

# 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

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

## Minutes

Thursday, February 22, 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

Michael Dunne, Acting Chairman of the CRAHD board of directors, called the special meeting of the CRAHD board of directors to order at 3:07 P.M.

### B. Roll Call

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

### C. Old Business

#### • Exit Discussion/Strategy for outgoing Director of Health

Director of Health Jim Monopoli discussed all of the significant accounts CRAHD has with his name attached to it. Monopoli said that most accounts could be either discontinued, transferred to an acting DOH, or left without any action. Monopoli will work on the transition of these accounts prior to leaving. There are a handful of accounts that need board action. Those are: bank, a select # of network folders, COMCAST and 401K plan. These accounts will have to be re-assigned. So far in his inquiries, CRAHD Medicare account would need a new form 855b completed with a new admin person identified. He is waiting to hear from accounts associated with insurance providers reimbursing for flu vaccinations. The following accounts will be assigned accordingly:

Liberty Bank checking: Michael Dunne

CRAHD network password log-in: Peter Neff

COMCAST: Chris Collier

Securian, 401K: Lizz Milardo

Approved 4-0

#### • Review/Approval of updated Director of Health job description

The board discussed the draft DOH job description. The board was unanimous in its decision to have the RS certification be highly desired but not mandatory. In addition, after some discussion, the board agreed on 5 years of progressively responsible experience being a requirement. All other proposed changes by Monopoli appeared presentable to the board and reflective of DOH responsibilities.

McDonald made a motion to approve the revised DOH job description with the RS being desired and 5 years of progressively responsible experience as the only changes to the draft. 2<sup>nd</sup> by Milardo.

Approved 4-0

Monopoli said he would follow suit with the above changes on the draft job posting and ad, since they were the only pending items.

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

The board discussed options for replacing Monopoli as health director. After a brief discussion, the board was in agreement that Scott Martinson, CRAHD chief sanitarian, who is currently qualified, should be appointed acting/interim DOH, and the board will decide at a future date if/when to solicit applicants for the position. This seemed the best option so the board doesn't feel pressured to act in haste. This issue will be resolved at the March regular board meeting. McDonald questioned what needed to happen to appoint Martinson interim director, and Monopoli said he believed that a written request by the board to DPH to accept the request to appoint Martinson acting/interim director would be all that was needed, but he will double-check with DPH. Monopoli offered to write that letter to DPH on behalf of the board.

- **Executive Session: Personnel matter**

A motion to enter into executive session was made by Dunne, 2<sup>nd</sup> McDonald. Approved unanimously. The board of directors entered into executive session at 3:33PM. The board discussed the severance request by Monopoli. The board came out of executive session at 4:15 PM.

The board advised Monopoli that in executive session, the board decided to offer to enter into a short-term service contract with Monopoli for periodic departmental consultation in the same approximate monetary amount as his severance request. Monopoli would then be responsible to provide a certain amount of hours of consultation to CRAHD and to individually extend his medical coverage through COBRA. The district would have no obligation related to medical coverage costs post-termination. The board also rejected Monopoli's previous request to transfer his CRAHD phone number to his personal cell phone account. The board felt that because the number has been distributed with an attachment to the agency, that the agency should keep the phone number and the Verizon account it is associated with. Motion by Dunne 2<sup>nd</sup> by McDonald.  
Approved 4-0

#### **D. New Business**

- Discussion re: short term planning items for CRAHD

Monopoli presented a written list of items the board should consider or may be faced with over the next several months. They include: consideration regarding the town of Chester joining the district, the asthma Putting on AIRS proposal, Personnel needs and staffing, database management, Clinton WPCC and the need for a fee for service understanding, medical insurance costs, office lease and de-centralization, and the prospect of local health consolidation returning.

Monopoli advised the board that the next scheduled regular meeting date is Tuesday, March 27<sup>th</sup>. After he leaves. He suggested that the meeting be cancelled and a special meeting be called for March 22<sup>nd</sup> at 3PM. The board agreed and Monopoli will follow through with this plan.

#### **E. Adjournment**

Milardo made a motion to adjourn, 2<sup>nd</sup> McDonald. The special meeting of the CRAHD board of directors was adjourned at 4:40PM.

Respectfully submitted,

Jim Monopoli

Director of Health and Secretary to the board of directors