

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

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Minutes

Monday, January 5, 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

B.

Chairman Dick Smith called the meeting to order at 11:30 am

C. Roll Call

D.

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

C. Approval of Minutes from October 27, 2014 Regular Meeting

Fritz moved, **Dunne 2nd**, motion to approve minutes from the October 27, 2014 Regular Meeting

Approved 3-0

D. Old Business

- **Status of lease negotiations**

Director Monopoli followed up with an email to landlord, Dave Adams, reminding him that his attorney was to draw up a revision to the lease. So far, no response from the landlord. Monopoli will follow up again.

- **Status of application for 3rd party reimbursement**

Director Monopoli reported that CMS Medicare gave verbal approval of the application by phone. We are waiting for written approval and our medicare provider number before proceeding further.

- **Status of grant for alternative fuel vehicle (AFV).**

Director Monopoli reported that now that the audit has been completed, and the district increased its fund balance by \$2,000.00, the funds are safely there to

purchase the vehicle. Monopoli will proceed with the vehicle purchase.

- **Ebola local response**

Director Monopoli reported that the LHD/DOH role has become clearer over time. CRAHD is responsible for carrying out the monitoring of individuals identified as at risk for the disease. In addition, we would either assist or take the lead in contact investigation and contact tracing with the CT DPH. Director Monopoli has participated in DPH conference calls on a weekly basis.

- **Fees and non-profit organizations**

As continued from our last meeting, Director Monopoli drafted a policy regarding waiving of fees for non-profit organizations. In effect, non-profits would have to demonstrate that in fact they are recognized as a non-profit organization in order for CRAHD to waive a fee. After some discussion, the board voted to adopt the policy pending signature by Chairman Smith. Also, the board wanted re-inspection, late fees, etc., if applicable, to be paid, and not waived.

Fritz moved, **Dunne 2nd**, motion to approve the draft non-profit policy.

Approved 3 - 0

- **New State Tattoo Regulations**

Director Monopoli said he is in the process of gathering other tattoo regulations in various health departments and districts to develop one for CRAHD. The state recently passed requirements for the tattoo artist, but standards need to be stated locally regarding the operation and facility. Monopoli will continue to work on the proposed regulations.

- **Tobacco Free Toolkit for local parks.**

Monopoli re-aquainted the board with the toolkit which gives local authorities guidance on creating tobacco free public places within their respective communities. The authority could adopt policies or ordinances. After some discussion the board decided that it would be best to offer this to local authorities as a tool if they so choose to create tobacco free policies or ordinances.

Fritz moved, **Dunne 2nd**, motion to present the local park and rec departments as well as the local administrations with the tool.

Approved 3 - 0

E. New Business

- **Audit report 2013-2014**

Audrey Leone, of the accounting firm, Doherty Beals and Banks, P.C., presented the 2013-2014 audit to the board. Ms. Leone discussed the audit in some detail. Even though the district lost funds through asset depreciation, the district underspent its budget by over \$2,000.00.

- **Personnel, search for Sanitarian**

Director Monopoli reported that 4 interviews were conducted for the open sanitarian position, and that Mr. Ryan Grenon was offered the job, subsequent to a 2nd interview. Mr. Grenon accepted the offer, and will start on Monday, January 12th. Mr. Grenon is an RS at another health district, and interviewed well for the position.

- **Schedule of meetings for 2015**

Director Monopoli presented a proposed schedule of meetings for the 2015 calendar year. The schedule shows 8 meetings for the year. After a brief discussion, the board voted to approve the proposed schedule.

Fritz moved, **Dunne** 2nd, motion to approve the proposed schedule of meetings for the 2015 calendar year as presented.

Approved 3 – 0

- **Retirement Plan Adoption and resolution**

Director Monopoli reported that the district's retirement 401K plan is up for renewal and re-adoption by resolution. Monopoli reported that the plan's account manager indicated that there is basically no change in the plan, and that the renewal is required every 6 years. Monopoli read the resolution to the board which reads:

A meeting of the Board of Directors of the Connecticut River Area Health District was held on January 5, 2015 at the office of the Employer at which a quorum was present.

There was presented to the meeting an Amendment No.2 to the Connecticut River Area Health District Retirement Savings Plan and trust for the employees of this Employer.

Upon motion duly made, seconded and carried, it was;

Resolved, that this Employer accept and adopt the Amendment to the Retirement Plan as presented, and for such Amendment to be effective as of January 1,, 2015.

FURTHER RESOLVED, that the officers of the Employer be hereby authorized and directed to execute in the name and on behalf of this Employer such documents as may be necessary to carry out the purpose and intent of this resolution.

Fritz moved, **Dunne** 2nd, motion to approve the proposed resolution and authorize board director Fritz to sign on behalf of the board as its secretary.

Approved 3 – 0

- **2nd Amendment: OSWPCA PH services agreement**

Director Monopoli reported that the wording for the 2nd amendment to the PH services agreement to include “enforcement support services” has been agreed upon and was signed by WPCA Chair Elsa Payne. The WPCA has requested signature by Chairman Smith. Monopoli explained that the supporting documents to this amendment, specifically the joint defense agreement and the engagement letter for joint representation between CRAHD and the town of Old Saybrook has not been modified to reflect attorney representation to CRAHD for enforcement support services. Monopoli recommended to the board that the amendment not be signed until the other two documents are modified or replaced to reflect such.

After considerable discussion, the board requested that Director Monopoli notify the WPCA that no signature on the amendment would be forthcoming until the other two documents are modified to our satisfaction.

Dunne moved, **Fritz** 2nd, motion to hold off on Chairman Smith signing the proposed 2nd amendment to the PH services agreement.

Approved 3 – 0

- **Review of medical insurance buy-out option**

Director Monopoli presented to the board, a proposed revision to the CRAHD personnel policies to cap the health insurance opt out payment amount at \$7,500.00 and to require proof of other insurance if the employee chooses to opt out of medical insurance. The revision also requires the employee to take the district insurance if he/she does not present proof of insurance elsewhere.

Chairman Smith explained that the latter two items that were proposed are reflective of what is required in the Deep River plan. Some discussion took place.

Dunne moved, **Fritz** 2nd, motion to approve and adopt the proposed changes to the personnel policies to reflect the opt out option requirements for medical insurance, effective immediately.

Approved 3 – 0

J. Director’s Report

Director Monopoli reported that two articles were submitted for publishing in the EVENTS and Deep River quarterly publications. The first talked about the Ebola response and how citizens could help, and the 2nd talked about radon and January being radon action month. Free radon kits are being offered at the district.

K. Adjournment

Fritz moved, **Smith** 2nd, motion to adjourn. Meeting was adjourned at 1:20 P.M.

Approved 3 - 0

Respectfully Submitted,

Jim Monopoli

Acting Clerk, DOH