

Connecticut River Area Health District

Serving the Towns of Clinton, Deep River and Old Saybrook

Peter Neff, Treasurer, Clinton

Michael Dunne, M.D., Old Saybrook

William Fritz, Secretary, Clinton

Jeffrey Goldblatt, M.D., Old Saybrook

Peter Lewis, Deep River

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Minutes

Monday, June 27, 2016

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

Peter Neff, Clinton board director served as acting Chairman for the meeting. The regular meeting of the CRAHD board of directors was called to order at 11:30 AM.

B. Roll Call

Acting Chairman Neff recognized the following board directors: Board Director Peter Lewis, Board Director Michael Dunne, and Director of Health Jim Monopoli.

C. Approval of Minutes from May 23, 2016 Regular meeting

After some discussion that only 2 board members present were in attendance from the May 23rd board meeting, a Motion to table minutes from the May 23, 2016 Regular Meeting was made by Dunne, 2nd Lewis.

Approved 3-0 Minutes approval tabled

D. Old Business

• Status of Haddam, member town

Monopoli reported that much has happened in preparation for the town of Haddam becoming a member town for July 1. The district purchased an additional vehicle, and is seeking a way to get gasoline, arranged for a phone install, had meetings with the land use office to coordinate permits etc., established Haddam sanitarian office hours, facilitated transfer of disease reports and pending follow ups to CRAHD from Chatham HD, sent letters to DPH regarding including Haddam in CRAHD grant allocations, met with the Haddam First Selectwoman who reported that the town fulfilled its DPH required tasks in preparing to join the district, hired a contractual sanitarian and held interviews for a health educator. A couple items are pending such as securing an Everbridge capability for the town and purchasing/installing a computer

• Nominations/Vote for new CRAHD Chairperson and Vice-Chairperson

Monopoli reported that so far, no candidates have been identified for a vote. Monopoli will put out another email to gauge interest. In the interim, Pete Neff will be acting Chairman. Motion Dunne to table this matter until the next meeting, 2nd Lewis.

Approved 3-0

- **VERIZON proposal**

Monopoli met with the staff and introduced the VERIZON proposal for district cell phones to gauge interest. The board had agreed to the proposal in principle, but wanted a cell phone use policy in place. Monopoli said a use policy is still pending. Motion to table this item until the use policy is approved and there is interest shown by the staff made by Lewis, 2nd Dunne.

Approved 3-0

E. New Business

- **Budget item transfer**

Monopoli proposed that 4 budget line items be reduced and the funds transferred to the office equipment line(53) item for him to purchase office furniture for new staff coming in, and 2 additional computers. If the board approved the transfer, then these items could be funded with operational funds from the budget and not be capitol expenses. The breakdown is in the table below:

		Budgetd amt	Exp. Thru 6/30/16	Transfer amount	Transfer to line 53*	Final Line item amt.
Line 57	Health ed supplies	\$1,200.00	\$0.00	\$400.00	\$400.00	\$800.00
Line 69	Legal fees	\$4,000.00	\$500.00	\$3,500.00	\$3,500.00	\$500.00
Line 77	Sanitarian Services	\$11,200.00	\$9,000.00	\$1,000.00	\$1,000.00	\$10,200.00
Line 80	Flu billing asst	\$1,551.00	\$0.00	\$1,551.00	\$1,551.00	\$0.00

After some discussion, motion by Dunne to approve funds transfer, 2nd Lewis.

Approved 3-0

- **Amendment #4 to PH Services Agreement with OSWPCA**

Director Monopoli presented the proposed amendment #4 to the PH Services agreement with the Old Saybrook WPCA. In whole, the amendment reflects a change in reimbursement hourly rates for CRAHD services based on 2016-2017 budget. The amendment was already signed by the OSWPCA Chairwoman Elsa Payne. After some discussion, a motion was made to approve the amendment #4 by Lewis, 2nd Dunne.

Approved 3-0

Motion to authorize Acting Chairman Neff to sign the amendment #4 on behalf of the district, by Lewis, 2nd Dunne.

Approved 3-0

- **By-Laws updates**

Monopoli reported that the proposed by-laws changes were posted with the agenda for this meeting. Monopoli recommended, in light of recent difficulties with reaching a quorum at board meetings, that language be added to allow for alternate board directors from the towns. Neff refined that recommendation to allow/request alternate board directors for the district towns with less than 10,000 population and only 1 board director and that the alternate board director have all the powers of the primary director, but only in the absence of the primary director. Alternate directors would be allowed to attend meetings. Monopoli will write this language into the by-laws for board review. Motion to approve updated by-laws subject to including an amendment to allow alternate board directors as stated above, made by Lewis, 2nd Dunne.

Approved 3-0

- **Draft contract between DOH and BOH**

Director Monopoli reminded the board that he and Acting Chairman Neff met with personnel from the DPH on May 9th. At that meeting, DPH personnel requested a contract between the DOH and the board of directors as allowed in the statutes, (but not specifically required). DPH indicated that per capita funding would be contingent upon a contract being finalized. When questioned as to what language the DPH wanted in a contract, they were silent on this issue. Monopoli drafted up a contract and presented it to the board for review. Most of what is in the contract is already covered in the district's personnel policies. From the standpoint of benefits, Monopoli requested that any benefits dependent on employment longevity be retroactive to Monopoli's date of hire: 10/1/2012, as this contract may appear as a new hire contract would appear. The contract is for 3 years, starting July 1, 2016 and expiring June 30, 2019. After brief clarification discussion on the contract, a motion was made to approve the contract as written by Dunne, 2nd Lewis.

Approved 3-0

Motion by Dunne to authorize Acting Chairman Neff to sign the contract on behalf of the district, 2nd Lewis.

Approved 3-

F. Director's Report

Monopoli reported that an EPA RRP class was held at Saybrook Point Pavilion for 25 contractors who registered. CRAHD and the Killingworth Health Department joined together to subsidize the class using lead prevention grant funds. All attendees became RRP certified as a result of the class. Monopoli and Goldblatt attended a Public Information Officer 2 day training held in Guilford. The class was interesting and challenging, and a mock press conference was held.

Monopoli sent a press release to Haddam Events regarding the town of Haddam joining CRAHD. He will be putting out additional press releases.

Monopoli attended a performance management training in Baltimore designed to better prepare local and county health departments for accreditation. Monopoli reported that accreditation criteria for small health departments may be coming out in 2017, which would better fit CRAHD. Monopoli recommended that the board may want to consider moving forward toward accreditation in a formal way in the near future. The board asked Monopoli to continue to gather information on this.

G. Adjournment

Dunne moved to adjourn meeting, 2nd Lewis. CRAHD board of directors meeting adjourned at 12:20 P.M.

Approved 3-0

Respectfully Submitted, *Jim Monopoli*
Secretary and DOH