

MINUTES OF THE BOARD OF HEALTH MEETING FOR THE NEWTOWN DISTRICT DEPARTMENT OF HEALTH, TUESDAY, MARCH 13, 2012 AT 3:30 P.M., NEWTOWN HEALTH DISTRICT, 3 PRIMROSE STREET, CONFERENCE AREA, NEWTOWN, CT 06470

**PRESENT:** Donna M. Culbert - Director of Health, Dr. Robert Grossman, Chairman; Board Members: Joan Crick, Audrey Grasso, Herb Rosenthal and Ann Marie Lindblom

**PUBLIC PARTICIPATION:** None

**REPORTS OF OFFICERS AND DIRECTOR OF HEALTH**

**Update on District Activities**

**BOH Meeting – June 23, 2011**

Ms. Culbert explained to the BOH members that the last BOH meeting held on June 23, 2011 met the quorum requirement, but did not meet the 24-hour notice requirement. Ms. Culbert stated that the issues voted on at the meeting needed to be revisited and re-voted on. They are as follows:

**Appointment of the Director of Health**

Dr. Grossman made a motion to accept Donna M. Culbert as Director of Health for the Newtown District Department of Health retroactive to the appointment made on June 23, 2011. All BOH members were in favor. No opposition. Motion approved.

**Resolution for Authorization to apply for funds and enter into agreements for Public Health Emergency Response and Preparedness Planning**

Dr. Grossman made a motion to accept the following resolutions (retroactive to June 23, 2011):

Be it resolved that, on March 13, 2012, pursuant to Section 19a-243 of the Connecticut General Statutes, Donna M. Culbert, MPH, PE, RS, Director of Health for the Newtown District Department of Health, is authorized to make and to approve on behalf of the District any and all contracts or amendments thereof with the State of Connecticut Department of Public Health, for the Purpose of **Public Health Emergency Response and Preparedness Planning**.

All BOH members were in favor. No opposition. Motion approved.

**Resolution for Authorization to apply for funds and enter into agreements for Health Promotion, Health Education/Risk Reduction Programs**

Dr. Grossman made a motion to accept the following resolution (retroactive to June 23, 2011):

Be it resolved that, on March 13, 2012, pursuant to Section 19a-243 of the Connecticut General Statutes, Donna M. Culbert, MPH, PE, RS, Director of Health for the Newtown District Department of Health, is authorized to make and to approve on behalf of the District any and all contracts or amendments thereof with the State of Connecticut Department of Public Health, for **health promotion, health education and risk reduction programs**.

All BOH members were in favor. No opposition. Motion approved.

**NHD Budget 2012-2013**

Ms. Culbert shared with the BOH members that the budget was reviewed and prepared with the sharpest pencil that the District has. Ms. Culbert stated that where the District could share expenses and programs, for an economy of savings, it was applied. Ms. Culbert identified the Newtown VNA as such a source.

Ms. Culbert acknowledged that the biggest line item in the budget is employee salaries with a slight increase due to their contract. Ms. Culbert explained that this year the total budget is down but that savings are realized in the health insurance line item due to the self-insured status that Newtown switched over to. Ms. Culbert noted that the budget went from \$622,783 to \$616,009. Ms. Culbert added that the budget is a wash in everything else.

Ms. Crick asked for an explanation of the self-funded insurance. Mr. Rosenthal explained that instead of paying a premium to an insurance company, the town self-funds claims up to a certain point. The premiums for the individuals are similar to what the employees were paying before, and there is a slight increase in what employees pay per month. Mr. Rosenthal further explained that instead of the Town writing a check to BC/BS, which is what it used to do, the Town now has a reserve fund to pay claims up to a certain amount, after which the insurance company pays. Mr. Rosenthal added that when the total of all claims reaches a certain amount, the insurance company pays.

Ms. Culbert shared with the BOH that she has been actively looking for additional grant opportunities. Ms. Culbert stated that District fees have been down. Ms. Culbert added that the Per Capita is flat and that the District was once funded a little bit more than \$2.00 per person, but that figure has decreased to \$1.85.

Ms. Culbert explained to the BOH members that she was given a directive from the Board of Selectman to present a budget with a 0 percent increase. The budget as prepared is slightly over because of in-kind services. Ms. Culbert added that the request to Newtown is slightly higher than last year - \$264,048 vs. \$268,000.

Ms. Culbert explained to the BOH members that she would like to meet again in April or May to discuss other opportunities to increase income for the District such as increasing fees. Ms. Crick asked Ms. Culbert if the District inspected nail salons. Ms. Culbert replied that the DPH policy consists of one paragraph stating that they be inspected once per year by the Health District/Department but does not contain any standards for inspection. Ms. Culbert added that she has been surveying other health districts/department to see what they do and will comprise an ordinance for approval.

Ms. Lindblom asked Ms. Culbert if she was using the most current census data. Ms. Culbert replied that she uses the population data provided by the DPH when submitting paperwork. Ms. Lindblom stated that the population has decreased in Bridgewater. Mr. Rosenthal added that the 2010 census shows Newtown has increased to 27,500. Mr. Rosenthal suggested that Liz Stocker would know the correct census number.

Ms. Culbert noted that the NHD budget has gone before the Board of Selectman and will be moving forward to the Board of Finance. Ms. Lindblom stated that the Bridgewater budget would be going before the Bridgewater Board of Selectman tonight, March 13, 2012, with the referendum in May. Ms. Culbert added that she would check with Roxbury regarding budget presentation.

Herb Rosenthal made a motion to accept the budget as presented. Seconded by Audrey Grasso. All in favor. No opposition. Motion approved.

### **Audit**

Ms. Culbert explained to the BOH members that the Audit for fiscal year 2011 has been completed by Nanavaty, Nanavaty and Halloran. Ms. Culbert shared with the BOH members that in years past, discussions about properly incorporating grants into the budget took place, particularly with Mr. Rosenthal and Mr. Stuart. Ms. Culbert stated that because most grants are non-recurring and do not fund the normal operation of the District she did not include them in the budget process, but instead had the BOH members modify the existing budget when necessary.

Ms. Culbert had a discussion with the auditor, Glen Nanavaty, regarding this matter and he made the suggestion to create a special revenue fund, which would be accounted for in the audit. Ms. Culbert noted that because the monies that come from these grants are specific to what they can be spent on, the unspent money must be returned. Mr. Rosenthal agreed that since those monies could not be used for general operating expenses, it was wise to have them identified separately. Ms. Culbert identified page 10 and 11 of the Basic Financial Statements in the audit as identifying the special revenue fund. Ms. Culbert stated that Mr. Nanavaty will finalize the audit with the Boards' approval of including the special revenue fund and Ms. Culbert will send a final copy to all Board members.

Mr. Rosenthal made a motion to adopt a special revenue fund for accounting purposes. Joan Crick seconded. All in favor. No opposition. Motion approved.

### **After Action Meetings**

Ms. Culbert explained to the BOH members that she will attend some After Action Meetings concerning the responses to the two storms in 2011.

Ms. Culbert noted that one of the biggest challenges for the NHD during this time was the inspection and follow-up of food service establishments in the District. Ms. Culbert stated that food service establishments at times were the meeting places for people who were without utilities and areas of refuge for residences. Ms. Culbert further added that District staff did a great job in this area of emergency response.

Ms. Crick asked about services to the homebound. Ms. Culbert explained that the NHD worked with the Bethel VNA in providing services to those in need. Ms. Culbert added that a Newtown resident who is a nurse in that organization was key in this effort. Ms. Culbert noted that the First Selectman's office, the Senior Center, Public Works and Social Services were very involved in this community effort.

Ms. Lindblom included that the Bridgewater Senior Center became an overnight shelter and the Bridgewater Fire Department went door-to-door to residents that had not been heard from.

Ms. Culbert explained to the BOH members that Bridgewater and Roxbury both regularly send out a quarterly newsletter and that using that idea, the District and the town of Newtown sent out a Be Ready Newtown bulk mailing to every residence in Newtown. Ms. Culbert noted that she has sent a copy of it over to Bridgewater and Roxbury for their bulk mailing consideration.

### **Board of Health Meeting Dates**

Mr. Rosenthal asked if the BOH were required to meet quarterly. Ms. Culbert replied yes. Ms. Culbert suggested the following meeting schedule: March, June, Sept and December. Ms. Culbert added that she would like to meet again in April when Dr. Draper would be available. It was agreed by the BOH members that they would meet on April 23, 2012 at 12 Noon at the District Conference Room.

Ms. Culbert added that it would be an ideal time to review BOH appointments.

Having no further business, Dr. Grossman made a motion to adjourn the meeting. Seconded by Audrey Grasso. No Opposition. Motion approved. Meeting adjourned.

Submitted by

Maureen C. Schaedler  
Administrative Assistant