

MINUTES OF THE BOARD OF HEALTH MEETING FOR THE NEWTOWN DISTRICT DEPARTMENT OF HEALTH, JULY 10, 2013, NEWTOWN HEALTH DISTRICT, 3 PRIMROSE STREET, NEWTOWN, CT 06470

PRESENT: Donna M. Culbert - Director of Health, Dr. Robert Grossman, Chairman; Board Members: Joan Crick, Medical Advisor - Dr. Thomas Draper

I. PUBLIC PARTICIPATION: None

II. Acceptance of Minutes of Previous Meetings – August 27, 2012

Minutes from the BOH meeting on August 27, 2012 were presented for approval but because of a lack of a quorum they could not be approved.

III. Reports of Officers and Director of Health

1. Update on District Activities

Ms. Culbert distributed copies of the update of District Activities. Ms. Culbert shared with the Board that a majority of her time has been spent helping people connect with mental health resources they need, and working with mental health providers after December 14, 2012. Board members discussed Ms. Llodra's efforts in this regard and praised her efforts.

Ms. Culbert recapped for those Board members present that the District responded to the fallout of Hurricane Sandy, some incidences of lice in the public schools, bed bugs and the annual Health Fair. Ms. Culbert added that tick borne disease continues to be a focus of on-going education to the community.

Dr. Draper asked about flu vaccine clinics. Ms. Culbert explained that the District has not held their own clinic because of the many community efforts that are available to residents.

Ms. Culbert noted that the Bethel VNA, Danbury and New Milford VNA do provide flu vaccine clinic opportunities. Ms. Culbert noted that the VNA's offer flu shot vaccines to children. Ms. Culbert explained that Krista Stringer, a nurse with the Bethel VNA, has been a key supporter to the Health District.

Dr. Draper raised the issue of Aquarion Water and its ownership of the Green Ridge water supply. Ms. Culbert added that Aquarion extended its water main from Monroe to the Newtown town line at South Main Street.

2. Resolutions

Dr. Grossman asked Ms. Culbert to send these resolutions to the other Board Members, explaining that because there was no quorum at today's meeting, but it was recommended by those Members present that these be approved by the Board as a whole.

Ms. Culbert explained that the resolutions allow her to participate in programs/grants that cover Public Health Emergency Preparedness and Health Promotion Health Education. Ms. Culbert added that two years ago the District along with a representative from Danbury Hospital did a smoking cessation program utilizing block grant monies. Ms. Culbert stated that Mary Ann Mitchell, pulmonary nurse at Danbury Hospital, offered her assistance with the Quit Now program. It was a 6-week program for Town employees and members of the community.

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Ms. Culbert added that the District will offer the Quit Now program again and that it has been extended as a three-year block grant. Ms. Culbert anticipates two sessions - one in the Fall and Spring 2014.

3. Budget

Ms. Culbert explained that the format of the Budget that is presented to the public has changed. Ms. Culbert shared it with the Board members. Ms. Crick asked if a description of the Board could be included.

Ms. Culbert explained that the Budget has not changed dramatically. Ms. Culbert stated that in developing the budget, grant dollars as well as local tax dollars are utilized. Ms. Culbert noted that it reflects a minimal amount of increase – the bottom line has gone up to \$632,000 from \$616,000 but because our population has not changed much, our per capita cost of \$14.81 has remained flat.

Ms. Culbert identified some of the line items included in the Budget that are provided by the towns:


1. Payroll Costs include pension.
2. Operating includes rent and utilities for the offices. The majority of these expenses are focused in Newtown. Although not direct costs, Ms. Culbert explained that it is important to represent these values in the budget.
3. Transportation is for the three District trucks in the amount of \$10,500.
4. Health Insurance - \$100,550.00 is for employee health insurance.

Ms. Culbert stated that the bottom-line figure of \$632,000 is configured by the per capita cost of each of the populations of Newtown, Bridgewater and Roxbury. Ms. Culbert explained that in previous years, the District would receive money from the Town and then we would write a check back to them. It was decided by Ms. Culbert and the Finance Department that it would be easier to subtract it (in kind services) from the amount requested and receive only the monies that we need to fund our operation.

Dr. Grossman recommended to Ms. Culbert that she forward the Budget to those Board members not in attendance and let them know that the present Board members were in approval.

Executive Session

An un-official Executive Session was initiated by Dr. Grossman to discuss the Newtown Health District Employee's contract. This was the end of the tape recording.


Prepared by Maureen Schaedler
Administrative Assistant

Executive Session

Upon going into Executive Session, Donna Culbert was excused.
Upon coming out of Executive Session Donna was asked to rejoin the members.
Dr. Grossman made a motion to increase the Director of Health's salary \$3,000 and to correspondingly decrease Dr. Draper's salary \$3,000. Joan Crick seconded. Dr. Draper was in agreement. Motion approved.

Any Other Business

Dr. Grossman asked the BOH members if there was any further business. Having none, Joan Crick made a motion to adjourn the meeting. Dr. Grossman seconded. Motion approved. Meeting adjourned.

This section of meeting after the Executive Session, Submitted by:



Donna Culbert
Director of Health