

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, October 26, 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 Jeffrey Goldblatt, Board Director Peter Neff, Board Director Willie Fritz, Director of Health Jim Monopoli.

C. **Approval of Minutes from June 29, 2015 Regular Meeting**

Neff moved, **Dunne** 2nd, motion to approve minutes from the June 29, 2015 Regular Meeting
Approved 5-0

D. Health Director Monopoli recognized and welcomed new board director Jeffrey Goldblatt, recently appointed to the board by Selectmen in Old Saybrook.

E. **Old Business**

- **Proposed changes to the Operating Budget for FY 2015-2016**

Director Monopoli reviewed the proposed revised budget with the board of directors. He noted a nearly a 50% decrease in preparedness funding from last year due to a change at the CT DPH to a per capita funding plan and funds that were subtracted from the MDA funding to CRAHD and went to Westbrook and Essex as they now have FT health directors. There has been a 5% reduction in the state per capita funding and a \$1600 reduction in lead prevention funding. To compensate for these losses, Monopoli showed increases in projected revenue from fees and permits and WWMD activity based on review of real revenue amounts in these two areas over the last year through June 2015. Monopoli also showed changes in

the expenditure side to account for re-distribution of less grant money and compensating increases in operating funds to balance out the budget. The revised budget results in an increase of approx.. \$4800 from the budget approved in June 2015

- **Flu Vaccination program for 2015.**

Director Monopoli stated that the district's new flu vaccination program is proceeding nicely with about half of its supply of 350 doses used at vaccination clinics within the district. PH Nurse Sherry Carlson and Office Manager Chris Collier have been very helpful in implementing the clinics with Monopoli's assistance. The only limitation is that approval by Cigna and Aetna is still pending and the district cannot accept these insurances at this time. Additional clinics are scheduled in November.

- **Status of Lease re-negotiation**

Director Monopoli stated that the landlord, David Adams again verbally agreed to the lease renegotiation as proposed by the district, and said his attorney would be preparing the written changes. Monopoli will keep the board informed if this indeed happens.

- **New phone system**

Director Monopoli reported that he has made no additional progress on this issue and will continue to work on it.

F. **New Business**

- **Discussion/Action on the revised 2015-2016 Operating Budget**

Discussion took place on the proposed budget. Director Neff said that the budget should be checked more often, perhaps quarterly, to make sure expenditures are in line with the approved budget. Neff also wants Director Monopoli to work on a capital expenditure plan at least 5 years out so the district could earmark its fund balance toward capital expenditures that may be upcoming. Motion to approve the CRAHD revised 2015-2016 operating budget made by Neff, 2nd Fritz.

Approved 5-0

- **Lead Poisoning Prevention grant activity**

Director Monopoli reported that the activity for the lead prevention grant has been approved by CT DPH, and has been ongoing for two months. The district is running a campaign to advise homeowners and contractors of the Lead RRP rule by the EPA. The rule requires any contractor working and disturbing paint on a home built before 1978, to be RRP certified. CRAHD staff is cross checking building permits issued in the towns and for pre-1978 homes with permitted activity disturbing lead, and the contractor not RRP certified, the district will send a letter to the homeowner and the contractor advising them of the rule.

- **Audit 2014-2015**

The 2014-2015 audit has been completed and the auditor could not be at this meeting due to illness. Monopoli highlighted the audit. Net assets for the district increased by \$21,495 due

to total revenues exceeding expenses for the year. Revenue and expenses were higher than expected for the year. The district's fund balance is now over \$168,000. The auditor will likely be at the next board meeting to go over the audit in more detail.

- **Draft MOU for the Shoreline Medical Reserve Corps**

Director Monopoli reported that although the CT DPH will not allow any newly formed Medical Reserve Corps (MRCs) in the state, he worked with the existing Shoreline MRC to expand east to Saybrook and include Mass Dispensing Area #39 towns. A draft MOU was presented to the board for review. The CT DPH indicated that they want to review the draft MOU before it is acted on locally. The board conceptually supports having an MRC. Once the final is drafted, the board will revisit this.

- **Meeting Schedule 2016**

Director Monopoli presented a draft of the board meeting schedule for 2016. He is proposing reducing the number of regularly scheduled meetings to 6. After review and some discussion:

Motion by Fritz to approve for the CRAHD 2016 meeting schedule for release to the towns. 2nd Dunne.

Approved 5-0

G. Director's Report

Director Monopoli presented a written request by Susan White of Susan's Kitchen to waive the late fee imposed on the restaurant for late application of license renewal. Mrs. White claimed hardship as her brother was sick and died as she cared for him, and she did not renew in time as a result. The board considered the request:

Motion by Neff to grant a one- time waiver of the late fee based on the hardship. 2nd Fritz.

Approved 5-0

Monopoli also mentioned that the Madison Health Director is soon to retire. The board expressed interest in corresponding with the town of Madison to gauge interest in joining the district for its local health services. Monopoli will send a letter to the town administration.

H. Adjournment

Neff moved, **Fritz** 2nd, motion to adjourn. Meeting was adjourned at 12:00 P.M.

Approved 5 - 0

Respectfully Submitted,

Jim Monopoli

Acting Clerk, DOH