

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, June 2, 2014

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

Chairman Dick Smith called the special meeting to order at 11:09 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 April 28, 2014 Regular Meeting

Neff moved, **Dunne** 2nd, motion to approve minutes from the April 28, 2014 Regular Meeting

3 Approved

D. Chairman Smith opened the Public Hearing regarding proposed foodservice, public pool, and body care establishment ordinances, 2014-15 operating budget, changes to the fee schedule at 11:13 am.

E. Discussion During Public Hearing

- **Ordinance Development**

Director Monopoli distributed final draft copies of the Food Service Ordinance, the public pool ordinance, the Body Code Ordinance and the revised Fee Schedule showing minor changes to reflect the request of the board to allow a grace period for late payments.

All comments received have been incorporated into the ordinances. Monopoli proposed 2 minor changes to the foodservice ordinance:

Section 3(6) add the wording: but shall not include: RETAIL ESTABLISHMENTS THAT SELL ONLY PREPACKAGED, SHELF STABLE FOOD ITEMS NOT REQUIRING TEMPERATURE CONTROL
Section 22: to make the effective date of the ordinance July 1, 2014.

Discussion continued on the proposed ordinances.

- **CRAHD proposed 2014-2015 operating budget.**

Director Monopoli presented the final draft of the 2014-2015 operating budget. The total budget is \$631,840.45, down by \$14,918.55 from the current year operating budget. He stated there were still some unknowns regarding revenue and expenditures in the budget but those would become clearer within the next couple of months. Monopoli suggested that the budget be re-visited at a later date. Budget items still pending include: revenue amounts from the preparedness grant, the OSWPCA revenue, the preventative health block grant, and the CTG funding. On the expenditure side, the lease negotiations continue and have not been finalized.

Salaries have been increased for this fiscal year 1.5% across the board. Other expenditure line items have been adjusted accordingly without substantial changes.

- **Proposed changes to fee schedule 2014-2015**

Monopoli presented proposed changes to the fee schedule. There were changes made to food service plan review and pre-operational inspection fees, as well as body care establishment fees. The schedule now has fees for late payments, 2nd re-inspections and returned checks.

F. Chairman Smith, having witnessed or heard no-one from the public make comments during the public hearing, closed the public hearing at 11:40 am. Neff moved, Dunne 2nd, to close the public hearing

3 Approved

G. Executive Session

The board of directors did not see a need to enter into executive session to discuss budget items. No session.

H. Old Business

- Proposed Ordinances
Neff moved, Dunne 2nd, motion to approve and adopt the proposed CRAHD food service ordinance with the suggested changes by Monopoli, the public

pool ordinance unchanged, and the body care establishment ordinance unchanged, all three ordinances with an effective date of July 1, 2014.

3 Approved

- **Neff** moved, **Dunne 2nd**, motion to approve and adopt the proposed fee schedule as presented, with an effective date of July 1, 2014.

3 Approved

- **Neff** moved, **Dunne 2nd**, motion to approve the proposed CRAHD 2014-2015 operating budget as presented.

3 Approved

- **Status of office lease negotiation**

Director Monopoli stated that the rent proposal to extend the lease by additional years, in lieu of large rent increases over the last two years of the existing lease was verbally looked upon by the landlord as acceptable, however the verbage has not moved forward toward finalization yet.

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

Director Monopoli reported that the completed application has been submitted to CMS Medicare. They confirmed receipt of the application by email.

- **Regional pump out boat: status**

Director Monopoli reported that he received feedback from Coastal Environmental Services (CES) that the regional pump out boat has started operations. CES, along with Cedar Island Marina, put out a press release regarding the availability of the boat. Monopoli said it would be a good idea to follow up with more press releases once the boat is up and running for a while. Director Neff said CES has not contacted him yet regarding in-kind services. The boat is kept at a slip at Cedar Island Marina in Clinton.

- **Borough of Fenwick, contract draft**

Director Monopoli is still waiting for attorneys to work out some small details in the draft MOA between Fenwick and CRAHD.

I. New Business

- **Proposal to reduce work week to 37.5 hours**

Director Monopoli presented a proposal to reduce the work week at CRAHD from 40 hours to 37.5 hours. He stated that in a recent survey of LHDs, CRAHD was only one of three LHDs working a 40 hour week. Most work 35

or 37.5 hours/week. Monopoli indicated that late hours kept by staff on Thursdays are proving to be non-productive in seeing the public at the office. The reduced hours would likely happen on Thursdays. The board requested of Monopoli to monitor reaction if the board approves. Chairman Smith advised to check the district's personnel policies to see if any changes need to be made.

Dunne moved, **Neff** 2nd, to approve adopting a 37.5 hour work week for CRAHD employees effective July 1, 2014.

Approved 3 – 0

J. Director's Report

Director Monopoli reported that he is working with WPCA on new rates for services based on personnel costs and the inordinate amount of time that CRAHD employees spend on WPCA issues that are currently non billable. To allow for this, Monopoli proposed increasing the administrative factor to 1.5 from 1.25 applied to the new hourly rates, to better reflect the need for better compensation based on time spent. In addition, Monopoli requested that he be allowed to bill for time spent on enforcement activity related to upgrade orders.

Monopoli also handed out CDs that have copies of the Middlesex County health needs assessment, and the Tobacco Free Parks Toolkit, both documents recently completed by the Coalition on Community Wellness as part of the Community Transformation Grant. Monopoli asked the board directors to look the information over for later discussion at a future meeting.

- **Adjournment**

Smith moved, **Dunne** 2nd, motion to adjourn at 11:56 am.

Approved 3 - 0

Respectfully Submitted,

Jim Monopoli

Acting Clerk, DOH