

Connecticut River Area Health District

Serving the Towns of Clinton, Deep River and Old Saybrook

Peter Neff, Treasurer, Clinton

Michael Dunne, M.D., Old Saybrook

William Fritz, Secretary, Clinton

Jeffrey Goldblatt, M.D., Old Saybrook

Peter Lewis, Deep River

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Minutes

Monday, April 25, 2016

Special Meeting of the CRAHD Board of Directors

455 Boston Post Road, Suite 7

Old Saybrook, CT 06475

11:00 AM

A. Call to Order

Peter Neff, Clinton board director chaired the special meeting. The special meeting of the CRAHD board of directors was called to order at 11:03AM.

B. Roll Call

Acting Chairman Neff asked for a moment of silence in memory of Dick Smith, recently deceased board chairman.

Neff introduced Peter Lewis, newly appointed board director from the town of Deep River. Neff also identified the following as present: Board Director Michael Dunne, Board Director Jeffrey Goldblatt, Director of Health Jim Monopoli. Board Director Willie Fritz joined the meeting at 11:07AM.

C. Approval of Minutes from January 25, 2016 Regular meeting

Motion to approve minutes from the January 25, 2016 Regular Meeting made by Goldblatt, 2nd Dunne.

Approved 4-0, with Director Lewis abstaining

D. Old Business

• Review/action on 2016-2017 Revised Operating Budget.

Monopoli presented a draft of the operating budget for Fiscal year 2016-2017 that now includes the town of Haddam. Director Monopoli indicated that the town voted unanimously to join CRAHD effective July 1, 2016. He discussed changes in revenue such as anticipated revenue increases in various line items with the addition of Haddam. Haddam would enter the district on a lower local per capita rate than the existing towns, but the local per capita rate will be equalized over 3 years. On the expenditure side, Monopoli is proposing a 2% salary increase to full time employees and a set amount increase to administrative staff to manage the added responsibilities with Haddam. Monopoli discussed proposed increases in health insurance premiums. He also outline the added staff: dedicated ½ time health educator, dedicated ½ time public health nurse, dedicated ½ time preparedness coordinator as contractor positions and ½ time Sanitarian permanent part-time position. After some discussion, a motion was made by Fritz to approve the revised proposed budget and schedule a budget public hearing for May 23, 2016. 2nd Dunne

Approved 5-0

- **Status of Shoreline Medical Reserve Corps expansion**

Director Monopoli reported that the drafted MOU has not gone through review by the Attorney General's office, but the Office of Public Health Preparedness OK'd the MOU. However, Director Monopoli wants to explore expansion of the Killingworth CERT team as an alternative, before finalizing the MRC MOU.

E. New Business

- Fritz made a motion to switch order of item number 3 and 2 on the agenda. 2nd Dunne

Approved 5-0

- **CRAHD and the towns of Madison and Haddam**

Director Monopoli gave an update on the towns regarding considering joining the district. Haddam voted unanimously at a town meeting on Thursday, April 21, to join CRAHD as a member town effective July 1, 2016.

Monopoli has given 2 presentations at public hearings in Madison, however the town has still not decided what direction to take for its local public health services. Madison is considering 3 options: join CRAHD or ESDHD or hire a municipal health director and staff.

- **Draft MOA, Haddam and CRAHD**

Director Monopoli, at the request of First Selectwoman Milardo of Haddam, drafted an MOA for signature between the two entities on minimum local health coverage for the town of Haddam. Monopoli told the board he has no issue with the document. After some discussion; Motion Fritz to accept the MOA with a final number of hours of field time to be determined by mutual agreement between Monopoli and Milardo, 2nd Lewis

Approved 5-0

- **Resolution to accept Haddam as a member town**

Fritz made the following motion: "In accordance with Section 19a-241(a) of the CT General Statutes, I, Willie Fritz, board director, make a motion to accept the town of Haddam as a member town of the CRAHD, to be effective on July 1, 2016." 2nd Dunne

Approved 5-0

- **Sanitarian job description-revised draft**

Monopoli presented a draft revision of the existing job description for Registered Sanitarian. After review by the board, Motion Fritz to approve the revised Sanitarian job description as presented, 2nd Lewis.

Approved 5-0

- **New job descriptions for public health educator and public health preparedness coordinator.**

Monopoli reported that with the approved budget indicating a ½ FTE health educator, the creation of a job posting and description was necessary to be created. He presented the new posting and job

description for health educator for review by the board. Both positions will be contractual. After some time for review, Motion Fritz to approve the job descriptions for both positions. 2nd Lewis.

Approved 5-0

- **Formal MOU for DOH coverage and after hours contact**

Monopoli reported that a deliverable requirement in this year's preparedness contract requires the DOH to formalize an MOU with another qualified DOH for coverage in the absence of the DOH, and describe after hours contact information. He developed an after hours contact sheet as policy and also drafted an Acting Director of Health Services Agreement. The agreement was reviewed by the CRAHD attorney and minor changes were addressed. Monopoli finalized the MOU with Killingworth health Director Paul Hutcheon, and submitted to DPH as the deliverable was due on March 31st. Motion to accept formal agreement and after hours coverage policy by Neff, 2nd Fritz.

Approved 5-0

- **Draft of By-Laws changes**

Monopoli stated that in reviewing the by-laws of the district, many changes were needed to be in harmony with the CT General Statutes, as well as them being in need for other updates. He presented a draft for consideration. The board wished to review the changes and table a discussion and decision on this item for a future meeting.

- **Nominations/Vote for new CRAHD Chairperson and Vice-Chairperson**

The positions of Chairman and Vice Chairman for the CRAHD board of directors are required per Section 19a-243(c) of the CGS. In addition, the Director of Health would be the Secretary and Treasurer of the board by statute. Currently, the district does not have persons in chairman and vice chairman positions. Acting Chairman Neff suggested that any board director showing interest in either of these two positions should let Director Monopoli know so a formal ballot and vote could be made at the next board meeting.

- **Donation from CRAHD in honor of Chairman Richard Smith**

Monopoli recommended that the board consider making a donation in Chairman Dick Smith's honor. Dick Smith has been chairman of the CRAHD board of directors since its inception in 2006, and was instrumental in formation and continuance of the district. The board directors unanimously agreed. Motion Neff to donate the amount of \$1,000.00 to the Deep River Ambulance or Fire Dept in honor of Chairman Smith. 2nd Fritz.

Approved 5-0

- **Proposed budget transfer**

Monopoli requested a transfer of \$600 from Line 80, (flu billing asst) of this year's operating budget to Line 54 (Office supplies) as Monopoli did the flu billing personally to test the program in its first year without using the line item funding, and the expenditures for office supplies have exceeded the budgeted amount. Motion Fritz, to approve the transfer, 2nd Lewis.

Approved 5-0

- **Appointment of Auditor for 2015-2016 Fiscal Year**

Monopoli reported to the board that the appointment of auditor is due to be reported to the OPM by June 1st. The district has traditionally used Doherty Beals and Banks, PC as their auditor. Director Lewis suggested that the board may want to consider Mahoney and Sabol in Essex, as they do a good job and at a reasonable price. Monopoli will look into this before the board decides at its next meeting.

F. Director's Report

Monopoli reported that he, Director Neff and the DPH will be meeting on Monday, May 9th as requested by DPH. This is a meeting that DPH is having with all DOHs and Board chairperson. CRAHD participated in the Governor's full scale medical countermeasure exercise the week of April 11-15. On April 14th, CRAHD received a pallet of "medication" from the SNS at its clinic site for MDA #39. The local responsibility in the exercise was to order, receive and secure the shipment. All were successful.

Board director Goldblatt and Director Monopoli will be attending a public information officer training in Guilford on May 24 and 25. Board Director Dunne is unable to attend.

Monopoli reported that a 2nd Real Estate class titled: Environmental Health and the Real Estate Transaction was held on April 18th. A third class is now scheduled for May 20th. These classes, taught by CRAHD sanitarians, are well attended, received and evaluated by real estate agents.

Monopoli brought to the board's attention House Bill #5457 and Senate Bill #355. HB 5457 changes language requiring district health directors to devote full time to their job, changing it from entire time, and to not have any other financial interest or job that is in substantial conflict with being a health director. SB 355 allows the DPH to conduct an audit of the local health department if it suspects impropriety on the part of the health director or his/her agents. Monopoli reported that the DPH per capita funding in the Governor's proposed budget is targeted to be transferred from DPH funding to Municipal Revenue Sharing Account. This creates some potential anxiety about the status of per capita funding in the future.

G. Adjournment

Fritz moved to adjourn meeting at 11:56 A.M., 2nd Lewis.

Approved 5-0

Respectfully Submitted,

Jim Monopoli

Secretary and DOH