

Connecticut River Area Health District

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

Peter Neff, Chairman, Clinton

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

Rita Foster, Clinton

Jeffrey Goldblatt, M.D., Old Saybrook

Angus McDonald, Deep River

Lizz Milardo, Haddam

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

Minutes

Thursday, February 15, 2018
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 of directors, called the special meeting of the CRAHD board of directors to order at 3:08 P.M.

B. Roll Call

Chairman Neff recognized the following board directors: Angus McDonald, Lizz Milardo, and Michael Dunne, Director of Health Jim Monopoli

C. New Business

- **Exit Discussion/Strategy for outgoing Director of Health**

Chairman Neff announced that he received Director of Health (DOH) Monopoli's resignation letter on February 6th and the board directors received a copy by email on Feb 7th. Neff indicated that the board should accept the resignation as described.

The board expressed their reluctance to accept the resignation as they were all in agreement that Monopoli has done an excellent job while in the DOH position, and is an exemplary face of the district. In addition, the board recognized that the district is a well-run organization with good staff, and although any director's leaving is untimely, good work should continue to come out of CRAHD based on a good foundation. Neff turned the discussion over to Monopoli.

Monopoli said his last working day is planned for March 23rd. He discussed some housekeeping issues that need to be resolved prior to leaving. Those items included: transfer of cell phone account; additional signatory for CRAHD checking account; terminating the credit card in Monopoli's name; taking over of bank reconciliations temporarily; and transfer/continuation of CRAHD accounts listing Monopoli as the contact person. Monopoli indicated that he would like to retain the cell phone number. Neff followed that an agency letter might be needed to Verizon to relinquish the number. Monopoli and Neff will look for ways to copy-retain the phone calendar because much of the district deadline activity is entered into the phone calendar. Monopoli suggested that the contractual bookkeeper would continue to conduct the final monthly bank reconciliations for the bank accounts. The board requested for next meeting, a list of accounts that need to be transferred, and a list of electronic folders that may need password access. The board will review these accounts and determine who will be best suited to accept interim responsibility for them. Monopoli said he will continue to notify partners and stakeholders of his leaving.

- **Review/Approval of updated Director of Health job description**

Monopoli presented a draft of changes/additions/deletions to the current DOH job description. He indicated that the changes better reflect what the job entails, and he made note of striving to meet the 10 essential local public health services as recognized by statute. Monopoli indicated that there are two issues under minimum Qualifications and Experience where Monopoli would like further board input. The two issues are number of years of progressively responsible experience, and whether to require that the DOH have an RS certification.

Discussion ensued, and McDonald asked about the potential effects on existing and pending waste-water management work if the director does not have the RS certification. Monopoli indicated that because the RS is required to do this work, and staff have their RS certifications, there appears to not be a need for the Director of Health to have an RS, however, a DOH with and RS might be more inclined to have a more fundamentally sound background in environmental health. He said review of other DOH job descriptions in CT may or may not require an RS. More discussion will take place next meeting on this issue. The board director requested electronic copies be sent to them for review.

- **Plan for hiring new Director of Health**

A brief discussion took place on some options if the board decided to seek applicants for Director of Health. Monopoli reminded the board of its options. He presented page 3 of the CRAHD personnel policies stating that qualified employees should be filled from within if possible, although this is not a requirement. There is a qualified person on staff. There is also the option to appoint a qualified interim DOH while the board considers its options of whether to advertise for the position. The board then discussed some media options for advertising the DOH position, with pros and cons associated with each. The board will consider all options and table until the next meeting.

- **Executive Session: Personnel matter**

Dunne made a motion to enter into executive session at approximately 3:40, 2nd by McDonald.

Approved 4-0

The board went into executive session to discuss the severance items due to Monopoli, and a request by him to extend medical insurance for a 3 month period. The only pending severance costs due Monopoli at this time would be unpaid vacation time.

The board came out of executive session at 3:59PM.

Neff made a motion to accept Monopoli's resignation, 2nd by Dunne.

Approved 4-0

Milardo made a motion to have Monopoli submit his severance breakdown for board review at the next board mtg. 2nd Dunne.

Approved 4-0

McDonald made a motion to schedule another special meeting for Thursday, February 22, 2018 at 3PM, 2nd Milardo.

Approved 4-0

D. Adjournment

McDonald made a motion to adjourn, 2nd Dunne. The special meeting of the CRAHD board of directors was adjourned at 4:03PM.

Respectfully submitted,

Jim Monopoli

Director of Health and Secretary to the board of directors