

September 14, 2017 – Approved November 9, 2017
69 South Main St., Unit 4, Brooklyn, CT

- I. Roll Call
 - A. **Present:** Robert Kelleher, Brooklyn; Luther Thurlow, Canterbury; Elaine Lippke, Borough of Danielson; Arvind Shaw, Eastford; David Griffiths, Killingly; Tammy Wakefield, Killingly; Don Gladding, Plainfield; Robert Kerr, Plainfield; Jay Sinha, Putnam; Lana Salisbury, Sterling; Delpha Very, Thompson; Nathan Swift, Union; H. Douglas Porter, Woodstock.

Staff Present: Susan Starkey, Director of Health; Melissa Nichols, Finance Manager; Linda Colangelo, Health Education and Communications Coordinator.
- II. Audience of Citizens: None
- III. Minutes- June 1, 2017
 - A. Jay Sinha moved and Robert Kerr seconded the motion to accept the minutes of the June 1, 2017 Board meeting with the following correction: the date should be changed to reflect the meeting. The motion carried with one abstention by Robert Kelleher.
- IV. Employee Recognition
 - A. T. Wakefield informed the Board that Maureen Marcoux has been with NDDH for 30 years, and was supposed to be presented with a special recognition today. However, M. Marcoux is not present. A card is circulating for everyone to sign and the presentation will be made at a later date.
- V. Finance Manager Report
 - A. Financials through June 2017
 1. M. Nichols stated that the financials presented in the packet through the end of June 2017 are prior to any year-end audit adjustments. The auditor was in on August 29th and the meeting went well. The auditor will be present at the November meeting this year rather than the January meeting. After adjustments are made, there will be an \$6K loss for the year. Some money that was set aside will be deferred into Fiscal Year 2018 because some grants did not finish in the previous Fiscal Year.
 2. S. Starkey stated that the Board expected to use \$87K from the reserve fund, but will instead need only \$6K from the reserve fund. Staff has done well keeping expenses under control.
 - B. Brooklyn and Woodstock Fair
 1. M. Nichols presented the annual comparison from 2014 through 2017 of the Fair Vendors. Brooklyn Fair had an increase in vendors from 2016 to 2017, but a decrease in re-inspections. Woodstock Fair had an increase in vendors and only had two re-inspections. The re-inspection billing policy changed this year. Re-inspection fees are due when the re-inspection is performed by NDDH. This eliminates the need for billing. Four staff members now are cross-trained to execute administration procedures for the Fairs.
 2. J. Sinha asked about septic permits and plans revenue doubling in the previous two years. H. Douglas Porter stated that fees were increased by 20%. In 2015, there were 66 permits, compared to 99 permits last year. A cost analysis of the septic work was done, and the fees were adjusted accordingly.

VI. Director of Health Report

A. Issues and Budget Impact Report

1. S. Starkey thanked the Board for their well wishes and get well gift. She thanked the Executive Committee and Leadership Team. She thanked Linda and Melissa as well as all of the staff for working well together.
2. For two years, DOH Reports have included every single thing the staff and programs accomplished. The DOH is introducing a more streamlined reporting system in the Board packet. Now reports will focus on policy issues the Board has to address, and operational issues.

A notice was received that the liability insurance payment more than doubled (\$12K) for FY18. We budgeted \$5K for FY18. The agency that was previously used, Lexington, dropped out of the business and the other providers were much more expensive. The bill was paid upfront to avoid interest on installments, but Board approval is now being requested and was discussed with the Executive Committee and Finance Committee.

3. State changes related to food service, which L. Colangelo will be giving a presentation on, will result in an increase of work costing about \$13K. There is a proposal to increase the fee schedule to cover those costs.
4. The drive-thru flu clinic will be held Sunday, October 1st. It would be great if Board members participated.
5. The Town and Board Elected Officials Public Health Reception is held every two years right after elections, and Board members are encouraged to attend.
6. A Recording Secretary was hired for four meetings at \$550 total. It was not in the budget but is money well spent.

B. Environmental Health – There were no questions regarding the report.

C. Grants and Contracts Summary Sheets

1. S. Starkey (referring to the Grants/Contracts) stated that various grants from the State were cut including lead grant, and a reduction in the block grant funds. The Medical Reserve Corps funding was greater than anticipated by \$300.
2. \$5K was received from the National Center for Healthy Housing. NDDH was one of 15 selected out of 91 applicants. They were very enthusiastic about NDDH's application. L. Colangelo stated that we are hoping this grant puts NDDH on the Trust's radar. The award was announced the first week of September and has been posted on their website. There is a conference call tomorrow and a press release will be sent out. About 20 hours was spent to apply for the grant, but they hope to leverage the grant into additional funds. L. Colangelo also stated that there is a conference at NDDH on October 24th regarding lead poisoning prevention issues, and an EPA "Renovate and Repair Program" on November 1st.
3. Housing specialist contracts with Mansfield and Killingly are coming to an end. Killingly did not apply for continued funding and will not need NDDH's services. Since Killingly will not be offering the Housing Rehab program, NDDH decided not to apply to provide services to Mansfield Housing Rehab program .
4. Thirteen outreach programs took place in two months regarding health education and disease prevention. There was also a gypsy moth awareness campaign. L. Colangelo stated that the NDDH received calls regarding problems with gypsy moths. In partnership, with Gary O. at WINY, the gypsy moth song was created and posted on WINY. The song went viral and was written up in the Hartford Courant.
5. S. Starkey stated that the State has been convening a group to look at private water issues. They seem to want local health departments to follow up and investigate contamination issues including going to the homes and the neighbors, which will result in a lot of extra work. It is going to impact rural areas most.

6. Eastern CT Conversation District has been trying to determine why there are problems with water quality along Mashamoquet Brook. There is a low interest loan to get people to update their septic systems, which might help not only the home owners but also the environment. Based on their research, the contamination is from septic systems.
7. The State is adopting the FDA food code to use as the State's guidelines for food service establishments. Food Code changes mean the ordinances and fee schedules need to change. NDDH is rushing to get bills out at the beginning of October.
8. If the \$17K for Fall Prevention is funded, the goal for new grant funding will be reached.

D. Strategic Plan Update

1. S. Starkey stated that the plan for the next meeting is to come up with a shorter report that updates Board. The Strategic Plan is on the website if anyone wants more details.
2. Quickbooks was purchased. M. Nichols is working with a Quickbooks consultant.
3. They are trying to set up a public access computer at the front desk, but they might not have the computers to do so. A. Shaw said he would donate a computer to NDDH.
4. A new employee is learning to do the scanning, but is also learning how to work at the front desk. M. Nichols stated that the part-time employee was hired to do mostly scanning, but is also being trained on other front desk work. Two other employees also continue to scan at least two hours per day. They are scanning sub-surface information and paper work from the Department of Health (DPH). S. Starkey stated that they are scanning property related documents so people can find information themselves.
5. S. Starkey stated that the Board's self-evaluation survey was conducted. The results were tabulated but not analyzed yet. In September 2016, the format was completed and brought to the Board in November or January, then sent to the Quality Improvement Committee. Work was done, but there is still more work to do. The good news is three years can now be compared. A. Shaw stated that a quick turn-around is important.

E. Flu Clinic Plans and Request for Assistance October 1, 2107

1. L. Colangelo stated that the flu clinic is a mass medication dispensing exercise and part of the NDDH Emergency Preparedness Plan. The aim is to give away 100 free flu shots this year. It is being held at Plainfield High School. Extra promotion is being conducted this year. She invited the Board to attend, and talk to their respective Town leaders as well. They are trying to do as much as possible with local partners, and limit reaching out to regional partners. Months of planning goes into the two hour clinic. They will review how many people they can get through the line, how long it takes, etc.
2. A phone call was received from a concerned citizen letting NDDH know a group of people were talking on WINY about anti-vaccinations. S. Starkey called in for the last minutes of the show to express concern. NDDH will be on the air Friday, September 22nd from 10:10 AM through 11:00 AM to discuss vaccinations further.

F. Board and Town Officials Orientation December 7, 2017

1. DOH asked Board Members to mark their calendars. L. Colangelo stated that the orientation will include an introduction to public health services, finances, and collaborative efforts. It is a chance for newly elected officials to be able to meet their Board members, and it is a fun evening.

2. L. Colangelo explained, there was a visit from Eugene Nichols, the CT DPH program associate for the block grant. He was taken on a four-hour tour to see some NDDH partners. Day Kimball Hospital (DKH) employees logged 38,000 miles and DKH has now embarked on a "Take the Stairs" campaign, including adding artwork to their stairwells. Putnam Bank financed a painting on the 56 steps that connects Putnam Bank to the parking lot below. They visited the Killingly community garden as well as the Putnam community garden. All of the gardens are tobacco free. QVCC went tobacco free. Quinebaug Middle College launched Fitness Friday, where every Friday there is a school-wide effort to get kids and employees walking. They visited the YMCA and met with Amanda Kelly. They also toured the raised garden bed at NDDH. The raised bed is a great opportunity visually, but is also a team building exercise, and gets people talking.

G. Presentation: Health Code Changes Impacting Food Establishments

1. L. Colangelo stated that the CT legislature has adopted by reference the FDA Model Food Code. There is a five-year phase in period. It is a scientifically based code and annexes. The Code is the regulations, and the Annex is how to apply the regulations. The State is trying to be consistent and update the regulations to the national standards, and CT is surrounded by states that already use the FDA model. It promotes Active Managerial Control (AMC). Three major changes are a new food temperature danger zone, and a new classification of restaurants. All food services must be registered on the DPH portal. The new danger zone temperature requires an air temperature between 33 and 37 degrees in order to be deemed safe. Starting October 1, 2017, if something is in the new danger zone, the establishment won't fail, but will be written up. The code becomes enforceable July 1, 2018, and a temperature in the danger zone would warrant a fail at that time. There is a new classification system. There are four classes of food services. The previous class 4 restaurants are now class 3. Class 4 is now hospitals, preschools, long-term care facilities, daycare for the elderly, and food establishments that engage in special processes for preparing food. Home based-delivery services now have to be inspected and permitted. The new regulations and classification system requires NDDH staff training. The predicted revenue changes day-to-day because restaurants close and new ones open. The reclassification alone is expected to result in an increase of revenue of \$13K. S. Starkey stated that the increase in fees is not in order to make a profit. Staff is going to have a lot more work to do. The new regulations are a 768 page document. L. Colangelo stated that there is going to be an increase in workload and staff training. There will be new inspection procedures and face-to-face interviewing. There are six information sessions being offered and 115 food service establishments have already registered, which is about one third of the establishments in the area. Additional classes will be added, information is being posted to the website, and an e-newsletter is being started. S. Starkey stated that NDDH does not want to appear to be the bad guys. We are providing timely information and working with establishments so that the new regulations can be implemented successfully. We are trying to reach people with education. L. Colangelo stated that the new inspection forms are not numerically based and the criterion for failing an inspection is not clear. As of October 1st staff will begin letting establishments know that they could be debited in the future on their inspection form. The time until July 1, 2018 can be used to educate the establishments without failing them. Establishments are being contacted via email about the upcoming sessions.

2. J. Sinha asked why the fees are being increased if the number of inspections is decreasing. M. Nichols stated that there will be a large amount of time for training, and each inspection is expected to last 20-25% longer than previous. She also briefly went over the fee for each class and how many establishments there currently are for each class.
3. D. Porter stated that the fee schedule was brought to the Finance Committee and reviewed in detail. They do not expect establishments to complain that they are being visited one less time, and expect them to quickly see that each inspection takes longer.
4. S. Starkey stated that bills are also being sent out earlier than ever, to give extra time for establishments to sort out the new classification system.

VII. Report of Officers

A. Recommended Changes to NDDH Food Service Ordinances/Definitions

1. T. Wakefield stated that the Executive Committee met and went over ordinance definitions. They discussed changes and agreed to forward the changes on.
2. S. Starkey stated that the definitions were taken directly from the State.
3. H. Douglas Porter moved and Arvind Shaw seconded the motion to accept the change in the ordinance definitions. The motion carried unanimously.

VIII. Committee Reports

A. Finance Committee

1. Fee Schedule Changes

- a. H. Douglas Porter stated that the Finance Committee met in August and September, and thanked the Committee and staff for their work. They are waiting for the auditor's report. He and Orla McKiernan-Raferly disagree with the auditor about whether the Fiscal Year will end with a deficit or not. Canterbury and Thompson are delinquent, but neither town has a budget yet. The State has paid NDDH Per Capita and other Towns have paid as well. The Committee is working on the vehicle replacement program. Some of the vehicles are very old and may need to be replaced soon. There is money set aside in committed funds in Capital Project Reserve for vehicle replacement.
- b. H. Douglas Porter moved and Jay Sinha seconded the motion to accept the new food service fees as presented in today's package. The motion carried unanimously.
- c. H. Douglas Porter stated that the Executive Committee already authorized the Director to sign the insurance document because the insurance could not lapse, requiring a transfer into the liability insurance account to fund the deficit. The amount increased to \$16,940. Other avenues will be were looked into and will continue to be researched.
- d. H. Douglas Porter moved and Arvind Shaw seconded the motion to approve the budget transfer to the liability insurance account from the reserve account. The motion carried unanimously.
- e. D. Porter stated that he would recommend a contract with Eversource to update the lighting fixtures in the building. The net effect is approximately \$8 savings per month. The expenditure is \$23K but Eversource provides financing over 48 months. The savings should offset the cost. D. Very asked if an audit had been done to see what the exact savings would be, and D. Porter answered affirmatively.
- f. H. Douglas Porter moved and Luther Thurlow seconded the motion to approve the signing of the contract to upgrade the light fixtures in the building.
 1. A. Shaw asked what the savings per month is after the end of the 48 month period. D. Porter answered that the savings is \$148 per month. The motion carried unanimously.

B. Personnel Committee

1. Recommended Changes to Personnel Manual

- a. S. Starkey stated that the Personnel Committee suggested a couple minor changes in the employee manual. One change is to add 'time-clock' to the manual as we have a time-clock but the manual does not say time-clock. Another change is to strike the language that allows non-exempt employees to take comp time. The current wording is not serving its purpose and is making NDDH liable for an increased cost. Employees still flex their time. She added that it is never abused by staff.
- b. Jay Sinha moved and Don Gladding seconded the motion to approve the changes to the personnel manual as presented. The motion carried unanimously.

C. Quality Improvement Committee

1. L. Thurlow stated that the Committee met several times over the year. They created a NDDH Continuation of Operations Plan to ensure critical services are in place during emergencies. They created a template report for grants and contracts. The Committee agreed to inform the Board that NDDH meets the ten essential services.
2. H. Douglas Porter moved and David Griffiths seconded the motion to move Delpha Very as the Chairperson of the Quality Improvement Committee. The motion carried unanimously.

D. Nominating Committee

1. Slate of Officers

- a. T. Wakefield asked if there were any other nominations other than the proposed slate.
- b. H. Douglas Porter moved and Delpha Very seconded the motion to close nominations. The motion carried unanimously.
- c. H. Douglas Porter moved and Luther Thurlow seconded the motion to approve the Slate of Officers as proposed. The motion carried unanimously.

IX. Old Business: None

X. New Business: None

XI. Adjournment

- A. Arvind Shaw moved and David Griffiths seconded the motion to adjourn. The motion carried unanimously.
- B. The meeting adjourned at 5:25 PM.