

Eastern Highlands Health District
Board of Directors Regular Meeting Minutes
Audrey Beck Municipal Building, Mansfield
Thursday, December 12, 2013

Members present: J. Elsesser (Coventry), R. Field (Tolland) M. Hart (Mansfield), M. Kurland (Mansfield), J. Luiz (Columbia), E. Paterson (Mansfield), P. Schur (Willington), J. Stille (Bolton), D. Walsh (Coventry), S. Werbner (Tolland)

Staff Present: C. Trahan, R. Miller, M. Brosseau, K. Dardick (4:50pm), J. Frost, R. Kornblum

E. Paterson called the meeting to order at 4:31 PM.

R. Miller introduced the Board to Rita Kornblum, Community Health and Wellness Coordinator, and Jordana Frost, Project Specialist. Both were welcomed by the Board

Election of Board Officers (Chair, Vice Chair, Assistant Treasurer)

MOTION made by D. Walsh seconded by S. Werbner to nominate and elect the same board officers. The officers are E. Paterson, Chair, J. Elsesser, Vice Chair and J. Stille, Assistant Treasurer.

E. Paterson asked if there were any other nominations. No nominations were made.

MOTION PASSED unanimously.

MOTION MADE by J. Stille, seconded by M. Kurland to approve the minutes of the October 17, 2013 regular meeting as presented. MOTION PASSED unanimously. J. Luiz and R. Field abstained.

Public Comments: None

Old Business: None

Board of Directors 2014 Regular Meeting Schedule

M. Hart made a MOTION seconded by J. Stille to adopt the Eastern Highlands Health District Board of Directors 2014 regular meeting schedule as presented.

R. Miller noted that not all meetings were scheduled for a third Thursday and the reasoning for the changes.

MOTION PASSED unanimously.

Proposed transfer from General fund to capital nonrecurring fund

R. Miller reported that the finance committee met prior to the regular board meeting to review the proposed FY 13/14 equity transfer from the General fund to the capital nonrecurring fund. The recommendation by the finance committee is to amend the FY 13/14 capital nonrecurring budget for the purposes of funding strategic planning priorities.

The amendments include an increase in the FY 13/14 transfer to a total of \$140,000, and an equivalent increase in the expenditures. The timing and specific appropriation are to be determined at a later date. D. Walsh inquired about the reasoning for the modification. J. Elsesser stated that the finance committee felt it was better to make the transfer in one fiscal year rather than 2, thus making the funds available sooner for funding strategic planning initiatives.

S. Webner requested that the Community Health Needs Assessment be moved up in the priority list.

R. Miller noted that the finance committee authorized the FY 13/14 transfer of \$8750 of ECHIP proceeds to the capital nonrecurring fund to be used to fund the Community Health Needs Assessment.

J. Luiz requested that Rob summarize the IT infrastructure upgrade. R. Miller informed the Board that the IT consultant will be at the January meeting to provide an overview of the IT plan. CNR fund as proposed has identified the following critical components cloud based platform for permit tracking, financing smartphones and tablets to make the inspectors more mobile, training component and licensing of software.

D. Walsh made a MOTION seconded by J. Stille to authorize an equity fund transfer of \$140,000 by the Chief Financial Officer from the General fund (634) to the Capital nonrecurring fund (635), with such transfer taking place no later than January 30, 2014. MOTION PASSED unanimously.

Proposed Fiscal Year 2014/2015 Budgets and fee schedule

R. Miller updated the Board on the meeting of the finance committee that was held prior to the regular Board meeting. At this meeting the finance committee amended the proposed budget. In specific, the contingency line was re-appropriated to the respective wage and wage associated benefit accounts.

R. Miller outlined the salient features of the proposed budget as amended. These include a 4.9% increase in town contribution rate, a 5% increase in service fee rates, a spending increase of 5.6% for a total proposed spending budget of \$766,159. Major drivers of the budget were an increase in medical insurance coverage, an anticipated decrease in grand deductions for wage and benefits and general wage increases. R. Miller presented additional details on each budget category.

R. Miller opened the floor to questions.

M. Hart initiated discussion regarding employee compensation and the wage study that will be done by the personnel committee. The information from the study will not be available in time to act on the FY14/15 budget. Information from the wage study will be incorporated into the FY 15/16 budget. It was agreed that the proposed 2% wage increase be left in the FY14/15 budget.

It was discussed that pending no material changes in budget revenues wage increases will be effective July 1, 2014.

P. Schur inquired about the expectations of staff. R. Miller informed the board that staff has been told there is a proposed general wage increase of 2% but it is not a guarantee. Staff is also aware of the proposed 1% increase in health premium cost sharing.

J. Stille made a MOTION seconded by R. Field to set a public hearing date of Thursday, January 9, 2014 at 4:30 pm, Audrey Beck Municipal Building, Town Council Chambers, to hear the public's comments regarding the proposed fiscal year 2014/2015 Eastern Highlands Health District operating budget as amended, proposed capital non-recurring budget as amended, and proposed fee schedule.

MOTION PASSED unanimously.

Town Reports

Coventry: J. Elsesser reported that the town of Coventry will be challenging CT Water & OPM on the proposed UConn project. OPM has decided that the town of Coventry cannot ever tap into the water line.

CT water will be replacing water mains in the village with hydrant stubs.

Mansfield: M. Hart reported on Mansfield's agreement with CT water. Town Council received draft agreement and referred it out to various advisory committees. These committees will report back by January 13th. Authorization may be received from the Town Council by the end of January. A public information session on the project will be held. December 18th.

Subcommittee Reports

Personnel Committee

M. Hart reported that at the last personnel committee meeting, they talked about the role of the personnel committee, the recruitment process, the salary survey and set schedule for 2014. Their primary focus was R. Miller's review, a draft of which will be shared in executive session.

J. Stille questioned if the full board received subcommittee minutes. It was agreed that the minutes could be sent out to the full board.

Directors Report

Quarterly activity report period ending 9/30/13

R. Miller presented an overview of the activities for the quarter. Most notable is that Food service inspections have increased. R. Miller is anticipating that we will be at 85% of the mandated inspections.

Strategic Plan Update

R. Miller reported that most efforts are going toward the IT plan. Other items include providing an orientation for new board members, subcontracting for cosmetology inspections and preliminary discussions on office space issues.

Communications

DHHS re: High quality source list

R. Miller informed the Board that this is a list compiled by the State health department to identify priority water sources for source protection.

CDC re: Meningococcal disease associated with Princeton University

M. Kurland reported that UConn has a plan for an outbreak, but there is no vaccine available.

DPH re: Influenza Season

R. Miller noted that rates are below where they were last year.

K. Dardick reported that he receives reports of flu testing activities from Windham and Backus hospital. Also statewide there has been a scattering of cases in Connecticut; none in Tolland county, a few in Windham county and a few in New London county.

K. Dardick reported on the CDC report of lyme disease related sudden death. Heart block or a lowering of the heart rate can occur as a result of lyme disease. However, it is a rare event.

M. Hart made a MOTION, seconded by J. Stille to go into Executive session in accordance with CGS 1-2006a for the purpose of discussing the director's performance review. M. Hart asked that the record reflect that at a certain point in time the board will invite executive director R. Miller to join the session. MOTION PASSED unanimously.

The board came out of executive session at 6:15 pm

MOTION made by J. Stille seconded by J. Luiz to add to the agenda Compensation for the Director of Health. MOTION PASSED unanimously

MOTION made by J. Elsesser seconded by J. Stille to approve a 2% annual salary increase for the Director of Health, effective 7/1/2013. MOTION PASSED unanimously.

J. Stille made a MOTION seconded by R. Field to adjourn at 6:20 pm. MOTION PASSED unanimously.

Next Board Meeting – January 9, 2014 at the Mansfield Town Hall.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read 'Robert Miller', is written over a light blue horizontal line.

Robert Miller
Secretary