

## NDDH Board of Directors Meeting Minutes

Date: January 12, 2017 – 3:00 PM

Location: NDDH Conference Room  
69 South Main Street, Unit 4  
Brooklyn, CT 06234

Present: Robert Kelleher, Brooklyn; Elaine Lippke, Borough of Danielson; Luther Thurlow, Canterbury; Robert Grindle, Hampton; Tammy Wakefield, Killingly; Robert Kerr, Plainfield; Donna Smith, Pomfret; Jay Sinha, Putnam; Lana Salisbury, Sterling; Delpha Very, Thompson; Nathan Swift, Union; H. Douglas Porter, Woodstock

Absent: Arvind Shaw, Eastford; David Griffiths, Killingly and Don Gladding, Plainfield

Staff Present: Susan Starkey, Director of Health; Melissa Nichols, Finance Manager

Also Present: Jason Cote of Hoyt, Filippetti and Malaghan

Chairperson Tammy Wakefield called the meeting to order at 3:00 pm.

1. Roll Call
2. Audience of Citizens
3. Minutes of November 10, 2016  
Motion made by Robert Grindle to accept the minutes as presented. Motion seconded by Robert Kerr. Abstentions: Robert Kelleher, Donna Smith and Jay Sinha. Motion passed; Minutes accepted.
4. Communications:  
Letter of Appointment: Borough of Danielson changed alternate to Heidi Clifford.
5. Finance Manager Report:  
The Audit was presented by Jason Cote.  
No State or Federal Single Audit required. Clean audit.  
Recommended: In terms of clarity, suggestion to streamline accrual time off.

Doug Porter wanted board minutes to reflect the following statement in the Management Letter from the Auditor (page 2 section 8) to be on record. "The

effects of uncorrected misstatement for accrued payroll in the amount of \$2,525 is immaterial, both individual and in the aggregate, to the financial statements as a whole for each opinion unit. In addition, we are in agreement with the adjusting journal entries you have proposed, and they have been posted to the account.”

Auditor is remains independent of the decision by the Board to accept the Management letter. Doug spoke with Melissa regarding the entry. The Finance Chair and DOH are willing to sign the Management Letter.

On behalf of the finance committee, Doug Porter moved to accept the audit as presented. Motion seconded by Jay Sinha. All in favor, no abstentions; audit accepted.

Doug Porter thanked Missie and Jason for an excellent audit year.

Melissa Nichols presented the financial report. Highlights included:

- New column shows YTD spending as a percent of total budget.
- All towns but one have paid per Capita.
- Grants and contracts income meeting expectations.
- Permit income looks high in part because Annual Permit applications arriving early. This will average out over the next couple of months. It will likely mean Late Fee income will be lower than budgeted.
- Benefits expense is low due, in part, to reduced cost of Union Health Insurance.
- Consulting Expense over budget to be offset by POA Grant funds per Contracts.
- Gas, Electric & Water costs increased but substantial savings on Telephone.
- November Financials do not reflect Grant obligations.

Doug Porter recommended accepting the Finance Manager Report, Donna Smith Seconded and Motion passed All in Favor.

6. Director Report Highlights included:

- Sue congratulated Missie on her work over the past year.
- Food Service Inspections are comparable to last year and permitting activities have increased.
- There are State-specified time-limits for Inspections & permitting. Environmental Health Staff use professional judgement to prioritize activities taking into account the impact of their decisions on the health and well-being of individuals, businesses and the community. Often permitting is a very high priority as property owners and businesses need to finish work quickly.

- Scanning of documents was limited because so many Annual Permit applications came in.
- Day Care Inspections are fewer than the number of Day Cares because they are inspected semi-annually and they are inspected based on date of permit.

A discussion regarding Food Service Inspections included the following highlights:

- Inspections are intended to monitor compliance with Public Health Code and provide guidance to establishments to reduce the risk of food-borne illness. They are not sufficient to eliminate all risk of food-borne illness.
- Records of food service inspection results are in the Public Record and available for all to review.
- Records of food-borne illness are confidential per CT General Statutes. This includes records for individuals, agencies or businesses. They are not disclosed.
- Unsafe food practices in are among the most common reasons for food-borne illness associated with food service establishments. Ill Employees are also a common cause.
- Sue pointed out that we can never achieve a 100% inspection completion rate if there is a quarter where we do not complete 100% of required inspections. This means FY 2017 inspection rates will be less than 100%.
- Doug stated focusing on Class 3 and 4 Establishments is the best strategy

Doug Porter asked that Board Report Pages be numbered-even if only hand written numbers.

Doug Porter commented on the occurrence of a Blood Lead Level>50 and the following items were brought up:

- The NDDH response for elevated Blood Lead Levels including letters, calls, reminders, work with physicians, state officials. Sue complimented the NDDH Public Health Nurse and EHS for their efforts.
- Lead poisoning commonly occurs because of Do-It-Yourself home projects; often impacts tenants and has occurred in public housing settings.
- The >50 Blood Lead level reported was due to chipping paint and an unsupervised child. Department of Social Services was notified.
- NDDH attempts to work with Town officials to coordinate housing related Enforcement activities by sharing information with them on a routine basis and asking for their assistance in addressing Code violations.
- NDDH is planning a Building & Trade Housing event for spring 2017.

The Strategic Plan Update included the following:

- Color scheme was introduced to make report easier to interpret.
- Linda and Liz were congratulated for making Website live by end of 2015
- Liz, Linda, Deb, and Tracey were credited for bringing in on-line and credit card payment capabilities
- Liz was recognized for setting up the document management system to make documents available online. These are still requests for documents. Plan is to put a computer at front desk to allow customers to do their own searches.
- Board of Health Self-Survey is going to QI Committee. One finding was that Order needs to be maintained at meetings so copies of Robert's Rules of Order-Short Version were distributed to Board members with Orientation materials
- New Items on Plan include: Procedure & Personnel Manuals and document scanning.
- Missie was acknowledged for work to incorporate Grant funds in to Annual Budget and to streamline data collection and finances.

At a recent DPH meeting it was disclosed that NDDH is one of only 15 health departments in the State to be delivering all 10 Essential Public Health Services. Of note, DPH data did not appear to show that health districts were more likely than municipal departments to deliver all Essential services. This is finding does not support DPH plan for regionalization of CT health departments.

Board members were advised that there were sign-up sheets for Board Orientation sessions.

7. Report of Officers: No Reports

8. Committee Reports:

Personnel Committee – The Committee met to review the Director of Health evaluations. Nine evaluations were completed and returned, with an average score of 3.3 out of 5. The Committee felt and Board generally agreed that the evaluation method can be improved. DOH evaluation will be on the April agenda.

Finance Committee – The Committee has scheduled Budget Planning meeting and all are welcome to attend. The Committee recommended a per Capita increase of 4.54% / 20 cents. Nate Swift seconded. Motion passed, all in favor.

Finance Committee is looking at Capital Expenses and reviewing bid proposals for a new vehicle. Copies of the bank statements from all five NDDH banks were reviewed and reconciled; no issues identified.

By-Laws Committee – No Report.

Quality Improvement Committee – Most of the work was described by DOH in the Strategic Plan update. Next meeting will be in February.

Food Service Advisory Committee – No report. Delpha Very brought up a recent disruption of water services in Putnam and was not sure of NDDH's role. The following issues were brought up:

- December disruptions impacted food service establishments and hospital.
- NDDH was actively involved in a previous water disruption in Putnam; took a lot of static & they shouldn't have. Re-opening was a major issue.
- Sue explained that NDDH is responsible for enforcing the Public Health Code. This includes ensuring that Food Service Operations are safe. We will take the lead in facilitating meetings with Putnam officials including Putnam public works, Water Pollution Control Authority, Suez-the Water Company, and James Martin, a food service operator from Putnam who played an active role during the December event. This is not NDDH's direct responsibility but is a proactive step to help keep businesses in operation by planning for disruptions and coming up with plans to ensure Continued Operations (COOP Plans). Businesses with pre-approved plans will be able to plan for, respond to and recover from events such as disruption of water or other services.
- Doug wants a proactive plan and reported that the Water Authority is the government entity responsible for the water supply. Delpha is willing to assist.
- In response to Doug's question, Sue said a Putnam meeting would take place before the Food Service Advisory Council meeting so lessons learned could be shared with food service operators.

Building and Trade Advisory Committee – No report.

9. Board of Health Orientation Manuals were distributed to permanent Board members. A Copy will be made available Online. It is a living document-it will change. Consequently, there are no page numbers. Materials are divided into modules and the modules are listed in the Table of Contents. Members may be interested in the Lease Agreement and Union contract which are both in the Appendix.

Doug Porter commented that the document was impressive but contained an error. The By-laws were not up-to-date. Sue will get updated copies to Board members.

Doug pointed out the Robert's Rules are not always consistent with CT law. It was stated [unable to identify speaker] that Robert's Rules are applied to the extent they

do not conflict with State law. It was expressed that Board Minutes that only include a record of votes are unsatisfactory and a suggestion was made to consider a Policy for Minutes [Note that details were included in these minutes in response to these comments. Improvements will be made at Board request, SS].

10. Old Business: None

11. New Business: None

12. Adjournment: Meeting adjourned at 4:52 p.m.

Minutes reported by: Susan Starkey, Director of Health