

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 29, 2015

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 11:05 am

B. Roll Call

Chairman Smith identified the following as present: Board Director Michael Dunne, Board Director Peter Neff, Director of Health Jim Monopoli. Carl Fortuna, 1st Selectman of Old Saybrook was also present.

C. Public Hearing:

Opened at 11:07 P.M. to receive public comments on the proposed 2015-2016 CRAHD operating budget, proposed revised fee schedule, and proposed Tattoo and Body Piercing Ordinance.

D. Approval of Minutes from January 5, 2015 Special Meeting

Dunne moved, **Smith** 2nd, motion to approve minutes from the January 5, 2015 Special Meeting

Approved 3-0

E. Old Business

• Discussion/Action on Proposed Operating Budget for FY 2015-2016

Director Monopoli reviewed the budget with the board of directors. Monopoli noted a 40% decrease in preparedness funding due to a change at the CT DPH to a per capita funding plan. He also noted a potential new source of annual revenue from the district's new flu vaccination program. On the expenditure side, a 2% pay increase for staff, increase in medical insurance, stable other insurance premiums, increase in Sanitarian services due to OSWPCA work, and an increase in funding for health education/PH nursing to compensate partially for loss of

preparedness funding. Overall, the annual budget is approx.. \$9,000 less than the 2014-2015 budget.

F.

- **Discussion/Action on proposed revised fee schedule for FY 2015-2016**

Director Monopoli proposed fee increases for sewage disposal additional plan reviews, subdivision plan review per lot, additional soil test per lot, and new fees for Tattoo or Body Piercing establishment annual permit, temporary tattoo and body piercing establishment permit, and tattoo and body piercing establishment plan review. Monopoli said the fee increases better reflect the district costs in performing the service.

G.

- **Discussion/Action on Proposed Tattoo and Body Piercing Establishment Ordinance**

Director Monopoli explained that the CT DPH recently passed regulations that specify requirements for the tattoo technician to be state licensed, but health standards are lacking for the facility and its operation. The ordinance has standards for the facility and operation that must be met for the establishment to be licensed by CRAHD. Monopoli reviewed some of the highlights of the ordinance. He explained he solicited feedback from Tattoo establishments within the district on the ordinance language.

H.

- **As no member of the public attended the public hearing, the hearing was closed at 11:45 A.M.**

I.

- **Discussion/Action on the items before the board for the public hearing.
After considerable discussion:**

- Motion to approve the CRAHD 2015-2016 operating budget made by Neff, 2nd Dunne
 - Approved 3-0
- Motion to approve the proposed revised fee schedule for FY 2015-2016 made by Neff, 2nd Dunne
 - Approved 3-0
- Motion to approve the proposed Tattoo and Body Piercing ordinance with the condition that Monopoli write into the ordinance the ability for the Director of Health to review records to confirm source of materials purchased for the operation of the establishment. The effective date of the ordinance will be July 1, 2015 ,made by Dunne, 2nd Smith.
 - Approved 3-0

J.

- **Status of Lease negotiation**

Director Monopoli reported that landlord, Dave Adams, had verbally agreed to the district proposal of rent amount leveling in exchange for lease extension in years. The landlord has yet to offer this in writing. The board requested Monopoli to formally notify landlord of board's desire to finalize this agreement. Monopoli will follow up with landlord.

K. Status of Application for 3rd party re-imbursement

Director Monopoli was happy to report that CRAHD is now an approved flu vaccination provider with Medicare and has a Medicare provider number. In addition, CRAHD has contracts with Anthem and Connectic平 as a flu vaccination provider and contracts are pending with Aetna and Medicaid. Monopoli reported that he will be submitting an application to TransactRX a billing assistance company to file claims on behalf of the district. CRAHD should be all ready to run its own flu clinics in the fall. Monopoli will be making inquiries as to flu clinic locations and plan for a clinic schedule. Vaccine has already been ordered (300 doses)

L. Status of grant for alternative fuel vehicle

Director Monopoli reported that he is having doubts about purchasing a vehicle through the CT DOT program. The fund balance is not as large as he anticipated and a capital purchase has to be made for a new phone system this fiscal year. In general, the board agreed and recommended that the alternative fuel vehicle not be purchased at this time. Monopoli will contact DOT on this.

M. 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 document to this amendment, the compliance MOU, which obligates the Town of Old Saybrook to finance attorney representation to CRAHD if needed, has been completed to our satisfaction, and reviewed by our attorney. Monopoli recommended to the board that the amendment could now be signed, along with the compliance MOU

After some discussion, Motion to approve for the chairman's signature, the 2nd amendment to the Public Health Services Agreement made by Neff, 2nd Dunne.

Approved 3-0

Motion by Neff to approve for the chairman's signature, the Compliance MOU, with attached Schedule A, 2nd Dunne.\

Approved 3-0

N. Town of Chester and CRAHD

Director Monopoli reported that he was asked by the town of Chester to submit a proposal to the town demonstrating the costs to the town if it decided to join the district and an overview of the services provided. Monopoli submitted a proposal to the Director of Health and the 1st Selectman for their consideration. Monopoli met with 1st Selectman Meehan. Although the district did not receive a formal response to its proposal, it became obvious that the town of Chester chose to not join the district at this time. The board and Monopoli remain optimistic that as CRAHD expands its services the smaller part time towns may reconsider and join the district.

O. New Business

P. 3rd Amendment: OSWPCA PH Services Agreement

Monopoli presented a 3rd amendment to the OSWPCA PH Services Agreement which includes a new category of service: groundwater monitoring. Monopoli said this is necessary as GW monitoring will be more commonplace as the program moves forward. In addition, this amendment reflects the new reimbursement rates for CRAHD effective July 1, 2015, based on costs to provide the services.

Q. Phone System

Director Monopoli reported that the district phone system is not under warranty and the company that has serviced it will not support or service the system without an expensive service contract. The rationale is that the phone system has outlived its useful life and should be replaced. Monopoli stated that it has become a real problem to get service companies to work on the phones. He stated he will look into alternatives to replace the system. 1st Selectman Fortuna suggested that the district mirror what the town recently did and to inquire with the town's IT consultant.

R. Director's Report

Director Monopoli reported that the district Sanitarians conducted a training on March 26th for real estate agents and brokers titled "Environmental Health and the real estate transaction." The training covered topics such as radon, asbestos, mold, well water, septic systems and lead paint. The training was well received. Monopoli reported that an application was filed through the New Haven/Middlesex Board of Realtors for contact hour credits for agents and brokers who attend the class in the future.

District Sanitarians attended a training on cosmetology inspection with a hired subject matter expert. The staff thought the training was worthwhile and would

result in better inspections. Two local salons were visited with the instructor for hands on demonstration.

Monopoli reported that the district will change insurance carriers to Hanover Ins. for its crime policy. This will result in a lower premium and better coverage.

Monopoli requested that the board directors support the district in providing flu clinics to the town employees as long as a conflict is not created.

Monopoli reported that he hired a qualified person to temporarily assist the district in performing site evaluations for sewage disposal in the Old Saybrook waste water management district, as the OSWPCA requested this according to their schedule.

K. Adjournment

Neff moved, **Smith** 2nd, motion to adjourn. Meeting was adjourned at 12:20 P.M.

Approved 3 - 0

Respectfully Submitted,

Jim Monopoli

Acting Clerk, DOH