

Eastern Highlands Health District

Board of Directors Regular Meeting Minutes

Mansfield Community Center, Community Room

Thursday, August 21, 2014 4:30 PM

Members present A. Bray (Chaplin) J. Elsesser (Coventry), R. Field (Tolland), M. Kurland (Mansfield), J. Luiz (Columbia – via phone), E. Paterson (Mansfield), J. Stille (Bolton), D. Walsh (Coventry),

Staff present: R. Miller, C. Trahan, A. Meriwether, K. Dardick, M. Brosseau

Call to order: E. Paterson called the meeting to order at 4:44pm.

Approval of minutes April 24, 2014: R. Field made a MOTION, seconded by J. Stille to approve the minutes of the April 24, 2014 meeting. MOTION PASSED unanimously.

Public Comments:

None

Old Business

None

New Business

J. Elsesser made a MOTION, seconded by D. Walsh to add to the agenda the communication: **MEMO - COMMUNICATION WITH THOSE CHARGED WITH GOVERNANCE**, dated August 4, 2014. MOTION PASSED unanimously.

Board Development/Orientation Policies and Procedures

R. Miller informed the board that the development of this was an effort to achieve a goal specified in the strategic plan. This document establishes basic standards to assure board members have an adequate understanding of the health district's mission, programs and services, and duties and responsibility of the board.

D. Walsh made a MOTION, seconded by R. Field to approve the "Eastern Highland Health District Policies and Procedures, Board Development/Orientation", document as presented on August 21, 2014. MOTION PASSED unanimously.

FY 14/15 Per Capita Grant Application

R. Miller reported to the board that this annual per capita grant has been submitted and the district has been paid in full for the grant. At this point R. Miller is seeking ratification of the authorization.

J. Elsesser made a MOTION, seconded by J. Stille to ratify the Eastern Highlands Health District's Fiscal Year 2014/2015 State of Connecticut Department of Public Health Per Capita Funding Application as presented August 21, 2014. MOTION PASSED unanimously.

Tolland Employee Wellness Contract

R. Miller informed board that this is a renewal of contract for services that the district has been providing to Tolland with a slight modification. Due to Tolland being a member of ECHIP, EHHD will no longer provide HRA services.

R. Field made a MOTION, seconded by D. Walsh to authorize the Director to execute the Town of Tolland/Eastern Highlands Health District Employee Wellness Service Agreement, as presented August 21, 2014.

CNR FY 14/15 proposed budget amendment

R. Miller requested the board authorize the spending of funds identified for the IT infrastructure upgrade.

J. Elsesser made a MOTION, seconded by D. Walsh to approve the proposed amendment to the Fiscal Year 2014/2015 Capital Non-recurring Budget, as presented August 21, 2014. D. Walsh stated that the amount, \$100,000.00 should be specified. MOTION PASSED unanimously.

Committee Reports

Personnel Committee

R. Miller, on behalf of M. Hart, reported that the personnel committee met July 16, 2014 and approved a motion and recommends to the board to establish a Durational Employee Designation.

D. Walsh made a MOTION, seconded by M. Kurland to approve the amendment to the personnel rules, which establishes the Durational Employee designation, as present on August 21, 2014. MOTION PASSED unanimously.

Finance Committee: Financial Reports – period ending June 30, 2014

R. Miller reported that the finance committee met prior to the regular board meeting where they reviewed and approved the financial report with one qualification. There was a booking omission of \$5019.98 that will be updated. R. Miller noted that the fee for services have met or exceeded the expectations for the fiscal year.

MEMO – Communication with those charged with Governance, dated August 4, 2014

C. Trahan informed the board that this communication is to inform the board of the audit process, timeline and responsibilities of the auditors and management. Memo also provided contact information if there are any areas of concern that should be brought to the attention of the auditors.

Addendum to Personnel Committee Report

R. Miller informed the board that Rita Kornblum, Community Health and Wellness Coordinator, has resigned. J. Luiz asked if exit interviews were conducted. R. Miller stated that they are not at this time. D. Walsh agreed that it was a good idea to conduct exit interviews. General consensus by the board was that this would be a good item for future discussion by the Personnel Committee.

Town Reports

Coventry – J. Elsesser reported that DEEP has accepted the sewer study. Also they are evaluating the extension of public water supply with CT Water Company. Submission of an application to state DPH for a water tower is under consideration.

J. Elsesser informed the board that Patriots Park was closed only for 1 day this summer. R. Miller surmised that a rain event was the probable cause. J. Elsesser also reported that CT Water is doing major line replacement in the Village area.

Bolton – J. Stille reported that the sewer project is in Phase 5. She also informed the board that Bolton Middle Lake is having an algae bloom.

Tolland – R. Field reported that work is progressing on the new water line; Tolland is investigating selling the water company. And there is a new bank coming into town, SI Financials.

Mansfield – E. Patterson reported that Public hearings on the sewer project are ongoing. The project will hopefully be taken to referendum in November; Tech Park road has been started; CT Water project to bring water into Mansfield is progressing.

R. Miller informed the board that the CT Water Advisory Committee has convened their first meeting, at which roles and responsibilities were reviewed. EHHD is represented at these meetings.

D. Walsh asked if EHHD is involved at all with the Downtown Partnership and the development of the downtown. R. Miller stated that EHHD is involved only with regulation of Food Service Establishments and the daycare that is being built. EHHD is also developing relationships with healthcare entities in new downtown.

Director's Report

Community Transformation Grant - Presentation

R. Miller presented an overview of the CTG grant. Originally a 5 year grant it has been terminated early after 3 years. This does not impact the budget. Focus of the grant was to promote policies targeting healthier behaviors.

K. Dardick inquired if the district has taken a position on smoking in outdoor public areas and informed R. Miller of the opportunity to testify at a Town Council meeting on 8/25/14 regarding the banning of smoking in public parks.

E. Patterson left the meeting at 5:45, J. Elsesser assumed the role of chairing the meeting.

Meeting adjourned at 5:45pm due to loss of quorum.

Quarterly Activity Reports – 3rd Quarter & 4th Quarter

R. Miller stated that the Quarterly Reports show revenues are up and stabilization of the economy is evident.

Strategic Plan/Information Technology Plan update

R. Miller informed the board that the IT committee is in the process of selecting a vendor. The committee is split on the choice. therefore they are doing due diligence and seeking reference on the vendors. Once the vendor is in place, this will meet many of the objectives of the strategic plan. D. Walsh asked if there was a target date for selecting the vendor. R. Miller stated that Oct 1st is the target date.

R. Miller informed the board of a new policy from DPH for a director of health's absence. This new policy requires written agreements between health departments for coverage in the case of a director of health's absence.

R. Miller brought to the board's attention that DEEP has issued a general permit regarding the installation of water treatment systems. The permit provides guidelines about how they are to be installed.

Meeting ended 6:11 p.m.

Next Board Meeting – October 16, 4:30 PM at Coventry Town Hall Annex

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'R. Miller', written over a horizontal line.

Robert Miller
Secretary