

MINUTES OF THE BOARD OF HEALTH MEETING FOR THE NEWTOWN DISTRICT
DEPARTMENT OF HEALTH, WEDNESDAY, JANUARY 27, 2016, NEWTOWN MUNICIPAL
CENTER, LAND USE CONFERENCE ROOM, 3 PRIMROSE STREET, NEWTOWN, CT 06470

PRESENT: Donna M. Culbert - Director of Health, Dr. Robert Grossman, Chairman; Board Members: Bernie Meehan, Curtis Read, Dr. Begg; Dr. Draper – Medical Advisor via telephone and Herb Rosenthal, via telephone; Edward C. Knapik – NHDEA President

I. Public Participation: No public participation

II. Acceptance of Minutes of Previous Meetings

Bernie Meehan made a motion to accept the minutes from the BOH meeting on June 25, 2015. Seconded by Curtis Read. Motion approved.

III. Reports of Officers and Director of Health

1. Update on District Activities – Ms. Culbert reviewed the Update of District activity sheet

- Environmental activity (July 2015 to date):
 - Food service Inspections including Temp Events – 187
 - Soil testing – 56 Septic Repairs – 52 New Septics – 17
 - Wells (deepening and new) – 38
 - Building permit sign-offs - 195
 - Complaints – blight
 - Cedarhurst water system – request to cease operations

Dr. Begg asked if the outstanding complaint/blight issues were creating a potentially dangerous condition for residents. Ms. Culbert explained that the sites are secured so access is prohibited.

- Community Health:
 - Community Health work. WCHN – continue working with the greater Danbury/HVCEO region on Chronic Disease prevention, engaged with committee on Wellness “Know Your Numbers” campaign. Focus on physical activity, improved nutrition, heart health, diabetes prevention. Maureen Farrell from Regional Y is our committee chair. Also on Diabetes Prevention Advisory. Also on New Milford Hospital Community Panel.

- Lyme and tickborne disease prevention continues, working with community partners, utilizing the BLAST program at many local events and opportunities. Continuing with Newtown BOS approved contracted plan for organized prevention efforts. Have conducted survey, stakeholder interviews, will be doing focus groups, presentations, possible “branding” and marketing plan.
 - On-going: Work & strengthening relationships with VNA’s and community health; Newtown Prevention Council (coalition of community members toward a safe and substance free town) working with NYFS on Coalition Strengthening grant.
 - Continue working with mental health and other health care providers regarding community recovery. Staff wellness. Recovery & Resiliency Board – meeting monthly
- Preparedness – Participated in Governor’s annual exercise; Newtown Schools emergency exercise; Region 5 Mass Fatality Training. HVR PHEP prepared draft plan for and exercised (TT) a Functional Needs Service Support Shelter. Continue to do regional planning with HVCEO public health emergency planning committee and Region 5 ESF 8 Health and Medical Services
 - Admin – Changed payroll from ADP to Paychex. Soon be moving to Newtown Savings Bank. Collaborating with Building Department on implementation of new on-line permit process.
 - Upcoming Community Events
 - February Heart Health month
 - “Know Your Numbers” programs in all 3 towns
 - Fall Prevention programs at all 3 Senior Centers with Block Grant funds

IV. Old Business

Dr. Grossman asked Ms. Culbert and the Board members if there was any items for discussion under Old Business, and hearing none, moved the BOH meeting agenda forward.

V. New Business

1. Board Officers

Dr. Grossman addressed the BOH members about the need to re-elect some of the BOH member positions.

Bernie Meehan made a motion to re-nominate Dr. Robert Grossman as the Chairman of the Board of Health. Curtis Read seconded. All were in favor. Motion approved.

Bernie Meehan made a motion to nominate Dr. William Begg as the Assistant Vice Chair. Seconded by Mr. Rosenthal. All were in favor. Motion approved.

2. Newtown Savings Bank

Dr. Grossman stated that the NHD would be changing its' bank account to the Newtown Savings Bank. Dr. Grossman asked BOH members to read the materials provided by the DOH and a resolution from the Board authorizing them to open an account at the Newtown Savings Bank to conduct and transact business for the Newtown Health District as necessary.

3. Resolution(s) for Authorization to open a new bank account at NSB, and to conduct and transact business on the account.

Curtis Read made a motion to accept the resolution as follows:

"Be it resolved that, on January 27, 2016, 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 open a bank account at Newtown Savings Bank for the Newtown Health District, and is authorized to conduct business and transactions on said account for the Newtown Health District."

Bernie Meehan seconded the motion. All were in favor. Motion approved.

Herb Rosenthal made the suggestion that a motion/resolution be passed that two signatures be required for large checks written by the NHD. Board members were in agreement.

Bernie Meehan made a motion/resolution that the NHD require two signatures on large NHD checks totaling \$2,000 or more and that those signatures would be Donna M. Culbert, Dr. Grossman and/or Dr. William Begg. Ms. Culbert explained that in almost all cases, regardless of the amount of the check, two signatures are used when checks are written and disbursed. Curtis Read seconded. All were in favor. Motion/resolution approved.

Ms. Culbert shared with the BOH members that there will be a 60-day period where the District will have two bank accounts in order that the transition to the new account with Newtown Savings Bank goes smoothly. The account at Bank of America will then be closed.

4. FY 2016-2017 Budget

Ms. Culbert distributed a copy of the FY 2016-2017 Budget. Dr. Grossman asked if there were any questions and hearing none, he asked Ms. Culbert to comment on the proposed budget.

Ms. Culbert distributed copies of the proposed three-page FY 2016-2017 budget. Ms. Culbert stated that the first page summarizes the proposed expenditures and revenues for FY 2016-2017. Ms. Culbert explained that the proposed budget reflects a very minimal change - the NHD fees have gone up a slight amount and there is money in the fund balance. Working within those parameters has allowed for the Health District to keep the contribution from each town stable even though the bottom line of the budget has gone up.

Ms. Culbert shared that the NHDEA contract and salary have been negotiated and reflected in this proposed budget. Ms. Culbert added that while health insurance continues to go up each year, in 2018 the Affordable Care Act may change and insurance policies such as the District's may be affected.

Mr. Rosenthal stated that the Affordable Care Act could change in 2018 and the 2017-2018 budgets may be impacted if the rate increase goes over the threshold. He added that the District is not there yet.

Ms. Culbert explained that the proposed budget has been submitted to the Newtown Finance Director and First Selectman for their approval and she has not heard back regarding any requests for changes. From there, the budget will be submitted to the Towns of Roxbury and Bridgewater. Mr. Rosenthal stated that the next BOS meeting is February 1, 2016. If the proposed budget is approved by the BOS it will go to the Board of Finance, then the Legislative Council and lastly a Referendum.

Curtis Read made a motion to accept the proposed FY 2016-2017 budget as presented. Dr. Grossman asked for any further comment. All were in favor. Motion approved.

VI. Executive Session

There was no agenda for an Executive Session.

VII. Any Other Business That May Properly Come Before the Board of Health

NHDEA Contract

Mr. Rosenthal asked Ms. Culbert if the NHD had to formally approve the NHDEA contract that was negotiated by Dr. Grossman and himself. Ms. Culbert stated that although he and Dr. Grossman were authorized by the Board, it would be beneficial to have it formally approved.

Mr. Rosenthal shared with the Board members that there were a number of meetings held with the NHDEA and that a contract for the fiscal years July 1, 2016 through June 30, 2018 was negotiated and approved. Mr. Rosenthal explained that the following items were negotiated:

1. 1.9 percent increase in salary for FY 2015-2016; 2 percent salary increase for FY 2016-2017 and 2 percent salary increase for FY 2017-2018.
2. Language to reopen the contract to "solely discuss the percent each party will pay of the imposed penalty" with regard to health insurance costs being impacted by the ACA.
3. Changes in longevity payments.
4. Added a day for the birth or adoption of a grandchild.
5. Medical co-pays will be 10 percent for FY 2015-2016; 11 percent for FY 2016-2017 and 12 percent for FY 2017-2018.

Mr. Rosenthal stated that the negotiations were very pleasant, and the NHDEA contract is a good one. Mr. Meehan thanked him and Dr. Grossman for their participation.

Conflict of Interest Statement

Dr. Begg asked the Board Members if he could make a conflict of interest statement. Dr. Begg stated that he appreciated the opportunity to serve as Vice Chair of the BOH and has become very proactive of public health issues in the last few years. Dr. Begg pledged that his personal views will not be reflected as part of the Newtown District Department of Health views going forward.

Mr. Rosenthal thanked Dr. Begg for his statement and reminded the BOH members that they represent different interests from time to time and how important it is to be reminded of this.

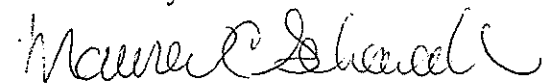
Bernie Meehan stated on behalf of the BOH members that they were grateful that Dr. Begg accepted the nomination as Vice-Chair of the BOH.

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VIII. Adjournment

Bernie Meehan made a motion to adjourn the BOH meeting, Seconded by Herb Rosenthal. All in favor. Motion adjourned.

Submitted by:



Maureen C. Schaedler
Administrative Assistant