

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, February 25, 2013

Regular 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 11:07 am

B. Roll Call

Chairman Smith identified the following as present: Board Treasurer Peter Neff, Board Member David Shearer, Director of Health Jim Monopoli.

C. Pubic Participation

None

D. Approval of Minutes from January 28, 2013 Regular Meeting

NEFF moved, **SHEARER** 2nd, motion to approve minutes from January 28, 2013 Regular Meeting

APPROVED 3 - 0

E. Old Business

- **Further Discussion/Action on Draft MOA with Old Saybrook WPCA**

Director Monopoli reported that a meeting took place on February 7th, 2013 concerning many issues related to the WWMD program including the MOA for public health services. At the meeting, Monopoli voiced his concerns and discussed his written response dated February 1, 2013, to an earlier letter written by Attorney John Wertam

dated January 31, 2013. Attorney Wertam indicated that he would revise the MOA and issue a new draft to reflect Director Monopoli's concerns with the existing draft.

On February 13, 2013, Director Monopoli received correspondence from Atty. Wertam that a new draft MOA was prepared, but will not release it to CRAHD until the WPCA has had a chance to review. Another meeting is tentatively scheduled for Wednesday, February 27, 2013.

Director Monopoli reported that invoices have been submitted to the WPCA through December 18, 2012. So far, there has been no action on the invoices. Invoices have also been submitted for activity from June to September 17, 2012, under the old agreement, but no action has been made by the WPCA on those invoices as well.

Peter Neff stated that the CRAHD board of directors need to consider ceasing activity with the WWMD project if a MOA cannot be reached in the immediate future.

Monopoli will report on the meeting of February 27th.

- **Further Discussion/Action on Revised Invoice/Activity Log, Old Saybrook WPCA**

Discussion included in above item

- **Further Discussion/Action Proposed 2013-2014 Operating Budget**

Director Monopoli pointed out two changes in the proposed budget indicating no increase in two expenditure line items; the medical insurance and the medical buyout. The entire budget is within \$3,000.00 of being balanced.

As part of the budget revenue, Monopoli re-introduced the proposed fee increases for programs and permits. He provided a spreadsheet showing the proposed fee increases and the expected revenue from those increases, and supporting documentation showing that even with the increase, the CRAHD fees are below average for all districts. After careful review, the board requested two changes: to not increase fees for salon inspection and to increase slightly more the fees for soil testing and B100A applications.

Scott Martinson, Chief Sanitarian for CRAHD, joined the meeting and discussed a proposed ordinance that would require inspection and registration of all overnight stay facilities within the district. The inspection and registration program would be protective of the public health to ensure that all stay facilities in the district are inspected for minimum sanitation standards of its facilities. The registration fees are part of the proposed new fee schedule. Mr. Martinson and Director Monopoli explained all aspects of the new program. The proposed ordinance will have a public hearing likely at the May board meeting.

After considerable discussion, Neff motioned that the proposed 2013-2014 proposed budget be finalized as presented, and include the new proposed fee schedule, and a

public hearing on the proposed fee schedule and budget be scheduled for the May board of directors meeting.

2nd Shearer

APPROVED 3-0

Neff moved, 2nd Shearer, motion to endorse proposed overnight stay facility ordinance, and to schedule for public hearing for the May board of directors meeting.

APPROVED 3-0

- **Audit for 2011-2012 Fiscal Year, Review with Auditor**

Director Monopoli received the final audited financial statements from Audrey Leone of Doherty Beals & Banks, P.C., CPA, with the management letter. Monopoli reported that the statement was mailed to the CT Department of Public Health.

F. New Business

- **Correspondence regarding proposed legislative bill #352**

Director Monopoli presented two letters he wrote and submitted to the chairs of the Legislature's public health committee, arguing against this bill. Chairman Smith had also written a letter to the legislature. Smith suggested that Monopoli contact the DPH and CADH to see if they will take action as well. Monopoli will follow up.

- **CRAHD website update**

Monopoli reported to the board that the layout of CRAHD's website has been changed and that the maintenance of the website has been internalized. Wendy Arnold, R.S., has offered to maintain the site in-house. Many improvements have been made but the site is still a work in progress. The new URL is www.crahd.net

- **Review of 10 essential services of local public health**

Monopoli reported that the state DPH and local health is moving toward the 10 essential services to define and measure local public health delivery. Monopoli put the services of CRAHD into this context which demonstrates how CRAHD has services that fall within each of the 10 essential services.

- **Request to postpone or cancel March board meeting**

Monopoli asked that the board consider cancelling or re-scheduling the March board meeting as he will be away on vacation. The board agreed to leave it up to Monopoli to decide based on the urgency for a meeting when the time comes

G. Chairman's Report

No report

H. Director's Report

Director Monopoli reported the following;

- Monopoli solicited the CT DMV to provide a waiver of car registration fees for its fleet of vehicles. The DMV agreed and CRAHD no longer pays for car registration renewal.
- Sonia Marino, R. S., has submitted a letter of resignation effective 2-28-13. The board expressed disappointment that she is leaving and wishes her well. Ms Marino has been a very good Sanitarian for the district during her employment here.
- The town of Westbrook approached CRAHD about performing food service inspections. Monopoli provided a proposal to the 1st Selectman.
- Monopoli reported he has not had any further discussion with Old Lyme on the consideration of joining CRAHD.
- Sharon Mierzwa of CADH has agreed to come down to CRAHD to make a staff and board presentation on the health equity index for the district towns. It is tentatively scheduled for Friday, March 1st.

I. Adjournment

Dick Smith motioned that the meeting be adjourned at 12:15 PM, 2nd by David Shearer.

Approved 3-0

Meeting adjourned at 12:15 PM

Respectfully Submitted,

Jim Monopoli

Director of Health