

Connecticut River Area Health District

Serving the Towns of Clinton, Deep River, Old Saybrook and Haddam

Peter Neff, Chairman, Clinton

Michael Dunne, M.D., Vice Chairman, Old Saybrook

William Fritz, Clinton

Jeffrey Goldblatt, M.D., Old Saybrook

Angus McDonald, Deep River

Lizz Milardo, Haddam

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Minutes

Thursday, December 14, 2017

Special Meeting of the CRAHD Board of Directors

455 Boston Post Road, Suite 7

Old Saybrook, CT 06475

3:00 PM

A. Call to Order

Peter Neff, Chairman of the CRAHD board, called the special meeting of the CRAHD board of directors to order at 3:18 P.M.

B. Roll Call

Chairman Neff recognized the following board directors: Michael Dunne, Angus McDonald, Lizz Milardo

C. Approval of Minutes from the September 25, 2017 Regular meeting

After review of the minutes, a motion to approve the minutes from the September 25, 2017 Regular Meeting was made by McDonald, 2nd Milardo.

Approved 4-0

D. Old Business

- **A motion was made by Chairman Neff to move up item E2 in front of item D1 to accommodate the auditor**

2nd Dunne.

Approved 4-0

- **2016-2017 Audit Review**

Audrey Leone, of Doherty, Beals & Banks, P.C. presented the final draft of the audit of CRAHD for the fiscal year 2016-2017. The highlights of the audit are noted: no material weaknesses in internal control, the district expenses exceeded revenue by \$11,079.00, but that was due to two unbudgeted items, tuition reimbursement for S. Martinson, and purchase of two pc's, which were part of the CRAHD capital expense plan. Ms. Leone made a recommendation to revise contractor invoices, which was completed. The CRAHD fund balance is now \$194,601.00.

- **FY 2017-2018 operating budget revision**

Monopoli presented an updated annual operating budget, based on changes in grant revenue and OSWPCA fee for services revenue. The overall result is a decrease in revenue of approx. \$20,000.00 for a total budget of \$747,506.00. The largest decreases are: the elimination this fiscal year of the childhood lead poisoning prevention grant and the reduction in expected revenue from

the OSWPCA fee for services agreement. Reductions in certain line items were made to reflect the decrease. After some discussion, a motion to approve the revised budget made by McDonald, 2nd Milardo.

Approved 4-0

Discussion then took place to move an amount of the fund balance to a dedicated account to cover capital expenditures based on the CRAHD approved capital expenditure plan. Monopoli said he would propose this for the 2018-2019 fiscal year.

- **Asthma initiative and Putting on AIRS program**

Monopoli reported that CRAHD has partnered with Middlesex Hospital to propose bringing the Putting on AIRS home intervention program to Middlesex County. Middlesex County is the only county in CT without the program. CRAHD has been in contact with the Asthma program at DPH and is waiting on a draft contract. Monopoli presented a draft proposal, budget and algorithm to the board that he had submitted to the DPH. CRAHD would be the fiduciary agency for the grant, and would also participate in grant activity with a home visit team to cover lower Middlesex County. The next step for CRAHD and Middlesex Hosp. is to meet with all of the Directors of Health in the county to get a “buy-in” with signed MOUs. Monopoli will report any progress or changes to the board as they happen, and present the final contract draft to the board for review and approval.

- **FDA Food Code Adoption implications and the 2018 Fee Schedule**

Monopoli presented to the board the on-line trainings required of any certified food inspector to complete before June 30, 2018 to remain certified. It is quite aggressive and will take many hours for each Sanitarian at CRAHD to complete. In addition, so far there is one required classroom training to also be completed by the same date. Monopoli presented a proposed revised fee schedule for food establishments to become effective with the 2018-2019 fiscal year, and this will be presented as part of the budget process. Lastly, the district is sending out bi-monthly written information to food establishments to advise them of the FDA code and how it will affect them as well.

E. New Business

- **Proposed 2018 CRAHD Board meeting schedule.**

Monopoli presented a draft board meeting schedule for 2018, with 6 scheduled meetings generally the last Tuesday of the month at 1:30 PM. These changes in day/time is reflective of requests by board directors as this is a better time for them.

Approved 5-0

- **Proposal from FSG regarding efficient LED lighting upgrade**

Monopoli presented a breakdown of a proposal from Facilities Solutions Group who conducted an energy audit of the CRAHD office and is offering an LED lighting upgrade from the existing fluorescent tube lighting. The total cost would be \$2,160.25 and the amount could be financed through the monthly utility bill. The cost saving is estimated at over \$54 per month. There was mixed reaction to this proposal and the board generally agreed to allow Monopoli to enter into a payment with FSG for the amount of \$2,160.25, but no more. Dunne questioned how much actual energy use this upgrade will save and Monopoli said he will find out. A motion to allow Monopoli to enter into an agreement to complete the upgrade at said amount above was made by Milardo, 2nd McDonald.

Approved 4-0

F. Director's Report

Monopoli let the board know that in their respective packets, are activity reports from the health educator and Public Health nurse.

He also reported that little progress has been made on gathering info on establishing an outpatient clinic for the health district, but he will continue to work on this.

Monopoli discussed the flu clinic season that is coming to a close. Over 15 clinics were held resulting in over 650 vaccinations. It has been a busy and successful flu clinic season, thanks to staff and Sherry Carlson, PH Nurse. The billing has progressed with no problems. Monopoli expects this program to continue to grow. McDonald asked about Region 4 school district, Monopoli said the district has not been successful in establishing clinics in the district's schools. McDonald said he would work on this on CRAHD's behalf for next year.

The Carmody septic tank pump out report has been standardized for all users within the CRAHD towns and now pumpers will be using the new on-line reporting form. The next hurdle is to upload the hundreds of septic as-built drawing and permits to discharge to the system to be made available to pumpers and the public.

Monopoli reported that primarily aesthetic improvements have been made to the CRAHD website but it is not live yet. It should be very soon.

Monopoli presented a letter from Scott Martinson, CRAHD Chief Sanitarian, thanking the board for its financial support in obtaining his MPH degree. Martinson included his unofficial transcript for review and has completed all requirements for his degree.

Monopoli reported that he has been invited to the Chester Board of Selectmen meeting on Dec 27th to discuss the town possibly joining the district. The board is very supportive of this and enabled Monopoli to negotiate a phased in local per capita amount to work with Chester on its initial costs.

Lastly, Monopoli reported that there is are new owners of the complex at 455 BPR and they have introduced themselves. Monopoli reported that the lease will continue unrevised with the new owners.

G. Adjournment

Milardo moved to adjourn the meeting, 2nd Dunne. The CRAHD board of directors meeting adjourned at 4:20 P.M.

Approved 4-0

Respectfully Submitted, Jim Monopoli
Director of Health and Secretary to the board of directors