

Connecticut River Area Health District

Serving the Towns of Clinton, Deep River and Old Saybrook

First Selectman, Richard Smith, Chairman

Michael Dunne, M.D.

First Selectman, William Fritz, Secretary

David Shearer, M.D.

Peter Neff, Treasurer

455 Boston Post Road, Unit 7
Old Saybrook, CT 06475
Phone: 860-661-3300 Fax: 860-661-3333

Minutes

Monday, December 7, 2015

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**

Chairman Dick Smith called the meeting to order at 11:15 am

B. **Roll Call**

Chairman Smith identified the following as present: Board Director Michael Dunne, Board Director Jeffrey Goldblatt, Board Director Willie Fritz, Director of Health Jim Monopoli.

C. **Presentation of 2014-2015 Audit**

Audrey Leone, from Doherty Beals and Banks, P.C. presented the 2014-2015 audit report to the board. She reported that the general fund balance increased by over \$47,000 to over \$168,000, due to revenues exceeding expenditures. Increases in revenue from fees and more than expected WPCA activity accounted for the increase as well as a decrease in expenditures on a staff vacancy, supplies, legal fees, office cleaning, and electric loan expiration. The report did not identify any deficiencies in internal control that would be considered to be deficiencies, or material weaknesses. The increase in fund balance gives CRAHD some financial stability in its effort to be able to withstand periods of decreased revenue and to re-fund its capital expenditures funding, which it had not been able to do properly prior. In addition, the auditor identified multiple board meeting cancellations in her management letter. She agreed to revise the letter based on more meetings occurring than she had reported. Motion to accept the audit report and accept the revised management letter made by Goldblatt, 2nd Dunne.

Approved 4-0

D. **Approval of Minutes from October 26, 2015 Regular Meeting**

Motion to approve minutes from the October 26, 2015 Regular Meeting made by Smith, 2nd Dunne.

E. **Old Business**

- **Flu Vaccination program for 2015.**

Director Monopoli stated that the district's new flu vaccination program is proceeding nicely with about two-thirds of its supply of 350 doses used at vaccination clinics within the district. PH Nurse Sherry Carlson and Office Manager Chris Collier have been very helpful in implementing the clinics. There are two more clinics scheduled before Christmas, and the district will continue to hold them. It is speculated that warm weather and small numbers of flu cases in CT have kept some vaccinees away from the clinics so far. More clinics will be scheduled after the holidays.

- **Status of Lease re-negotiation**

Landlord, David Adams, sent Monopoli an amendment to its sub-lease regarding reduced monthly rent in return for lease term extension to 2022. Smith questioned what would CRAHD be responsible for if the lease was terminated early. Monopoli will check existing lease, however this section does not address that issue. After further discussion, a motion was made to approve Director Monopoli to sign the amendment. Motion made by Dunne, 2nd Fritz,

Approved 4-0

- **New phone system**

Director Monopoli reported that he has solicited two estimates for a new phone system install. The proposal by Stevens Communications Inc. seems to make the most sense to CRAHD as it would reduce the cost of phone lines that CRAHD now pays COMCAST, and allows flexibility with location and cell phone interface. Monopoli urged that the district needs to move on this quickly as the existing phone system is not supported and companies are unwilling to service it in the case of malfunction or failure. After brief discussion, a motion was made to authorize Monopoli to proceed with Stevens, but want at least one land line retained. Motion Fritz, 2nd Dunne

Approved 4-0

- **Draft MOU for the Shoreline Medical Reserve Corps**

Director Monopoli reported that an MOU has been drafted between ESDHD and CRAHD to expand the Shoreline Medical Reserve Corps eastward into MDA#39. The CT DPH indicated that they want to review the draft MOU before it is acted on locally and will forward to the Attorney General's office for review. The board conceptually supports having an MRC, and approves of the draft MOU. Motion to approve the MOU and allow its signing by Monopoli once the AG's office finished its review. Motion Fritz, 2nd Dunne

Approved 4-0

G. New Business

- **Capital Expenditures Plan Draft**

In light of the improved financial status of the district, Monopoli presented a draft of the district's capital expenditure plan covering the next five years from 2016-2021. Expenditures cover vehicles, servers and computers, phone system, copier(s), and the vaccine refrigerator. This capital expenditure plan will be used as a guide in developing future budgets with a capital line item.

- **Director's Report**

Monopoli reported that the town of Madison contacted him about a proposal from CRAHD highlighting if Madison joined the district. The Madison Health Director is soon to retire. Monopoli submitted a proposal showing a reduced per capita across the board with Madison, and showing an increase in staffing. To be competitive with ESDHD, Monopoli proposed a stepped per capita which would bring Madison in on a lower per capita, and gradually increase it to obtain a uniform per capita across the district. Regardless, all towns would experience a decrease in its costs. After considerable discussion, a motion was made to present this revised preliminary budget to Madison. Motion Fritz, 2nd Dunne

Approved 4-0

- **PIO training**

Director Monopoli reminded the board that director Dunne volunteered to act as the district's Public Information Officer when needed. Monopoli mentioned that there is a PIO training coming in May, and he will make sure Dunne receives it. Director Goldblatt also volunteered to be alternate PIO.

H. Adjournment

Dunne moved, **Fritz** 2nd, motion to adjourn. Meeting was adjourned at 12:07 P.M.

Approved 4-0

Respectfully Submitted,

Jim Monopoli

Acting Clerk, DOH