

NDDH Board of Directors Meeting Minutes

Date: January 11, 2018 – 3:11 PM [Errors corrected in Final Draft: See April 2018 Meeting Folder]

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

The meeting was called to order at 3:11 p.m. by Chair, Tammy Wakefield.

1. Roll Call

Present: Robert Kelleher, Brooklyn; Elaine Lippke, Borough of Danielson; Heidi Clifford, Alt. Borough of Danielson; Luther Thurlow, Canterbury; Arvind Shaw, Eastford; Robert Grindle, Hampton; Tammy Wakefield, Killingly; Don Gladding, Plainfield, Robert Kerr, Plainfield; Jay Sinha, Putnam; Lana Salisbury, Sterling; Delpha Very, Thompson; Nathan Swift, Union.

Staff Present: Susan Starkey, Director of Health; Melissa Nichols, Finance Manager; Linda Colangelo, Health Education and Communications Coordinator; Lynette Swanson, Senior Sanitarian.

Citizens Present: Derek May.

2. Audience of Citizens.

There was no Citizen participation.

3. Minutes – November 9, 2017

Motion was made by Robert Kerr to approve the Minutes of the November 9, 2017 meeting. Second by Nate Swift.

Discussion:

- Linda Colangelo noted that the incorrect date appeared on the Minutes. Date should be November 9, 2017.
- Lana Salisbury suggested the following:
Page 5 of the Minutes, Item 8.C. By-Laws Committee – The paragraph regarding grants be moved to Item 5. Finance Manager Report.
Page 3 of the Minutes, Item 6.A., the paragraph regarding Board Retreats - Ms. Salisbury commented that, from her understanding of the discussion, she did not realize that it had been decided that the Quality Committee was going to plan the Retreat.

Heidi Clifford stated that the paragraph regarding grants was supposed to be added to the By-Laws. Susan Starkey added that it was supposed to go to the Finance Committee meeting for discussion, but there was no meeting. So, it is not in the By-Laws now. Ms. Starkey also stated that it had been suggested that it could be a policy that could be put in place, outside of the By-Laws. Right now, there is no recommendation for language for the By-Laws. She suggested that no change needs to be made to the Minutes of the November 9, 2017 meeting, but that it could be discussed under Item 8.C.1. Proposed By-Laws revisions.

Delpha Very noted a correction to the Sheet entitled, “Northeast District Department of Health Slate of Committee Members to Serve from 2017-2018”: She represents Thompson, not Putnam. The contact list is being updated and will be distributed.

Motion carried (11-0-1). Robert Grindle abstained.

4. Communications

Ms. Wakefield read resignation e-mails received from H. Douglas Porter – Woodstock (dated November 20, 2017) and JoAnn Baldwin – Pomfret (dated December 4, 2017). Ms. Wakefield stated that the Towns are also aware of these resignations.

5. Finance Manager Report

Melissa Nichols reported through November 2017 (5 months/42 percent of the budget). She noted that everything is already on the summary of the actual application overall.

- She hopes to have the Financial Statements for December completed by the middle of next week as the Finance Committee is meeting on January 26th. There are a couple of weeks to do the first budget for fiscal year 2019.
- The per Capita check from Thompson to be received next week (for both installments).
- She has not been able to contact the Canterbury representative. They still have a slight outstanding balance from the first installment and also the second installment. She will continue to try to contact him.
- Nothing new, or out of the ordinary, for grants, contracts and permits.
- New soils and wells are down from last year.
- Other income is at 48 percent of the budget (slightly over).
- Payroll is at 41 percent.
- Benefits and expenses is at 38 percent (due to higher deductible).
- Workers' Comp audit was completed. Almost an additional \$1,500.00 because one person was classified incorrectly. It has been corrected for this fiscal year.
- There is a possible need for \$3,000.00 more for this fiscal year. The rate estimated for the budget was lower than the actual rate. Next year the rate will be high (instead of 2.89 it will be 3.25).
- Consulting Fees \$16,000.00. Some of the consulting fees are grant deliverable. The income matches the expense.
- Maintenance - \$15,000.00 at 50 percent of the year's budget due to aging vehicles. One of the four vehicles must be replaced the next time it breaks down. There is \$18,000.00 in the vehicle reserve. She has been working with Derek May on this issue.
- General Expenses at \$44,000.00 - 40 percent of this year's budget (large extra payments going toward professional insurance).
- Year-to-date: \$276,000 net income, however, still expecting a \$33,000.00 fund decrease at this of this year planned by the budget.

Jay Sinha asked if the deficit of \$33,000.00 reflects the overage that came from the State. Ms. Nichols explained that the State gave us more money (\$31,000.00) but took away the Lead Grant (\$26,000.00). The September Board packet had information showing \$3.00 on the plus side.

Bob Kelleher asked about Accountant Fees. Ms. Nichols explained that \$9,750.00 was actually spent and \$10,500.00 had been budgeted (under budget).

Susan Starkey commented that revenue is at 68 percent of anticipated and expenses are at 43 percent which is on track.

6. Director of Health Report/Strategic Plan Update

Susan Starkey, Director of Health, stated that the report was included in the packets to the Board Members.

- Ms. Starkey and Lynette Swanson, Senior Sanitarian, went to FDA training earlier in the week. The changes shift the priority focus, but they have planned and budgeted for it and will keep the Board informed.
Ms. Swanson added that they are waiting for clarification from the State regarding enforcement processes. Standards for failure are not clear.
- Ms. Starkey stated that the State is requiring that every food service establishment register with them before the Health Department can issue a permit. She explained the difficulty in keeping track of all of the restaurants and that NDDH will do everything they can ensure that the businesses are able to continue to practice despite the complications the State has put into place.
- Environmental Health Services – doing well.
Ms. Swanson stated that inspections are on target especially with the changes to the FDA food code (classification). However, the TBCCA's that were originally Class 1's are now considered Class 4's and

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will have to be done 4 times a year instead of once (the first quarter was missed). She feels with the new classifications, they should be more on target.

There will be new training in May for special processes (e.g. removing oxygen from packaging - Class 4).

7. Report of Officers

Board Chair, Tammy Wakefield, no report.

8. Committee Reports

A. Personnel Committee

1. Director of Health Review – Arvind Shaw explained that they only received five responses from the Survey. They looked at the tool and want to amend it and get it properly approved. They will re-issue in April.

There was discussion and Mr. Shaw explained that the Board Survey is meant for the communication among the Board and is only filled out by Board Members. It goes out during the summer. The Directors' Evaluation will be re-issued.

Don Gladding arrived at 3:48 p.m.

Members were encouraged to fill out the Survey and to add their comments.

B. Finance Committee - Interim Chair, Elaine Lippke reported:

1. Ms. Lippke Chaired the last meeting. There were no volunteers to take over the Chair position. Therefore, the Board would need to approve Ms. Lippke as Chair.

They set the tentative per Capita at \$.30. They will notify if there are any changes.

Ms. Nichols referred to a packet of information that had been provided to Members: estimated populations in the State of Connecticut (as of July 1, 2016) from the State of Connecticut Department of Public Health; and a graph showing per Capita for fiscal year 2018 of \$4.61 and the proposed rate of \$4.91 (an increase of \$23,851.28 over the twelve districts, which is, collectively, less than one percent of the towns' budgets).

Ms. Nichols explained that there is a need to purchase a new/used vehicle during this fiscal year and also to upgrade the IT so that the public can get information online which will reduce the number of people coming into the office to do FOI requests.

Ms. Starkey explained how the upgrade to the computer system will save time for Staff and improve efficiency. She also explained the rolling, five-year budget, with slight increases to the per Capita, to arrive at 25 percent surplus (the cushion that the Board had expressed they would like to have).

There was discussion. Mr. Shaw feels that it may take a couple of years to stabilize and understand exactly how the revenue projections and other costs will interface. He stated that in previous years there were no increases. Missy asked about the surplus for the individual towns. Delpha Very stated that auditors recommend ten percent. Robert Grindle stated that no town will feel comfortable with the increase as a lot of towns will continue to see their funds balances go down due to defunding by the State.

There was discussion regarding the vehicle purchase/lease and whether to finance or purchase outright. The Board's approval is needed. Elaine Lippke expressed a need to fund a specific reserve in the budget for vehicles.

Ms. Wakefield directed the discussion back to the proposed per Capita of \$.30 which could possibly go up another \$.30 (worst case scenario) from the \$.21 increase last year, but it could also decrease.

Motion was made by Donald Gladding to accept the proposed per Capita of \$.30. Second by Elaine Lippke. Motion carried unanimously (12-0-0).

2. Bank Signatories

Susan Starkey explained that the updated form is consistent with the policy that has been in place, but the bank requires that it be officially accepted by a vote of the Board (copies were provided to Board Members in their packets) before names can be added to the account.

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Motion was made by Nate Swift to approve the list of Bank Signatories as presented in the Memo (dated January 3, 2018) from Melissa Nichols, Finance Manager to the Board of Directors and Susan Starkey, Director of Health. Second by Robert Kerr. Motion carried unanimously (12-0-0).

3. New Vehicle

Elaine Lippke reported that the Finance Committee had approved spending the \$18,000.00 in reserve to replace the vehicle that it in the poorest condition.

The following questions need to be answered:

- Finance or not?
- Can money from the reserve be used?
- New vehicle or certified used?
- Lease or purchase?
- If Ms. Nichols finds that financing is a better deal, will the Board allow her to finance rather than purchasing outright? Financing will leave money in the reserve fund.

Ms. Lippke stated that the Finance Committee was in agreement with not using all of the money in the reserve fund. It was her understanding that more research would be done, but that they had approved spending from the reserve fund if there is an emergency situation and the vehicle needs to be replaced before the April meeting.

Ms. Starkey asked the Board if they would give permission to the Finance Committee to make the decision of whether to finance or purchase outright if they find that Ms. Nichols found the best option on a particular vehicle. Mr. Swift voiced his opinion that no interest should be paid if financing.

There was discussion regarding the emergency procedure that is in place when decisions need to be made between meetings of the Board. It was decided that no motion is needed at this time.

C. By-Laws Committee

1. Proposed By-Law revisions

Donald Gladding reported that the By-Laws had been reviewed last spring/summer and that, a few weeks ago, Board Members had been provided updated copies with the revisions (noted on the front page). The document is entitled, "Draft 2 Northeast District Department of Health By-Laws Draft 2 November 27, 2017."

Arvind Shaw left at 4:18 p.m.

Motion was made by Donald Gladding to adopt the revised By-Laws (Draft 2) dated November 27, 2017. Second by Jay Sinha. Motion carried unanimously (11-0-0).

D. Quality Improvement Committee

1. Suggestions based on Board Survey

Delpha Very reported:

- There was significant discussion at the last Board meeting regarding the results of the Survey. The difference between the two surveys was discussed and it was found that some of the questions were not relevant to the expertise of the Board (operational vs. Board duties). Modifications will be made.
- Suggestions were made for improvements:
 Work should be done in Committees and then bring recommendations to the Board (reducing the amount of Board discussion).
 Committees should be kept relatively small to be more productive.
 Board Reporting to the Full Board: Should documentations be long or should operational issues be left to the responsibility of the Director to be sure Staff gets things done. Quantify some reports to be smaller (e.g. year comparisons rather than month-to-month).
 Board Members, as representatives of their towns should encourage town leaders to attend the NDDH Reception.

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Training Suggestions for the 2018 Retreat Agenda: More Advocacy for NDDH; Understanding the finances for NDDH - Cost of Services, Mandates, Trends, Projections; and Being able to market NDDH as a good value.

Moving the strategic plan forward, not just reviewing reports.

Knowing the responsibilities of the Board of Health, District Policies and By-Laws.

Reviewing the ten essential services.

Reliance on Grants/Obligations to Grants (are they fiscally responsible in our obligation to them?)

Linda Colangelo commented that in the 18 years that she has been giving presentations in the communities, not once have they ever heard pushback from the constituents regarding the value of public health services in the community. They are astounded when they find out that the cost is just over a penny a day for all of the services that are provided. She stated that it is important for Town Leaders to attend the Town Meeting Reception because that is when they will hear what the constituents have been hearing.

Delpha Very noted that the January meeting had been cancelled.

E. Ordinance Review Committee

1. Salons

Lana Salisbury reported that they met once in mid-December. They concentrated on salon ordinances which will be reviewed by Jody and Lynette. The existing ordinance does not cover nail salons. Lynette Swanson added that the existing ordinance has no enforcement mechanism for a salon that continually fails. Therefore, they are trying to address that in the revised ordinance. Ms. Salisbury stated that they are looking at ordinances from other health departments for ideas for language that they can use. Ms. Starkey added that Jody and Lynette had submitted a draft copy to her. There was discussion.

9. Old Business – None.

10. New Business

Nate Swift asked about the building being closed last Friday (January 5th). Ms. Starkey explained that it was due to snow and that they close if the State/Town are closed.

11. Adjournment

Motion was made by Jay Sinha to adjourn at 4:33 p.m. Second by Elaine Lippke. Motion carried unanimously (11-0-0).

Respectfully submitted,

J.S. Perreault
Recording Secretary