



TORRINGTON AREA HEALTH DISTRICT

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"Promoting Health & Preventing Disease Since 1967"

TORRINGTON AREA HEALTH DISTRICT' BOARD OF HEALTH MEETING

JANUARY 19, 2017

Borough of Bantam

Bethlehem

Canaan

Cornwall

Goshen

Harwinton

Kent

Member Present: Thomas Juliano, Cornwall, Thomas Breakell, Goshen, Robert Collins, Harwinton, Thomas McClintock, Litchfield, Gloria Gourley, Norfolk, Dr. Anthony Scappaticci, Plymouth, Anthony Orsini, Plymouth, Joseph Petricone, Jr., Torrington, Dr. Jessica Magda, Torrington, Tim Waldron, Torrington, Janelle Wilk, Watertown, Renato Focareto, Watertown, Keith Wilson, Winsted.

Members Absent: Nancy Rahuba, Bethlehem, Kim Griffen, Borough of Bantam, Gerard Perusse, Borough of Litchfield, Louis Timolat, Canaan, Elliot Greenberg, Kent, Liesl Skilton, Morris, William Minacci, North Canaan, Peter Oliver, Salisbury, Daniela Ouellette, Thomaston, Ronald Russ, Watertown.

Guest/Staff: Chris King of King, King Associates, Robert Rubbo, Director of Health, Thomas Stansfield, Deputy Director of Health, Diane Fox, Administrative Secretary.

Borough of Litchfield

Litchfield

Middlebury

Morris

1. Minutes

- **Motion to accept minutes of the September 19, 2016 were made by Mr. McClintock with Mr. Orsini seconding the motion. Motion carried and passed unanimously.**

Norfolk

North Canaan

Plymouth

Salisbury

Thomaston

2. Chairman's Report

- Chairman Collins reported that David Minnich a past member of the TAHD Board had recently passed away.
- Meeting with State Health Commissioner also attended meeting in Hartford on Regionalization – Town hall forum.
- Brought to the Board's attention the fact that some of our employees do volunteer Work within their communities.
- Letter of appreciation sent to Cathy Weber, Sanitarian for TAHD on a commendable Job she did helping some constituents in the town of Cornwall.
Motion made by G. Gourley to formalize letter to Cathy Weber, motion seconded By Mr. Breakell motion passed unanimously.

Torrington

Warren

Watertown

Winsted

3. Guest and Staff Presentation

- Chris King of King King and Associates, discussed the annual audit going over some key points for our Board Members.
- The subject of cyber security was discussed and Director Rubbo assured Mr. King that

The Torrington Area Health District is an equal opportunity provider, and employer.

To file a complaint of discrimination write USDA , Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C., 20250-9410, or call (800) 795-3272 (voice), or (202) 720-6382 (TDD).

Security is a top priority with our IT contractor System Support Group.

4. Board of Health and Staff

- a. Changes in Board Members- None at this time
- b. Changes in Staff – None at this time
- c. Items for information/consideration by Board Members
 1. Resolution to sign Documents
 - **Motion brought to the table by K. Wilson that the Director of Health and/or their designee are authorized to sign any and all contracts, resolutions, legal agreements, and other documents necessary to conduct routine business on the behalf of the TAHD for the period of January 19, 2016 – January 18, 2018. Motion was seconded by J. Wilk. Chairman Collins called for a vote and motion passed unanimously.**
 2. Resolution for TAHD Board Chairman to establish special purpose Committees.
 - **Motion made by T. McClintock- The Chairman of the TAHD Board of Directors is authorized to establish special purpose committees, to appoint their officers and to assign their subjects of study. Further, the Chairman of the TAHD Board of Directors will act as chairman pro tempore for the special purpose committee and until and if he or she appoints a permanent chairman. This resolution is indefinite, subject to annual renewal by the TAHD board at each January regular meeting. The term of such permanent committee chairmen as may be appointed ends on the 1st of January of each year.**

This resolution is not meant to be construed so as to prevent the TAHD Board of Directors from acting on its own in the matter of committees or from assigning specific charges to standing committee. This motion was seconded by R. Focareto. Vote called and motion passed unanimously.

5. Committee Reports

a. Finance Committee - Tim Waldron

All handouts attached

1. FY 17 YTD

This past month we reviewed the TAHD finances including the 2015-2016 Audit Report, the status of 2016-17 spending vs. the budget, and a possible 2017-18 budget and Per Capita. The process we followed and the conclusion we reached resulted in the following proposals we suggest be presented to the Board.

Starting with a review of the 2015-16 Audit report which revealed the following.

TAHD Operational Budget – gain of \$122,897 vs budgeted gain of \$9,022

TAHD fund balance sheet – unassigned reserve of \$310,216

Non-spendable Internal Advance (Lab Debt) has been written off in

FY16 audit. (see excerpt from Finance Committee Meeting)

Since the Laboratory debt has been written off/eliminated within our 2015-16 audit TAHD will benefit from additional revenues from laboratory services within our operating budget.

To adjust our funds and to better meet the needs of the TAHD the following steps are proposed.

Transfer money from the Unassigned Fund Balances account to the TAHD Capital Projects fund. This will allow TAHD to fund various Capital Projects in the coming years (see schedule of allocation handout attached).

- **Motion made by T. Waldron and seconded by J. Petricone That \$110,000 be transferred from the unassigned fund balance Account to the TAHD capital projects fund. Vote was called and motion carried unanimously.**

2. Non-spendable: Internal Advance (Lab Debt)

- **In accordance with a unanimously adopted recommendation of the TAHD Finance Committee, (see attached excerpt from November 15, 2016 meeting:) the TAHD Board of Directors orders the following: The use of the line item “Non-Spendable: Internal Advances”, published under heading Fund Balances of the TAHD Balance Sheet document, is, hereby, discontinued. Motion made by T. Waldron and seconded by T. McClintock. Vote take motion carried unanimously.**

3. FY18 – recommendation per capita

After reviewing the fund balances, the Schedule of Allocations, the information provided above, and information supplied to the Committee by the State of CT a possible TAHD Operational budget for the fiscal year 2017-18 has been drafted. The FY18 Budget was Drafted keeping in mind the continued desire to contain costs. If deeper cuts are made by the state of CT we may have to draw on Unassigned Reserves to cover revenue minus expense shortfalls.

