

EASTERN HIGHLANDS HEALTH DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
COVENTRY TOWN HALL
ANNEX
THURSDAY, DECEMBER 17, 2009

Members Present: J. Elsesser, J. Luiz, J. Stille, M. Hart, M. Kurland, P. Schur, R. Fletcher, S. Werbner, T. Tully

Staff Present: R. Miller, M. Remy, Dr. Dardick, C. Trahan

Members Absent: D. Walsh, D. Cianci (Alternate), E. Paterson, F. Daniels, L. Eldridge (Alternate), C. Anderson (Alternate), Andover Appointee (vacant), Scotland Appointee (vacant)

Call to Order: The meeting was called to order by Vice Chair J. Elsesser at 4:31 p.m.

Election of Board Officers: A MOTION was made by R. Fletcher to appoint E. Paterson as Chair, J. Elsesser as Vice Chair, and J. Stille as Assistant Treasurer; seconded by P. Schur. The MOTION was PASSED unanimously.

Approval of October 15, 2009 Minutes: A MOTION was made by J. Stille, seconded by S. Werbner to approve the October 15, 2009 minutes. The MOTION was PASSED with R. Fletcher abstaining.

Public Comments: None

Old Business: None

New Business:

1. Fiscal Year 09/10 Per Capita Grant Application:

R. Miller reported that this is the primary funding source from the state for operations; which was cut 13.4%. This grant funds two full time Sanitarian II positions. The district has received all funds for this fiscal year.

A MOTION was made by J. Stille to ratify the EHHD Fiscal Year 2010 State of CT Department of Public Health Per Capita Funding application as presented, seconded by M. Kurland. The MOTION was PASSED unanimously.

2. Proposed Fiscal Year 10/11 Budget Presentation /Set Public Hearing Date:

J. Elsesser reported that the Finance Committee met and reviewed the proposed budget and recommends the budget that is submitted for consideration.

R. Miller reported the budget is a total spending package of \$719,290, which represents a 1.3% reduction with no change in town contribution rate. Salient components of this proposal include:

- A 6% increase in fee for revenue increase (specific permanent fee categories which include well permits, plan review, etc.)
- A salary account reduction of 4.5% through back filling from the Lead Protection and Emergency Preparedness Grants. Also line item does include step/merit increases with no cost of living increases. Finance committee recommends merit increases are to be deferred for final approval pending the status of revenues and expenditures and state budget process.
- Benefits increased 5.5% due to increases in medical insurance premiums and workers compensation insurance premiums.
- Operational costs increased 4.6% primarily due to increase in audit fees and contractual costs to town of Mansfield.

J. Elsesser reported the Finance Committee did defer capital spending items and did not want to use too much surplus; and deferred discussion on fees for school food service establishments.

M. Hart requested further elaboration of the proposed fee schedule. R. Miller reported the changes for Fee Schedule include Class 2, 3 & 4 Food Service Establishments, Subdivision Plan Review, Plan Review, and Well Permits which were identified by Finance Committee last year as below median of what other health districts are charging for those services. Pool inspection fee is new. P. Schur noted that service for categories selected for increases are high volume categories.

S. Werbner suggested all fees should be competitive with other health districts. A MOTION was made by S. Werbner to have the Finance Committee review the fee schedule and recommend a fee schedule plan for full board consideration by the end of the 2010 summer period, seconded by J. Stille. The MOTION was PASSED unanimously.

J. Stille made a MOTION to set a public hearing date of Thursday, January 21, 2009 at 4:30 p.m., Coventry Town Hall, Annex, to hear the public's comments regarding the Proposed Fiscal Year 2010/2011 EHHD operating budget and associated fee schedule, R. Fletcher seconded. The MOTION was PASSED unanimously.

Town Reports: J. Stille reported on sewer project in Bolton. J. Elsesser reported on two food service establishments (LT's Barbeque and Daisy Creamery) and sewer study in Coventry.

Director's Report:

3. **H1N1 Update:** R. Miller reported staff is busy with clinics and doing tremendous work. Volunteer base is quite dedicated also. Vaccine is now available to everyone in general public. Keeping track of absenteeism in schools; no schools have closed. Reported on numbers for vaccinations of which 4,290 doses were administered since October 16, 2009; this number does not include UCONN. Going to continue to schedule weekly small clinics for general public; VNA's to take a larger role in managing H1N1 vaccines for seniors and school staff.

M. Kurland reported response by UCONN students were underwhelming; response by facility and staff was very positive. January 6, 2010 will hold clinic for general public.

4. **Quarterly Activity Report:** No discussion

Communications:

M. Hart updated the board regarding his activities as a member on the Governor's Council for Local Public Health Regionalization.

By consensus of the board, R. Miller to send thank you to D. Cameron on behalf of the Board of Directors for his years of service as a member.

A MOTION was made by P. Schur, seconded by T. Tully to adjourn the meeting at 6 p.m. The MOTION was PASSED unanimously.

Respectfully Submitted,

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

Robert Miller
Secretary