

Eastern Highlands Health District
Board of Directors Regular Meeting Minutes
Thursday, April 23, 2015 4:30 PM

Introduction of Natasha Nau, Town Administrator, Town of Columbia

Members present J. Elsesser (Coventry), R. Field (Tolland), N. Nau (Columbia), E. Paterson (Mansfield), P. Schur (Willington), J. Stille (Bolton), S. Werbner (Tolland)

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

Call to order: E. Paterson called the meeting to order at 4:45pm.

Approval of minutes February 19, 2015: J. Stille made a MOTION, seconded by P. Schur to approve the minutes of the February 19, 2015 meeting. MOTION PASSED unanimously.

Public Comments:

None

New Business

Proposed Amendment of FY 14/15 CNR Budget – Community health assessment /community health improvement plan

R. Miller explained to the board that is a time sensitive opportunity to engage in a service contract with Datahaven who is spearheading an initiative to generate community health and wellness data in the state of Connecticut. R. Miller informed the board that this fits in the framework within the strategic plan to conduct a comprehensive community health assessment for our community. The Finance Committee reviewed this prior to the full board meeting and recommended the moving forward of \$5000 from the adopted fiscal year 15/16 Capital non-recurring budget for spending in the current fiscal year 14/15.

J. Stille made a MOTION, seconded by S. Werbner to amend the adopted fiscal year 2014-2015 Capital Non-recurring fund budget by appropriating \$5,000 for the purpose of conducting a community health assessment.

J. Elsesser stated for the record that this is part of the strategic plan. It was also noted that this will reduce the FY 15/16 expenditures by \$5000. MOTION PASSED unanimously.

Connecticut Chapter of the American Planning Association “Plan4Health” Agreement

R. Miller informed the board that the Connecticut Chapter of the American Planning Association is the fiduciary for the Plan4Health Grant awarded to EHHD. R. Miller requested that the board authorize him to negotiate the final terms and execute the memorandum of agreement for the grant.

J. Stille made a MOTION, seconded by J. Elsesser to authorize the Director to negotiate final terms, and execute the Memorandum of Agreement for Plan4Health Initiative between the Connecticut Chapter of the American Planning Association and the Eastern Highlands Health District.

N. Nau inquired as to whether the lack of resources for rural towns was only in the state of Connecticut. R. Miller informed the board that part of the appeal of the proposal was the potential to upscale to other small towns in the country. N. Nau noted that the Institute for Public Administration at the University of Delaware developed resources of this issue.

S. Werbner inquired as to whether the Connecticut Chapter of APA is an entity. R. Miller informed the board that they are a small entity, with a president and board of directors.

J. Stille inquired about the involvement of planners from the towns regarding this effort. R. Miller informed the board that a subcommittee has been formed that includes some of the planners and that J. Frost, project coordinator has reached out to all the town planners.

MOTION PASSED unanimously.

Director Signature authorization resolution – Uconn Allied Health Science, Student Intern Contract.

R. Miller informed the board that EHHD has reached out to the University of Connecticut Allied Health Science department. They are willing to partner with EHHD and to provide student interns in an effort to expose them to public health.

The Attorney General's office at UConn requires a service contract be executed. And requires that the Board adopt a resolution authorizing R. Miller to execute the contract.

J. Elsesser inquired about the length of the contract. J. Stille noted that it is a 5 year period.

J. Elsesser made a MOTION, seconded by S. Werbner to adopt the resolution authorizing the director to execute an agreement between the University of Connecticut, Department of Allied Sciences, and the Eastern Highlands Health District. MOTION PASSED unanimously. (Copy of resolution attached to these minutes.)

Appointment of auditor

Memo written by C. Trahan, CFO was distributed. This memo reminds the board that an auditor must be appointed annually. Town of Mansfield is in the third year of a three year contract with BlumShapiro & Co. P.C., and money has been allocated in the budget.

R. Miller respectfully requested that the board approve the appointment of BlumShapiro & Co. P.C for fiscal year 14/15.

J. Elsesser made a MOTION, seconded by R. Field to approve the appointment of BlumShapiro & Co. P.C as auditor for fiscal year 14/15. MOTION PASSED unanimously.

Proposed Amendment of FY 14/15 CNR Budget – Main office Reorganization (item #1, 2/19/15)

R. Miller reminded the board one of the strategic planning goals was to evaluate the office space. Prior to the last meeting the finance committee met, reviewed the plan and recommended to the full board that they move ahead with allocating the money. M. Hart requested that the item be tabled pending further review of the reorganization plan between M. Hart and R. Miller.

E. Paterson asked which budget was going to be affected. R. Miller clarified that the money would come from the adopted FY15/16 CNR budget. Money would be rolled into the current fiscal year budget.

S. Werbner inquired about the existence of a formal service agreement for the space between EHHD and the Town of Mansfield. R. Miller noted very preliminary comments between he and M. Hart on this issue.

S. Werbner made a MOTION, seconded by J. Stille to amend the fiscal year 2014/2015 CNR expenditure budget to include \$22,000 for the purchase of main office furniture, centralized filing system, and cabinet storage. MOTION PASSED unanimously.

Director signature authorizations

R. Miller reminded board this is an annual requirement for the contracts executed with the state health department.

J. Elsesser made a MOTION, seconded by R. Field to adopt the "Resolution Signature Authorization" for fiscal year 2015/2016 contracts with the Connecticut Department of Public Health, as presented on April 23, 2015. MOTION PASSED unanimously. (Copy of resolution attached to these minutes.)

Acting Director of Health Services Agreement template

R. Miller reported to the board that this is a formalization of the practice for coverage during planned absences by the Director of Health as requested by the Department of Public Health.

J. Stille made a MOTION, seconded by R. Field to authorize the Director to execute the Acting Director of Health Services Agreement by and between the Eastern Highlands Health District and any other Connecticut Local Health Department/District deemed qualified by the director. MOTION PASSED unanimously.

Meeting adjourned due to loss of quorum at 5:07 pm

Town Reports

Coventry J. Elsesser reported that Connecticut water will be starting up the water expansion project in the next couple of weeks in preparation for the Main Street Reconstruction project which will go out to bid in the next couple of weeks.

Reids has reopened for the season. The Corner Store has changed ownership and is waiting for a QFO before starting food service.

Sidewalk construction begins again next week.

Following a case study on EHHD written by ICMA, ICMA will be sending J. Elsesser to Bangladesh for a public health conference.

Bolton

J. Stille reported that there will be a new restaurant opening on Route 85. The sewer project is in the last phase. And there is tear down, rebuilding occurring near the lake.

Tolland

S. Werbner reported that there will be a Public Hearing Process for Connecticut Water as a result of their expansion at UConn.

Mansfield

E. Paterson reported that Mansfield is moving forward with the water and sewer project. At last report, the renewals and leases in Storrs Center were at 88% for next year. These include the buildings that are not yet open.

R. Miller reported that an investigation is ongoing regarding a mysterious sewer odor in the Storrs Downtown area.

Subcommittee Reports

Financial Reports – period ending 3/31/15

R. Miller reported that the finance committee met and accepted the financial reports for the periods ending 3/31/14. R. Miller briefly reviewed the operating revenues for the report ending 3/31/15, noting that fees for service dropped over the winter months due to a lack of permits issued.

Director's Report

EHHD Behavioral Health Risks Among Adults 2011-2013

R. Miller brought to the attention of the board a report done by Connecticut Behavioral Risk Factor Surveillance System presenting data for EHHD adults, 18 yrs and older on selected chronic conditions. R. Miller stated that the outputs are influenced by the University population.

Strategic Plan Report

R. Miller reported on the progress of the strategic plan, highlighting Goal 1, Objective C, Upgrade the technological infrastructure to improve services and communications. ViewPoint has been working with Jaime Russell, Mansfield IT Director, and assessors from each of the towns and Vision to integrate data into the ViewPoint platform. Vision will be contacting all the assessors and providing them a template to run the report that will generate the data needed.

R. Miller also updated the board on Goal 4, Enhance Visibility and Public Awareness of the District, by informing the board that vehicle decals have been purchase and will be applied to all district vehicles. In addition, a Community Outreach & Awareness Plan has been developed with the Community Health & Wellness Coordinator and implementation will begin soon. This will integrate with the Plan4Health initiatives to meet with all of the planning and zoning commissions and advisory committees that work with the planning and zoning commissions. These meetings will be used as an opportunity to introduce the health district and provide information on who we are and what we do.

R. Miller will notify, via email, the town CEO when outreach will be occurring in their town.

Legislative/advocacy – CADH bill tracking list

R. Miller brought to the attention of the board the bill regarding Cottage Food Production. CADH is not in favor of this bill as it will be an enforcement nightmare.

R. Miller also called attention to the Legislation regarding changing the formulary for funding to health departments. CT DPH is proposing to pro-rate the cash infusion for towns electing to join a Health District.

Chair's Report

Board quorum discussion

E. Paterson initiated discussion regarding the challenges of getting quorum for meetings. J. Stille proposed that an ad-hoc committee be set up to bring ideas back to the full board. J. Stille is willing to chair the subcommittee. R. Field and N. Nau have volunteered to be on the committee. R. Miller will email the board members not present at the meeting to invite them to join the committee. The goal is to report back at the June meeting.

Communications/other

DPH re: Influenza season update, week 12

K. Dardick stated that flu is still present.

DPH re: Ebola Monitoring for Travelers

R. Miller announced that a West African Traveler case was monitored in April, by the Health District.

K. Dardick distributed a "safecard" that can be used to assist in the removal of ticks. It is a wallet sized card that has a magnification area and 2 separate areas for using to remove a tick.

Meeting ended 6:11 p.m.

Next Board Meeting – June 18, 2015 4:30 PM at Coventry Town Hall Annex

Respectfully submitted,



Robert Miller
Secretary

