

NDDH Board of Directors Meeting Minutes

Date: November 9, 2017 – 3:01 PM

Location: Northeast District Department of Health
69 South Main Street Unit 4
Brooklyn, CT 06234

1. Roll Call

Present: Bob Kelleher, Brooklyn; Luther Thurlow, Canterbury; Elaine Lippke, Danielson; Heidi Clifford, Danielson (Alt); Arvind Shaw, Eastford; David Griffiths-Vice Chair, Killingly; Tammy Wakefield-Board Chair, Killingly; Donald Gladding, Plainfield; Robert Kerr, Plainfield; Jay Sinha, Putnam; Lana Salisbury, Sterling; Delpha Very, Thompson; Nathan Swift, Union and H. Douglas Porter-Chair of Finance, Woodstock

Absent: Robert Grindle, Hampton and Donna Smith, Pomfret

Staff Present: Susan Starkey, Director of Health (DoH); Melissa Nichols, Finance Manager and Linda Colangelo, Health Educator and Communications Coordinator

2. Audience of Citizens (Opportunity for Public/Staff Participation) Heidi Clifford, Alt Board Member for Borough of Danielson, brought to our attention that our website minutes are from January 2016 and our last meeting posted was January 2017. H. Douglas Porter went to the NDDH website to review the strategic plan and noticed it was not available. He also questioned why there was not a job posting for recording secretary. Director of Health informed the Board of Health (BoH) that NDDH is currently using staff members until position is filled and we currently have two applications pending. H. Douglas Porter feels website is helpful for filling out permits and felt it important to see what else could be helpful.
3. Minutes – September 14, 2017
Motion made by Jay Sinha to accept the minutes. Motion seconded by Rob Kerr.

Elaine asked to remove Elizabeth Suggs information on the bottom of agenda document. Also add the names of the nominating committee to the minutes. Make sure to include slate of officers for the Chair and Vice Chair. Motion passed
4. Communications
 - A. Town of Sterling appointed John Firlik as Alternate Board Member and his commission will expire March 2019. Town of Eastford appointed Ashlyn Ellsworth as Alternate Board Member. She will replace Terry Cote. Donna Smith, Town of Pomfret board member has resigned her commission with NDDH effective November 8, 2017.
5. Finance Manager Report
 - A. Auditor Report: Jason Cote, CPA associate of Hoyt, Filippetti and Malaghan LLC. (HFM LLC), NDDH received an unmodified reported there were no adjustments needed, materials throughout the year have been fairly represented; no compliance issues and NDDH is exempt from both the Federal & State single audit for Fiscal Year 2017. (The threshold for Federal single audit is \$750K and the threshold for the State single audit is \$300K.) The only filing requirement that NDDH has is the OPM, which HFM LLC will file for NDDH as part of the contract to collect and review CT municipalities/other governmental agencies information. On page 10 of the FY 2017 Auditor's Draft under the Statement of Net Position, there is a current liability \$19K of Federal Grant unearned revenue that NDDH has received but not yet used and was deferred revenue and will be used in FY18. NDDH uses four main fund categories. There are two special revenue funds: Grant and Health Education Fund. These funds have restricted usages. The Capital Project Fund \$18K is reserved for a vehicle purchases which was approved by the BoH for non-reoccurring uses. The General Fund is the fund NDDH uses the most

for every day usage. The committed reserve fund balances set aside by the BoH (Accrued Vacation \$25K, Capital Plan \$10K, Health Education Programs \$8K, Building Insurance Deductible \$4,600 and HVAC repair \$3K) will come out of the General Fund as needed. NDDH had a good year based on the total the General Fund actually decreased only \$6,217 even though FY17 estimated budget was to decrease \$86K.

B.

H. Douglas Porter stated the Finance Committee reviewed in detail the Auditor's Draft last week. On page 2, under Disagreements of Management section of the draft, the Auditor reported, "We are pleased to report that no such disagreements arose during the course of our audit." Both Auditor and Accountant work well together during this process. Under Corrected and Uncorrected Misstatements section Auditor reported, "In addition, none of the misstatements detected as a result of the audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole." Lastly, under Other Matters-Recommendation, "We recommend the District ensure that its EFT payments are supported by two signatures as outlined in its policy or amend the policy." The Finance Manager acknowledged to the Finance Committee the bills were monthly reoccurring bills and will make sure signatures are present.

Motion made by H. Douglas Porter to recommend audit as submitted by the auditor for board approval. Motion seconded by David Griffiths. Motion passed

- C. Financials: NDDH board received financial information YTD (year to day) September 30, 2017 = 25% of budget. State Per Capita funding remains the same as stated in previous months, Town Per Capita funds received as of 9/30/17 totals \$169K, Town of Canterbury/Thompson have not passed fiscal year 2017 budget and \$25K of Per Capita funds remain outstanding from the first installments. Finance Manager from Thompson is hoping to cut a check in December 2017 for the Town's entire yearly installment of \$43K. There is no update from the Town of Canterbury today.

Expenses: Management is expecting Workers' Compensation to exceed amount budgeted for fiscal year 2018. Increase is due to union wage increase and a change in classification of employee. Workers' Compensation audit resulted in an additional \$1,500 to be paid on November 13, 2017 for fiscal year 2017. The NDDH Board approved to transfer \$12K from Reserve funds to the Professional Liability Insurance expense at the board meeting 9/12/17. This will increase the FY18 estimated budget line item from \$32K to \$44K.

6. Director of Health Report

Sue thanked an anonymous donor of flowers to all the staff members, Rob Kerr for security suggestions and Doug for speaking with the staff on the budget.

- A. Issues: Director of Health (DoH), summarized budget impacts for the board. Workers' compensation to increase \$4,500 in FY 2018.

DoH requests additional funding of \$10K to update Health Data software to improve efficiencies. The Finance Committee authorized spending \$3,300 at this time and will review at our next meeting.

DoH requests NDDH Board participation: mark the calendar for the Board/Town Elected Official Orientation on Thursday, December 7, 2017 from 6-8pm.

DoH discusses how much time it takes and costs doing meeting minutes and in the hopes to save money. Other Health Departments (HD) send out long lengthy reports so their board members can read and prepare ahead of time and only if there are questions

will they discuss, otherwise there is a vote to keep the meeting moving forward. By having the summaries ahead of time, one of the ways we can make this effective is stick to the agenda, record the votes and make sure we accurately document/record all of the decisions made at the board level. Final piece about the minutes is to stay on track when the board's discussion is not rendering a decision to refer to a committee to work on and come back to the board with a recommendation. DoH asked it any questions so far. Doug asked for clarification under meeting minute's bullet point two - Reminding Board to keep to Agenda and Motions under consideration. DoH explained by keeping to agenda and the motions under consideration instead of bring up a lot of different topics the minutes will be shorter. What we have found there is so many side bar conversations and information that comes out that is in pertainence to the agenda is really hard to write the minutes. Doug strongly disagrees. He states the board meets only five times a year and the board meeting is when board members are able to make their comments known. The language implies the board in the past wanders off agenda and Doug believe the history of the board does a good job adhering to the agenda. We may have discussions that are important and we only meet a few times a year. Jay Sinha agreed and stated that you will be spending the time before and after the meeting anyway. Lana does not feel the board varies from the minutes very much and since we only meet five times a year there needs to be a forum available to bring up topics. Delpha pointed out in Robert's Rules of Order during a special meeting, you cannot vary from the agenda, but during regular meetings sometimes important subjects come up and need to be discussed. A scribe does not have to use word for word, but actionable items, like a directive, that keep the board moving forward or language that keeps the board workings should be documented in the minutes. We should be looking for a recording secretary with experience and knowledge to complete minutes for NDDH. Our temporary plan until we could fill the recording secretary position was to have internal staff that sit on the committee take the minutes. The DoH and Finance Manager continue to search for BoH scribe for board meetings. Finance Manager will be taking the notes today. Currently NDDH pays \$110 per board meeting. Bob Kelleher expressed that NDDH should increase the fee per board meeting (\$125 to \$175).

NDDH is one of the few HD in CT that provided the 10 PH Essential Public Health Services during FY16. DoH is working on organizing, prioritizing and standardizing essential services with DPH including additional expectations for FY17. We have written standard operating procedures and need to improve on them. Working with other HD gathering/sharing information to be efficient and not reinvent the wheel. Jay asked if there are any incentives. Yes, provision of essential service is required to get our State Per Capita funds.

The BoH requested framework on the Board Retreat details. The framework should be answer where the agency is going and what services NDDH expects to deliver. The framework should match the Strategic Plan. It was suggested to have a list of topics and get feedback from the Board Members. DoH will be working with the Quality Improvement Committee to design the framework of the BoH retreat.

DoH thanks Doug for assessing NDDH HVAC system to see if the duct work required repair or professional cleaning at this time. NDDH received a quote of \$6,700 for the cleaning. At this time, a cleaning is not needed. Doug did suggest the possibility to use the \$3K in reserve toward EHS data upgrade.

Community Health Education: The Drive-Thru Flu Clinic was on a beautiful Sunday afternoon held at the Plainfield High. The flu vaccinations this year were slightly down from last year. NDDH was involved in the Super Hero Event held in Putnam and sponsored by United Services. The artist, Max Hill, provided many super heroes cut outs

for the event. NDDH received our very own Public Health (PH) Super Hero and NDDH discussed LEAD poisoning prevention at the event. The event was a success. Both kids & parents had been inspired and enjoyed taking pictures with NDDH's new PH Super Hero. NDDH will be working PH Super Hero into different programs/events. NDDH participated in the Putnam Senior Fair-Fall Prevention and Canterbury-Old Home Days. FDA Food Code informational programs gave NDDH great feedback and we are continuing to work with our establishments. NDDH will be providing an introduction to Local-Level PH Services seminar to the Eastern CT State University students on October 19, 2017.

NDDH received a mini LEAD Grant (\$5K). The Grant is from September 1, 2017 thru November 15, 2017. NDDH also received a two year contract-VEICO (\$2,500 yearly). Upcoming events: MRC training event November 4, 2017, Senior Expo/Ellis Tech free hypotension screenings, Board/Town Leadership Orientation November 7, 2017 and Putnam Dazzle Light Parade November 26, 2017.

- B. Environmental Health: EHS reports from July 1, 2017 thru October 30, 2017 were distributed in the BoH packet. Due to the new FDA code classification changes NDDH will not be able to compare some of last year's food data to this year's data after October 1, 2017 due to the frequency of inspections have changed. There has been an increase in LEAD cases, complaints remain consistent and other inspections increased from 17 last year to 42 this year. EHS completed subsurface activities also increased from 448 last year to 521 this year. There have been a total of 572 applications received after July 1, 2017 thru October 30, 2017.

- C. NDDH Programs Presentation- No questions on presentation.

7. Report of Officers

- A. NDDH Welcome Reception and Orientation December 7, 2017 from 6-8pm.

8. Committee Reports

A. Personnel Committee (PC)

1. Change to Employee Manual (page 28-Overtime & Compensatory Time)
Restore and correct the change approved at the September Board meeting inadvertently referenced Non-Exempt instead of Exempt employees.
Manual will read:

- If you are a non-exempt employee, you will be eligible to receive compensatory time (at one and one-half times the hours worked) or overtime pay of one and one-half (1 1/2) times your regular hourly wage for approved hours worked over 40 hours in one week.

The following exempt policy will be removed from the employee manual:

- Exempt, salaried staff is eligible for compensatory time at the rate of one hour for every hour worked over 40 hours per week.

Motion made by Jay to rescind and correct the language used regarding non-exempt/exempt compensatory time at the September 2017 BoH discussion. Motion seconded by Don. Motion passed.

Personnel Committee members would like to see a minimum of three to four board members on each committee. Copies of the DoH Evaluation are available now- Please return by December 10, 2017 to Finance Manager. DoH evaluation will be discussed at the January 2018 Board Meeting.

B. Finance Committee (FC)

Majority of information has been stated during Auditor's and Financial Manager's report. The Finance Committee has six board members and has robust conversations during our monthly meetings.

C. By-Laws Committee (BLC)

1. Revised By-Laws: Request for clean final draft copy to be email/mailed out to board members.

The BoH understands Grants are time sensitive. There was a general agreement that if NDDH is presented with a New Grant Initiative opportunity \$50K or more the Finance Committee must review and make a recommendation to the BoH prior to applying for the New Grant. This excludes current Grant projects already in budget. If the Finance Committee is unavailable, the DoH can consult the Board Chair.

Motion made by Bob K. to table the changes to the By-Laws. Motion seconded by Luther. Motion passed.

D. Quality Improvement (QI) Committee

QI Committee met and discussed the Board self-evaluation survey. DoH made a presentation describing some needs for change to the survey tool. DoH questioned if all the questions were really relevant score. Some questions fall in operations. QI Committee agreed the number did not matter as much as the trends. The trends on the Board evaluation were generally good and the focus should be on some of the weaker areas. QI is looking to revamp the survey to be more relevant to the strategic plan and focus on policy not operations. Board orientation is an area that needs improvement. The next QI meeting will be focusing on the Ten Essential PH Services a couple services at a time, but based on today's discussion regarding the Board Retreat, should add that to the agenda.

9. Other

A. NDDH Security

Rob Kerr came to NDDH early one morning and noticed only one staff member at the desk/in the building. NDDH has mapped out escape protocol for emergencies. It has been suggested to get an alarm system with a panic response capabilities. Rob will get us information for the next board meeting.

10. New Business

A. Committee Appointments – Slate of Committee Members (see below)

Motion made by Bob K. to approve the Slate of Committee Members provided in the board packet. Motion seconded by Don Gladding. Motion passed.

11. Adjournment-Motion made by Elaine to adjourn. Motion seconded by Rob K. Motion passed.

Northeast District Department of Health Slate of Committee Members to Serve from 2017-2018*

Personnel:	David Griffiths Heidi Clifford Arvind Shaw Donna Smith	Killingly Borough of Danielson Eastford Pomfret
By-Laws:	Don Gladding Lana Salisbury _____	Plainfield Sterling To Be Determined
Finance:	H. Douglas Porter Robert Kelleher Elaine Lippke Orla McKiernan-Raftery Nathan Swift Luther Thurlow	Committee Chairperson, Woodstock Brooklyn Borough of Danielson Thompson Union Canterbury
Quality Improvement:	Delpha Very Elaine Lippke Arvind Shaw Luther Thurlow	Thompson Borough of Danielson Eastford Canterbury
Union Negotiations:	Elaine Lippke Robert Kerr	Borough of Danielson Plainfield
Ad Hoc Ordinance Review:	Heidi Clifford Lana Salisbury	Borough of Danielson Sterling

* Board Chairperson is an Ad-Hoc member of all committees

Minutes submitted by,

Melissa Nichols

Administrative/Finance/Human Resource Manager