

Meeting Minutes, NDDH Public Hearing and Board of Directors Meeting

Date: April 13, 2017 – 3:00 PM

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

3:02 p.m. Public Hearing for the FY 2018 Budget opened

No comments.

3:03 p.m. Public Hearing for the FY 2018 Budget closed

3:04 NDDH BOH Meeting Opened and Agenda Accepted

1. Attendance

Present: Robert Kelleher, Brooklyn; Elaine Lippke, Borough of Danielson; Luther Thurlow, Canterbury; Arvind Shaw, Eastford; Robert Grindle, Hampton; David Griffiths, Killingly; Tammy Wakefield, Killingly; Don Gladding, Plainfield; Donna Smith, Pomfret; Jay Sinha, Putnam; Lana Salisbury, Sterling; Delpha Very, Thompson; Nathan Swift, Union; and H. Douglas Porter, Woodstock. **Excused:** Robert Kerr, Plainfield. **Staff Present:** Susan Starkey, Director of Health; Melissa Nichols, Finance Manager; Linda Colangelo, Health Education and Communications Coordinator; and Lynette Swanson, Environmental Health Team Leader.

2. Audience of Citizens.

No Citizen participation.

3. Minutes

Elaine Lippke made and Jay Sinha seconded a motion to accept the Minutes of the January 12, 2017 Board Meeting with the following correction: Page 2, paragraph 2; strike the first sentence and replace with the following: "The Auditor remains independent. The Board is responsible for decisions regarding the Management Letter." The motion passed.

4. Communications

Heidi Clifford has been appointed as the Borough of Danielson Alternate Board Member.

5. Finance Manager Report

Reviewed the material included in the Board Packet. Jay Sinha asked about utilization of NDDH Reserve Funds. Per Finance Manager, it appears, at this time, that we may not need to draw down the Reserve Fund to the extent estimated in the FY 2017 Budget.

6. Director of Health Report

A. An Environmental and Community Health update was presented by Linda Colangelo and Lynette Swanson. The Update included a slide presentation on Service and Operations including March 20 Food Service Advisory Committee Meeting that addressed: planning for business interruptions and the recent disruption of water supply in Putnam; routine, urgent and emergency communications to and from NDDH; FAST Class and QFO training; healthy recipes and menus; CPR and AED training; water main break in Killingly;

environmental health services and service priorities including septic breakouts and contaminated wells, food service inspections and proposed changes to State laws regarding food service inspection that will decrease the frequency of inspections required at some establishments and increase the amount of time required to train, certify and recertify inspectors. In response to a question from David Griffiths, it was reported that NDDH has a procedure for 24/7 availability that includes Emergency Dispatch calls to the Director (or other NDDH staff on a Call-Down List) and assignment of appropriate staff to respond to the event. David Griffiths requested that a letter be sent to CT Water reminding them to alert NDDH in the event of a disruption of water service. A Building and Trade Advisory Committee meeting is being planned for spring 2017. NDDH is active in effort to link community partners including DPH, Last Green Valley, WINY, QVCC, LaFramboise Well Drilling, and others to promote Earth Day and testing of private well water for arsenic and uranium. Board members were invited to participate in the April 18th activities at WINY, QVCC and the Audubon Society. Arvind Shaw expressed his approval of State-wide Farmers' Market Permits. Sue Starkey explained that local permits improve our ability to enforce the Public Health Code and protect the public. David Griffiths pointed out that we can inspect food service without permits. Jay Sinha asked if FDA Food Code will make work harder and was told that Hazard Analysis and Critical Control Point (HACCP) Plan reviews will be introduced and are time consuming and that inspector training, and certification requirements will be more time-consuming.

B. The DOH provided a Strategic Plan update: about 66% of the scanning backlog has been taken care of and the remainder is likely to be completed in less than 7 months. The QI Committee has looked at NDDH services and is proposing a Continuation of Operations Plan as well as a new template for Board updates on Grant activities. The Director commended staff—including Brittany Otto and Maureen Marcoux—for their hard work delivering an outstanding Food Service Advisory Committee presentation that resulted in invitations to present at other events and showcased how NDDH contributes to business success and economic well-being in NE CT. NDDH Finance Plans are on target with the FY 2018 Budget, Fee Schedule and Budget projections presented to the Board for a vote. The QI Committee is working to make sure that reports are meaningful and standardized. The *Grant Report Template* was created to be sure that all relevant information is routinely reported. NDDH Partnerships continue to result in improved services across the district. The director described the “flat” NDDH Organizational Chart and a Pilot Plan to Organize teams focused on Administrative, Environmental and Community Health that was endorsed by staff and many members of the Board prior to implementing on a trial basis. The Board will be updated on the reorganization in June. The staffing changes reflected in the new system of organization will reduce Estimated FY 2017 Payroll costs because a full-time position (with benefits) will be eliminated and a part-time position at a lower rate of pay will be introduced. This staffing plan is included in the proposed FY 2018 budget. In response to Don Gladding question about workload, the DOH said she will let the Board know if we need to increase staff to keep up with the workload.

7. Report of Officers

A. Board Chair, Tammy Wakefield, reported that NDDH submitted written testimony opposing regionalization to the CT Legislature and that proposals to regionalize public

health are dead. Arvind Shaw commented on the State strategies for reducing the deficit that are focused on low-hanging fruit. Linda Colangelo reported that CT Community Colleges are to be consolidated and all President positions are to be eliminated. She hopes NDDH will support QVCC, our local community college.

8. Committee Reports

A. Personnel Committee Chair, Bob Grindle, reported that the Committee had reviewed the re-organization plan and thought it very good. They also looked at objectives and timelines and the DOH evaluation.

B. Finance Committee Chair, Doug Porter, thanked Finance Committee, staff and new member, Bob Kelleher, for their work on the Budget. He described how the Finance committee met with NDDH staff in an effort to involve them in the budget process. Highlights of the 2018 Budget include: a projected 20% cut from the State; a 4.3% increase in town Per Capita; and increases in Fees to cover costs. Ultimately, the FY 2018 budgeted Income is approximately 5.6% higher than FY 2017 (while expenses are relatively flat) due, in part, to an aggressive approach to Grant and Contract-Funding projections. Doug told the Board that expectations for Grant Funding are \$26K higher than in FY 2017; we might not achieve this goal but we know what we are trying to achieve. The budgeted Emergency Preparedness hours are increased in anticipation of increased grant-funding. Insurance costs are anticipated to increase due to acquisition of an additional vehicle. The committee is recommending a 3-Year Projected Budget that reflects decreasing Reserve Funds to approximately 27.6% of the Operating Budget at the end of FY2021. Towns need to be on notice that 4-5% increases in *per Capita* are expected in order to pay for services. Jay commented on the increased Permit costs in FY 2017 and 2018. Per Doug, fees are based on cost and the person requesting the service is paying for the service; we don't have a choice. Doug is happy with the NDDH services he receives and fees are part of doing business. Day Care are permitted on a bi-annual basis and more are scheduled to be permitted in FY 2018 than in 2017. Arvind Shaw pointed out that fees and *per Capita* have not increased in the past when we were using the Fund Reserve and now we are re-balancing. Doug Porter expressed his opinion regarding the need to increase *per Capita*; and the prior strategy to slowly decrease the Reserve Funds. Bob Grindle said the towns were complaining about increases but the return on investment is considerable because NDDH is doing better than most health departments.

Doug Porter made and Jay Sinha seconded a motion to accept the FY 2018 Budget as presented. Motion passed all in favor. Tammy Wakefield thanked Doug and Doug acknowledged Missie Nichols for her work.

C. Quality Improvement Committee met in March to discuss objectives, timelines, COOP Plan and Grant Report Template.

Luther Thurlow made and Doug Porter seconded a motion to accept the NDDH COOP Plan. Motion passed all in favor.

Luther Thurlow made and Jay Sinha seconded a motion to accept the Grant Report Template. The DOH pointed out that the report includes updates on the current status and anticipated sustainability. Currently POA, the Block-Grant and the Preparedness grants are at risk because of

changes at the State-level and proposed Federal Budget changes. Sue commended Lynette Swanson for her Lead Poisoning Prevention Grant-related efforts. Lynette was included as a panel member on the NPR show *Where We Live* and was complemented by a Woodstock family for her work in helping them to protect their child from lead exposure. Doug Porter made and Elaine Lippke seconded a motion to accept the Grant Template Report. Motion Passed all in favor. Don Gladding described the risk of high lead levels in soil along roads because gas used to contain lead.

D. Union Contract Negotiations are ongoing. The major issue is wages. FY 2018 Budget includes a 2% Salary increase so we will need to work hard to negotiate a contract that is within our budget.

9. Old Business

A. DOH Evaluation

Committee Chair, Bob Grindle, reported that the DOH had received an evaluation score of 3.43 and recommended a 2% salary increase with the requirement that the Director focus on Communications and Team Building including workshops. Bob Grindle made a motion for a 2% salary increase and Jay Sinha seconded. The DOH expressed appreciation for the increase and requested the adjustment be made at the start of the next fiscal year—at the same time that all other staff members wages increase. Bob Grindle amended his motion asking that the Director's salary be increased 2% effective July 1, 2017. Jay Sinha seconded the motion. The Motion passed with one vote in opposition.

B. By-Laws

An updated copy of the NDDH By-laws was distributed. It includes the requirement for Board approval of expenditures over \$3K.

10. New Business

A. A written Bank Signatories update that included the names of those who had been signatories and those who were being proposed as bank signatories was reviewed. Jay made a motion to approve this proposal:

Remove following individuals:

Patrick R. McCormack, Board Chair

Elizabeth Suggs, Executive Administrative Assistant

Change the following individual's title:

Tammy Wakefield, Board Chair

Add the following individuals:

Linda Colangelo, Health Educator & Communications (second signature)

Arvind Shaw, Executive Committee Member

Elaine seconded and motion passed all in favor.

11. Elaine Lippke made and Bob Grindle seconded a motion to adjourn. Motion passed. Meeting adjourned at 5p.m.