

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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Monday, October 27, 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

B.

Chairman Dick Smith called the meeting to order at 11:15 am

C. Roll Call

D.

Chairman Smith identified the following as present: Board Director Michael Dunne, Board Director Willie Fritz, Director of Health Jim Monopoli

C. Approval of Minutes from July 28, 2014 Regular Meeting

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

Approved 3-0

D. Old Business

- **Status of lease negotiations**

Director Monopoli reported that he met with the landlord, Dave Adams, regarding the written proposal, trading reduced rent increases for lease longevity. The proposal was given the verbal ok by the landlord, who stated that he would have his attorney draft up the changes to the lease.

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

Director Monopoli reported that CMS Medicare again asked for additional information on the application. Monopoli had addressed the previous 9 items requested and sent the supporting documentation back to CMS, however, they now want more information on two identified pages on the application. Monopoli will fulfill the request within a few days.

- **Borough of Fenwick, contract draft**

Director Monopoli reported that the contract for public health services has been signed by both parties. CRAHD is now the health department for the borough of Fenwick by this contract. Fenwick has agreed to pay the local per capita amount for PH services.

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

Director Monopoli reported that he the approved grant has been signed by the CT DOT. We can now purchase the alternative fuel vehicle with the grant reimbursing CRAHD in the amount of \$16,700.00 when we purchase it.

Monopoli reported that he will wait until the audit from the 2013-2014 shows a healthy cash fund balance before moving forward with the purchase. He had reported in the July meeting that the district had just under \$120,000.00 in its fund balance, however \$30,000 of that was in non-cash assets. Monopoli also said the wait is warranted because the district had to spend over \$17,000 for a new server, its set up and IT consulting time.

- **Budget Updates**

Director Monopoli reported that the annual operating budget has been revised since its approval back in June for the 2014-2015 fiscal year, because of many unknowns with revenue from grants. Monopoli reported that all grants have now been finalized. Monopoli revised the budget to reflect revenue and expenditures with more confidence. The renegotiation of the lease is the only pending item. Monopoli reviewed the budget in some details to show revisions in line items. After some discussion:

Fritz moved, **Smith** 2nd, motion to approve the 2014-2015 revised budget as presented.

Approved 3 - 0

E. New Business

- **Ebola local response**

Director Monopoli reported an update on local Ebola response. The LHD is responsible for carrying out the Commissioner of Health order for quarantine of individuals. This presents challenges related to monitoring, enforcement by police, meeting daily needs of quarantined individuals, and limiting movement and outside visits etc. The LHD is also responsible for case contact tracing when necessary. Communications is also another responsibility. There have been weekly conference calls between LHDs and the DPH to work out these issues. Monopoli reported that a local meeting took place to discuss these issues with local responders from the three district towns. More meetings are planned. Monopoli also attended a CMS council meeting at Middlesex Hosp to have input into their screening plans.

- **Fees and non-profit organizations**

Director Monopoli reported that the office received an inquiry regarding waiving of CRAHD fees for non-profit organizations. He stated that the district should have a policy to address this. The board requested that Monopoli draw up a policy document for review by the board. The board expressed that documentation should be required from non-profits to demonstrate that they actually are. Also, the board felt that re-inspection fees, if applicable, should be paid.

- **New State Tattoo Regulations**

Director Monopoli presented newly passed state regulations for tattoo technicians. The regulations have many requirements on the individual technician to demonstrate competency. However, the regulations do not address the tattoo establishment. Monopoli said that to inspect and permit tattoo establishments would require a new local ordinance. Monopoli said he would work on this for future consideration by the board.

J. Director's Report

Director Monopoli reported that staff has conducted some quality presentations in the community on food safety and health promotion/prevention. He showed a flyer for food safety and a thank you letter from OS youth and family services for our assistance at its annual family day.

The new server was installed and is operational

Monopoli reported that he is negotiating with the OS WPCA on legal representation and payable services related to enforcement of upgrade orders. He showed a draft agreement under review.

Monopoli and Sherry Carlson produced and distributed a letter to school Superintendents regarding Enterovirus-68.

Monopoli submitted a letter to the town of Westbrook on behalf of the district asking them to consider joining CRAHD as an alternative to hiring its own health director/Sanitarian.

Monopoli reminded board directors about appointment renewals and current status.

Monopoli presented a letter from CT DPH saying that the annual financial statements from fiscal year 2012-2013 have been reviewed and found acceptable.

K. Adjournment

Fritz moved, **Smith 2nd**, motion to adjourn. Meeting was adjourned at 12:10 P.M.

Approved 3 - 0

Respectfully Submitted,

Jim Monopoli

Acting Clerk, DOH