

Meeting Minutes, NDDH Public Hearing and Board of Directors Meeting APPROVED 9/14/17

Date: June 8, 2017 – 3:00 PM

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

3:00 NDDH BOH Meeting Opened and Agenda Accepted

1. Attendance

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

2. Audience of Citizens.

No Citizen participation.

3. Minutes

Jay Sinha motioned and Nathan Swift seconded the motion to accept the Minutes of the April 13, 2017 Board Meeting. Motion passed, all in favor.

4. Communications

April 19, 2017 Ryan Tetreault (DPH Private Well Program) sent email thanking the staff for the “most successful Water Fair event to date.”

April 19, 2017 Kenny Foscue (State Partner) sent email thanking Linda and all at NDDH for setting up and helping out with the Water Fair event which was “awesome and successful beyond all expectations!”

April 20, 2017 email received from Delpha Very expressing kudos and thanks for the impressive Water Fair event.

April 20, 2017 Susan Starkey sent email to Linda Colangelo, Terre Bombard and Sherry Vallone congratulating them on a spectacularly successful Water Fair

April 26, 2017 Carlee Drummer sent email regarding NDDH’s valuable testimony to the Board of Regents President Mark Ojakian as to the immeasurable value of QVCC as a community and public health partner.

May 26, 2017 Killingly resident Edith Mavor hand delivered a letter thanking Tracy Farrow and Deborah Colletti for their kindness in dealing with a complicated and confusing property issue.

5. Finance Manager Report

Reviewed the material included in the Board Packet.

6. Director of Health Report

Patrick McCormick, Acting Director of Health, gave an update. Staff is doing an incredible job. He stops a couple times a week for needed signatures. Linda stayed in communications by phone and emails. Lynette called him about the water issue that occurred in Putnam and kept him apprised with a follow up text the next morning letting him know all was resolved. He was glad to stop in on way through and appreciates his Board letting him fill in. Relationship with staff has always been excellent. Arvind Shaw expressed appreciation to Patrick and his Board.

Arvind motioned to extend that appreciation to his Board. Jay Sinha seconded the motion. All in favor, motion passed.

Patrick explained that there is an existing MOU in place between Uncas, NDDH, Eastern Highlands and Ledge Light for cases like this at request of DPH last year they had to do something more formal. Jay Sinha asked about the agreement and no compensation to Patrick or his Board. Patrick explained that it was a unique circumstance and he is from the area and it was relatively easy and local. Boards understand that times may come when they need to help fill the gap and financially it's nice to keep it simple and informal.

7. Report of Officers

A. Board Chair, Tammy Wakefield, reported that she has been meeting with Doug, Arvind, Linda, Lynette and Melissa every other week in Susan's absence. On Tammy's behalf she said the staff is very confident in Linda, Lynette and Melissa and everything is running smoothly, we have really good staff.

8. Committee Reports

A. Personnel Committee

No report at this time.

B. Finance Committee Chair, Doug Porter, Finance Committee met June 1, 2017. Primarily they talked about the contingency funding arrangement. The Executive Committee was requested to set aside \$5K to fund any additional expenses while Executive DOH is out on leave of absence. Finance Committee motioned to recommend to the Board to approve the \$5K. So far, \$829.00 has been spent. Being very frugal, but wanted to be sure funds are available to operate in case of additional overtime, legal expenses or higher part time staff so they made an appropriation immediately.

Doug Porter motioned and Arvind Shaw seconded a motion to accept the initial \$5K Executive Committee during DOH leave of absence (LOA). Motion passed, all in favor.

Finance Manager provided up to date financial report in board packet. Doing reasonably well, had budgeted for deficit for the year but anticipates pretty close to breaking even. We will need to see monitor the last two months. Jay questioned what the new method is. Doug explained it is a simplified breakdown so you don't have to do the math, its right up front. Finance Committee recommended that the Union Contract be approved.

C. Quality Improvement Luther reported that the NDDH staff plays a major role in Quality Improvement program during meetings and they have been busy lately. Luther met via phone with Linda and will update when the next meeting will be.

D. Food Service Advisory Committee Lynette explained that she believes Linda ran the Food Service Advisory Committee and no updates were given from Linda since the last meeting earlier this spring.

E. Union Contract Negotiations Elaine reported that there were 4 separate meetings with the staff and Union Representative. Final meeting settled with a year one increase of .55 (2.41%) and subsequent years 2 and 3 at .60 per year (2.64%). There were a few other items discussed and agreed upon. It was a good settlement and everyone was happy. Finance Committee has approved the numbers.

Elaine motioned and David seconded the motion to accept the Union Contract. Motion passed- all in favor.

Delpha requested to jump back to Personnel and opened a discussion regarding hiring an Executive Assistant. Tammy responded that the Executive Committee had discussed staffing issues and that is one of the reasons for the approval of the \$5K to cover overtime to keep current staff. Arvind mentioned re-organization of staff to cover work load and the position will remain vacant to his knowledge. Delpha mentioned hearing a lot about understaffing; with the re-organization does that help with the staff concerns? Arvind explained the extra hours are being used by staff for work load. It is a “wait and see” approach.

9. Old Business

A. A written Bank Signatories update to rescind the previous motion. Bank is requiring a motion to rescind previous change and keep as they are. Primarily the change is to keep Patrick R. McCormick on the accounts.

Doug motioned and David seconded the motion. Motion passed- all in favor.

Jay brought up food inspections being behind and wanted explanation as to why. Lynette explained the excessive hours of required pre-requisite on line training prior to attending a 3 or 4 day class. The FDA requires 100 hours of on line training prior to the 2 day class. Three EHS staff attended FEMA training in Alabama for Environmental Health Preparedness which also required hours of on line training prior to attendance. Quality improvement changes have been discussed and some re-organization in work distribution implemented in the Environmental Health area. Starting in the new year, we will see better numbers per quarter will focus on this much more but will reorganize again if needed. Jay questioned the Class 1 total of 129 inspections needing to be done. Lynette explained length of inspections for Class 1 and that she expected to have them done. Executive Committee met and decided the main focus is to be on regular inspections. Complaints are mandated but not top priority and will be triaged and handled accordingly. Sewage overflows, no water/heat will be top priority as far as investigation with all others being handled accordingly. Seems to be working well in past week and a half and

will work better moving forward. Doug mentioned that the Executive Committee also looked at the Food Inspection report and approved part of the 5K for part time help to cover inspections. A discussion at Board level is needed to discuss how to deal with complaints because complaints are eating up time. A complaints policy decision will need to come from the Board. We need to reach out to the Towns in the next FY so things don't get shuffled from one agency to another, we need to work together. Inspection numbers need to come up first. Arvind stated we need to triage our bread & butter vs. the expectation that we do certain functions the Towns don't want to do because it's unpopular or political or whatever. We shouldn't be the repository of the things others are trying to avoid doing. We have our own work to do and we need to have some kind of management system to handle things collaboratively. Patrick explained that moving forward with the unfunded training mandate FDA component, which requires all the extra hours of online training and hours of additional training will be required of every Food Inspector 3 year process within the State. Fewer inspections required, but they will take longer based on new codes. Uncas Sanitarians have stated, they may just retire rather than be retrained. Also, the State is looking at changing the proposed State wide Housing Code. Commissioner proposed to put it under Health vs. Building, so all codes are enforced the same. This is also an unfunded mandate which will require some level of training and some issues will still require building anyway. As we are trying to get food inspections done, although we are happy to help, these are the things the Commissioner is giving to the local health to cover. Water testing takes up time as well, not only for the sampling but there is no courier and we have to deliver the samples to Uncas. Time spent answering questions on Arsenic & Uranium. We, the Board of Health, Directors of Health and Health Departments need to be aware of these things and send a letter or have some type of contact with the state to say there's got to be a breaking point where we can't keep taking on all of this stuff. We don't have funding for extra staff or resources. State continues to cut funding. Municipalities are keeping us going at the level we are at.

David inquired about why so many re-inspections, is it that they didn't pass the first time and they need another one. Lynette said there are a lot of issues with hair/nail salons not cleaning and disinfecting nail/pedicure stations properly. EHS has to go back for a lot of re-inspections. There aren't ordinances able to close them down for repeat violations. All we can do is re-inspect over and over. There is no recourse other than the \$100 re-inspection fee. Lynette said with the Food Service, we have recourse if they continue to fail. They can be required to come in for an administrative hearing, pay \$245 for the hearing, \$100 for another re-inspection plus \$100 for the failure. David asked if a policy change is being suggested. Lynette said we would have to have a new ordinance to include provisions for potential closure. Delpha commented about using a rating score (A,B,C,D,F). Lynette said they talked about that with Food Establishments, but decided against it because they can request a re-inspection within so many days which will cause more inspections. Delpha recommended starting small with the nail salons. It is a perception of the public, give incentive and empowerment to do better. David commented that time doing all the re inspections can be used better somewhere else. Lynette said it is becoming more and more time consuming having to address these salons. Delpha stated, we have to make people want to do better- if no enforcement/accountability it won't work. Lynette explained many of them just don't care, they will keep paying the re-inspection fee. We need to get to a point where you put your foot down and require them to come explain to the Director why they shouldn't be closed. Arvind questioned possibility of drafting a regulation that paints a win/win situation. Those that are regulated and achieve a higher score

can earn the right of not having to be re inspection the second year but they still pay for their permit. This way you achieve two goals: Quality standards and diminishing amount of work. Not meaning to incentivize in negative way, sure there are ethical questions. Are there any known Districts that are incentivized; is it illegal, does it make sense? Lynette explained our 95 Club which reduces the rate of a permit with high inspection scores (95 or above) for three quarters in a row. Patrick commented that one inspection per year is fairly infrequent. New salons pop up without a permit. Workers who cause a failure bounce from salon to salon. No nail tech licensure in CT, they just have no knowledge of safety. David asked Patrick to comment on rating system. Patrick stated he hasn't done it in his district and part of that is because there is a certain amount of variability associated with any inspection because it's based on the inspector and what they see while they are there. Some Sanitarians are stricter than others. He has seen the history of places that have a rating system. Waterbury was his example used. He looked up the way they inspect, either the establishment is really good or the Inspector is less apt to fail an establishment-wanting to give a 3 or 4 because their name is posted on the permit. They don't want the establishments seeing them as the bad guy. The public doesn't understand the numbers on the inspection evaluations done. The easiest solution is to post the inspection report for public view. Lynette agreed. Delpha commented on code compliance itself- difference between nail vs. food, would recommend rating system for nails not food due to possibility of becoming political. David recommended adding to agenda to discuss. Delpha said staff would need to discuss. Patrick stated that if doing you'd have to get 100% done to make it work. Lynette commented on the State drilling into your head to do quality inspections. They'd rather see good quality inspections vs. get in/get out. Arvind suggested we can see what other Districts manage this and get some information. Agrees it should be staff but we can always improve the policy.

10. New Business

A. Appointment of Medical Advisor.

Jay motioned and Arvind seconded the motion to accept appointment of Dr. Xeller as Medical Director. Motion passed- all in favor.

B. Committee Appointments

David, Jay and Luther volunteered for the Nominating Committee this year. Tammy thanked them and will set something up before the September meeting.

11. David motioned and Elaine seconded the motion to adjourn. All in favor- Motion passed.

Meeting adjourned at 3:50p.m.