

**Torrington Area Health District
Board of Directors Meeting
January 10, 2019**

Members Present: Nancy Rahuba, Bethlehem, Louis Timolat, Canaan, Thomas Breakell, Goshen, Robert Collins, Harwinton, Elliot Greenberg, Kent, Gloria Gourley, Norfolk, Joseph Petricone, Jr., Torrington, Jessica Magda, Torrington, Jessica Wright, Torrington.

Members Absent: Gerard Perusse, Borough of Litchfield, Thomas Julliano, Cornwall, Thomas McClintock, Litchfield, Edward St. John, Middlebury, JoAnn Battistoni, Morris, William Minacci, North Canaan, Dr. A. Scappaticci, Plymouth, Anthony Orsini, Plymouth, Peter Oliver, Salisbury, Daniela Ouellette, Thomaston, Janelle M. Wilk, Watertown, Ronald Russ, Watertown, Renato Focareto, Watertown, Keith Wilson, Winsted.

TAHD Staff: Robert Rubbo, Director of Health, Thomas Stansfield, Deputy Director, Diane Fox, Administrative Secretary.

Chairman Collins called the meeting to order at 7:03 pm

1. Minutes

Motion made by L. Timolat to accept the minutes of the September 2018 meeting as written. Motion Was seconded by T. Breakell – motion passed.

2. Chairman's Report

- Letter from Commissioner Pino thanking TAHD for helping with the Influenza initiative and holding A flu clinic on December 1st.
- Correspondence from Commissioner Pino of Gov. Lamont's decision to move in a different directions and Gov. Lamont will be nominating someone else to serve as Public Health Commissioner.
- Building our Communities work shop was held on Nov. 28th funds designated for working on building healthier communities.
- April 11th open house at TAHD starting at 5pm prior to Board meeting. This will be an opportunity For Board members to see the workings of TAHD and meet staff.

3. Board of Health and Staff

a. Changes in Board Members

None

b. Changes in Staff

- Will be trying to fill an entry level position allowing for training opportunities for those we hire.

c. Items for information/considering

- **G. Gourley motion that the Director of Health and the Chairman of the Board 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 18, 2019- January 17, 2020. Motion was seconded by J. Petricone. Passed unanimously.**
- **T. Breakell made a motion that the Chairman of the TAHD Board of Directors is authorized to establish Special purposes 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 Committees 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 chairman as may be appointed ends on the 1st of January of each year. Motion Seconded by N. Rahuba and passed unanimously.**
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 committees.

4. Committee Reports

a. Finance – T. Waldron, Chair

No negative remarks from the Auditors for second year in a row which is a great testament to what the Staff does.

1. FY18 Audit was summarized by Director Rubbo for the Board. At the January 2019 Finance Committee meeting the Audit was presented in detail by King, King and Associates.

Review of the 2017-18 Audit report which revealed the following:

- Page 1 would comment on the A+ rating as referred to by Chairman Waldron
- TAHD Operational Budget page 27 budgeted \$1, 702, 277 came in at \$1,878,618 several things greatly impacted this included the \$48, 996 from the Per Capita when the grant was completely funded per Executive order. Grant income was \$67,852 big part of this was the SPFRX that was granted and also the WIC grant. Third was license permits and inspections which came in at \$57, 246 greater than anticipated.
- Total Expense side budgeted \$1.649,273 came in at \$1, 704,582 we were actually -\$55,309 Had to do with this being the last year that the grant salaries were not budgeted in this budget but in FY19 these changes have been adopted. Going forward TAHD had an excess of \$122,135 which will allow us to fund some of our Capital projects. This money will also replenish our Undesignated fund as well.
- TAHD fund balance sheet
 - Unassigned Reserves \$268, 578 down approximated \$32,000 after pay off loan for 339 Main St. Capital Reserve Account \$131, 098
 - Debit Services \$46, 054 –need to be kept aside due to USDA loans
 - Unemployment Comp- \$32, 812 – since self-insured need to keep that set aside
 - **Motion by T. Waldron and seconded by N. Rahuba to accept the FY18 Audit report as presented. Vote called and motion passed unanimously.**

2. FY 19 YTD

Per Capita

Budgeted \$932,023.88

YTD \$954, 309.52

Reason for the increase was we budgeted for 20% cut but cut was only 11.24%

Licenses Permits & Inspections

Budgeted \$485, 000.00

YTD \$342, 452.50

Reason so far ahead is that all food licenses come due in July

Grants

Budgeted \$455, 164.00

YTD \$231,150.16

Grant income does not always come in on time but eventually it is all received.

Wages

Budgeted \$1,188.519.00

YTD \$ 584,662.84

Right on pace somewhat ahead most due to having a vacancy in the food position

Benefits

Budgeted \$328, 324.70

YTD \$145,761.95

Reasoning being the same as wages part

Overall the FY19 budget looks to be in very good shape.

3. FY20- Recommended Per Capita

With the information supplied above and fund balances the FY19 is in good shape to date.

This past month the TAHD finances including the 2017-2018 Audit Report, the status of 2018-2019 spending vs. the budget, and a possible 2019-2020 budget & Per Capita. The process we followed and the conclusions we reached resulted in the following proposals that be present at the January meeting

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 Operations budget for the fiscal year 2019-20 had been drafted. The FY20 budget has been drafted keeping in mind the continued desire to contain costs. If deeper cuts are made by the State of CT either to the per capita or our grants we may have to draw on Unassigned Reserves to cover revenue minus expense shortfalls.

Thus more revenue and continued control of costs will be needed. On the expense side I am recommending a 2.5% Cost of Living increase for the staff in FY 20 this has been accounted for in the Draft FY20 budget.

Medical benefits were scheduled to increase by approximately 18% starting January 1, 2019. We have shopped the market and switched to an alternate Health Savings Plan offered by Harvard Pilgrim. We will still see an 8% increase in medical benefits. The new plans has same deductibles and total out of pocket expense for employees with same level of coverage. Employee contributions will be 8% for individuals and 20% for family of the total premiums.

Key factors which could negatively impact the Revenue side

1. 2019-2020 population numbers are down for the 8th straight year. Which effects both state and local per capita funding
2. State DPH office of local health administration said to expect an 11.24% cut in FY20.
3. Grant funding for Emergency Preparedness and Block Grant continues to be unstable and uncertain.

To keep the income we receive from per capita level would require an increase in per capita rate.

- Note by not increasing our local per capita rate we will actually see a reduction in the amount of funding we receive from our member towns as well as the State of CT for the third straight year. If the State per capita were fully funded at \$1.85 we would receive \$234, 558. If the cut for FY20 is 11.24% we will receive \$215,910 that is a loss of \$27, 648. There is always the possibility due to the financial climate in CT that the cuts are deeper than anticipated to the per capita funding. By no increasing the per capita rate we may have to draw on our unassigned reserves to cover any revenue expense shortfalls.

A small increase could make up for the loss in population over the last three years. Although it would be an increase in our per capita rate it is not an increase in the total amount the town pays overall.

However, due to TAHD's current financial status we can absorb another small loss in population for FY20. If the per capita rate is maintained at \$5.48 for FY20 it will be TAHD fifth consecutive year no increasing the amount each member town pays overall and the third consecutive year where the per capita rate has been maintained and because of a consistent decline in population the third year that towns will actually be paying less than the previous year overall.

At this point the finance committee recommends that the per capita rate for FY20 be maintained at \$5.48.

- **Motion made by L. Timolat thus the Finance Committee recommends the following: That the 2019-20 Per Capita be maintained at \$5.48. Seconded by G. Gourley, Vote called and by Chairman Collins and motion passed unanimously.**

b. Building Committee- Chairman J. Petricone, Jr

- EdAdvance move to first floor rear opening up office space on rear of second floor for TAHD to expand offices and bring files back from storage building for better access.
- 364 Main St. – Demolition

Since tenants vacate quicker than originally thought the question now is how long we want to keep that building vacant and should we move forward quicker with the demolition process. If so reallocation of funds will be necessary, with that said the following motion was brought before the board:

- **J. Petricone, Jr. made a motion to amend the FY2018-19 Schedule of Allocation. Amount to be spent category for 364 Main St, to allow the Director of Health to spend up to \$40,000 for the demolishing and stabilization of 364 Main St, Torrington, CT from the capital projects account, \$10,000 of which is a supplemental appropriation from the existing 364 Main St account. Motion was seconded by L. Timolat.**

Discussion: Director Rubbo explained the TAHD schedule of Allocation and how the money will be appropriated.

- At this time Chairman Collins called for a vote on the motion as presented. Motion carried and passed unanimously.

c. Personnel Committee- Chair- Gourley

- New members – discussion on what the role of the Personnel Committee
- At this time there are no actual issues to address

5. Director's Report

a. Influenza Update – increase in ED visits and Flu season is ramping up.

b. Regulatory Activity

- Food, Septic other programs offered here Matter of Balance Partnered with Farmington Valley Health. Chronic Disease self-management program. Offering program at Keystone Place beginning in January through mid-February this is a Partnership with Charlotte Hungerford. Diabetes self-management class.
- WIC Program Which TAHD took over last May has had an increase in participants. Only three other WIC programs in the CT have increased their participant numbers with TAHD being on top with a 9.6% increase.

6. Program Reports

a. Immunization Program – Anatasiya Domnich-Kovalevsky written report included.

b. SPF-Rx – Anatasiya Domnich-Kovalevsky written Report included

c. Emergency Preparedness – Leslie Polito -written report included

d. Lead Program – Tom Stansfield

- Lead been relatively quiet lately
- Working towards closing several cases

e. Medical Reserve Corp Program – Kitty Hickcox written report

f. Environmental Health Program

- 800 restaurant changing classes due to new FDA code
- FDA Code is now in committee, then goes to public hearing, then a waiting period of 60 days.
- TAHD is in good shape all restaurants have been re-classified.
- Still in full septic season very unusual for this time of year. We have had an exceptionally we season and many installations have been held up.
- Landing Zone Restaurant has closed.

7. Other Business

- None at this time

8. Adjournment

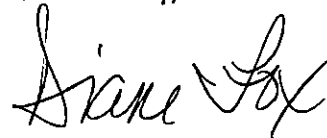
- Motion made by N. Rahuba at 8:30 pm to adjourn the meeting, seconded by J. Petricone, Jr. Motion carried.

Respectfully submitted,

Transcribed by,



Robert Rubbo, Director of Health



Diane Fox, Administrative Secretary