meeting resumed at 6:02 pm.

J. Elsesser made a MOTION, seconded by T. Nuccio to authorize a 2 % increase in annual salary retroactive to July 1, 2018 for the Director of Health. MOTION PASSED unanimously. J. Elsesser requested that the Personnel Committee conduct a salary study of regional health directors.

D. Walsh noted that she will meet with R. Miller to review the results of the survey.

Adjournment

D. Kennedy made a MOTION seconded by J. Elsesser to adjourn the meeting at 6:05 pm.

Next Board Meeting – February 21, 2018, 4:30 PM at Coventry Town Hall Annex

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'R. Miller', written in a cursive style.

Robert Miller
Secretary