

# 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, July 28, 2014

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 11:03 am

### B. Roll Call

Chairman Smith identified the following as present: Board Member Michael Dunne, Treasurer Peter Neff, Director of Health Jim Monopoli

### C. Approval of Minutes from June 2, 2014 Special Meeting

**Neff** moved, **Dunne** 2<sup>nd</sup>, motion to approve minutes from the June 2, 2014 Special Meeting

**Approved 3-0**

### D. Old Business

- Status of lease negotiations  
Director Monopoli reminded the board that a written proposal, trading reduced rent increases for lease longevity was discussed and approved for presentation to the landlord for consideration. Monopoli reported to the board that the proposal was looked upon favorably by the landlord, but the specifics need to be finalized. Monopoli is scheduled to meet with landlord, Dave Adams, tomorrow.
- **Status of application for 3<sup>rd</sup> party reimbursement**

Director Monopoli reported that CMS Medicare received and reviewed the application and sent a letter back indicating that some revisions were needed to move the application forward. Monopoli addressed the 9 items requested and sent the supporting documentation back to CMS.

- **Borough of Fenwick, contract draft**

Director Monopoli reported that a draft of the contract for public health services is going back and forth between our attorney and the attorney for Fenwick. Again, some small details in the draft need to be worked out before signature.

## **I. New Business**

- **Grant for alternative fuel vehicle (AFV).**

Director Monopoli reported that he applied for a grant with the CT Department of Transportation to reimburse CRAHD for a percentage of the cost to purchase a new AFV. The grant was approved and the CT DOT agreed to reimburse CRAHD in the amount of \$16,700.00 when we purchase the vehicle. Monopoli applied for reimbursement for the purchase of a Chevrolet Volt Electric vehicle. Board director Neff said that this is a good idea, that the board had discussed increasing its fleet in the past, and this would be good public image for CRAHD to use this type of vehicle. Neff asked how much is in the fund balance for the district. Monopoli replied that just under \$120,000.00 is in the fund balance. Discussion continued generally in favor of the purchase.

Neff moved, Dunne 2<sup>nd</sup>, to approve the purchase of the vehicle using the fund balance to finance the cost of the vehicle not being reimbursed by the grant, with the total purchase price not to exceed \$33,000.00, and to allow Director Monopoli to enter into an agreement with the CT DOT to purchase the vehicle.

**Approved 3-0**

**Director Monopoli requested a short recess to attend to another matter. The board agreed to a quick recess at 12:14 pm. The meeting reconvened at 12:21 pm.**

- **Personnel policy changes needed in response to reduced work week to 37.5 hours**

Director Monopoli showed proposed changes to the CRAHD personnel policies that are needed to be in harmony with the newly passed 37.5 hour work week at CRAHD. Monopoli said changes needed to be made to Section 1, subsections E1 and E2; Section 2, subsections A, B, and C2 to reflect the 37.5 hours. After some discussion,

**Neff** moved, **Dunne** 2<sup>nd</sup>, to approve the proposed changes to the CRAHD personnel policies to reflect the new 37.5 hour work week for CRAHD employees effective July 1, 2014.

**Approved 3 – 0**

- **Budget Updates**

Director Monopoli reported that the annual operating budget that was approved for 2014-2015 back in June had a considerable amount of unknowns related primarily to revenue. Monopoli reported that the revenue picture has become more clear. The following has occurred since approval: OSWPCA approved the new fee schedule increasing expected revenue, the Public Health emergency preparedness grant was restored to level funding, the lead and block grants have not been eliminated, and remain level. Funding for the CTG grant has been eliminated. The remaining question mark remaining is re-negotiating the rent amount, which is in process. Monopoli indicated that the budget will have to be revisited in Sept or Oct.

- **Server hosting**

Director Monopoli reported to the board that he has been looking into replacing the existing file server with either a new server or contracting for a hosted server. While in this process, the server failed and is in jeopardy of complete failure if quick action is not taken. Director Neff continued the discussion and showed the cost comparison of the two options. Neff reported that based on the two proposals, CRAHD would pay over \$51K in server costs for the hosting, compared to just over \$23K for purchasing the server with IT support. The discussion continued that the cost of host server is a very costly one for our small agency. The added features of a hosted server does not justify the extra cost.

Director Dunne emphasized the need to ensure that we have a disaster recovery plan as part of any proposal. Director Neff agreed and will make sure that is negotiated.

The board directed Neff to continue with negotiations and work toward a quick solution with option of purchasing our own supported server.

**J. Director's Report**

Director Monopoli presented a letter from First Selectman Bishop of the town of Westbrook, indicating that CRAHD was not chosen to perform food inspections sought by the town. Other applicants were chosen.

Monopoli showed a table indicating that some board appointments have expired. He will write a letter for each expired board member urging re-appointment to the First Selectman of the respective town.

Monopoli reported that the OSWPCA approved the new proposed rate schedule for CRAHD services.

Monopoli solicited feedback from the board directors on the Middlesex County Tobacco Free Parks Toolkit, recently completed by the Coalition on Community Wellness as part of the Community Transformation Grant. The board directors asked for more time to review the document. This will be on the agenda for the next regular board meeting.

### **K. Adjournment**

**Dunne** moved, **Smith 2<sup>nd</sup>**, motion to adjourn. Meeting was adjourned at 11:53 am.

**Approved 3 - 0**

Respectfully Submitted,

*Jim Monopoli*

Acting Clerk, DOH