

**TORRINGTON AREA HEALTH DISTRICT
BOARD OF DIRECTORS MEETING
JUNE 21, 2018**

Meeting called to order by Chairman Collins at 7 pm.

1. Minutes

Motion made by T. McClintock to accept the minutes of the April 19, 2018. Motion seconded by G. Gourley. Vote called and motion passed unanimously.

2. Board of Health and Staff

- a. Board Member – have been informed by Bantam that Kim MacDonald – Borough of Bantam will be serving
- b. Staff – No Changes

3. TAHD related business from Board Members – None at this time

4. Updates from Board Chairman

- At the September Board Meeting- will give tour of TAHD operations for all Board Members at 6 PM.
- Public Service Announcement for SPF-Rx Grant – was viewed

5. Committee Reports

a. Personnel Committee – Gourley

- No report

b. Finance Committee – Waldron

- Current FY over projection on budget. Both License and permits fees are well over budget projections
- Grants being incorporated in TAHD budget as well. Grants are more transparent in budget

Income

- Per Capita Funding discussed
- Licenses permits and inspections figures are exceeding what was budgeted
- At this point in time all the Grant monies are in and very close to budget
- Total income was budgeted at \$1,707,277.12 currently at 1,783,789.75 so currently \$83,000 over budget due to the Per Capita and License and permits.
- Lab operations income taken in of \$39, 810

Expense

- Wages – biggest difference from the way the budget use to be now Grants wages are included
- Same on the Benefits side of budget again Grants are now included
- Offices consumables and equipment are increase due to again the incorporation of the Grants
- Lab operations expense \$28,785

Rental Income

- All numbers are right on budget

Property Ownership Expenses

- Mortgages for main building and parking lot
- 339 Main St. mortgage has been paid off
- Utilities – are all under budget
- Improvements – ran over due to the fact that interior renovations were done

Memorandum of allocations transfer of \$13, 079

One more week into the current FY we should end with a budget surplus of approximately \$117,000

Schedule of Allocations

- New phone system was budgeted at \$8,000 came in at \$5,434
- New Vehicle budgeted at \$35, 000 came in at \$28, 306.40
- Document Management System budgeted \$20,221 went over \$20,460 negative balance on schedule of allocations will be asking Board to take money out of the Fleet account to balance out the DMS account.

At this point the motion was presented for the above action:

Motion by T. Waldron to ratify cost overruns of the digital record system and transfer the difference of \$239.00 from the fleet fund. Seconded by N. Rahuba vote called and motion passed unanimously.

- Vehicle purchase FY 19 originally budget called for \$25,000 expenditure quotes are coming in and it will be close at \$25,000 Director Rubbo looking for an increase to \$26, 000 to cover any overage in spending.
Motion brought to the Board by T. Waldron to increase the amount to be spent for a new vehicle in FY 19 from \$25,000 to \$26,000 in the schedule of allocations. Seconded by N. Rahuba vote called and motion passed unanimously.

Grant update

- All level funded for FY19

Per Capita

- Budget was for 20% reduction good news Director Rubbo received e-mail that funding from state would be at 10.8%
- State made it clear that this is not a cut just only choosing to fund at 89.2%

c. Building Committee- Petricone

- 339 Main St- lease has been renewed for a 3 year period- looking for additional space if EdAdvance moves out of 350 Main building they would consider renting additional space for a classroom
- 364 Main St – Proposal from Mountaintop Trucking for demolition of building
To get this whole ball rolling there is the issue of the tenants- will notify agencies whom we have contracts with for rental units. This will be a process certainly will take a while. Schedule of events with this process and first would be to give the Director of Health the approval to start process.

Motion made by J. Petricone, Jr. to give the Director of Health approval to begin the process of having 364 Main St. vacated by the tenants so that the Health District may move forward with the demolition of 364 Main St.

Seconded by P. Oliver vote called and motion passed unanimously.

6. Director's Report

- Recognition of Dr. Magda and Curi's office for achieving 96% for vaccinating children up to 24 months.
- Landing Zone-Appeal hearing – State hearing officer has rendered a decision on the appeal notice and has duly noted that the order from TAHD has been upheld and the Landing Zone has no course of action against the TAHD. Landing Zone has until July 5th to appeal. From this point it goes to the Commissioner for his signature.
- Participated in the annual State wide Emergency Drill on 6/20/18 for a potential hurricane scenario
- The Torrington Area Health District's Medical Reserve Corp (MRC) has been nationally recognized For Project Mitigate where training was held for Torrington and Winsted Police Departments for the use of Narcan. This is a pilot project that our MRC developed and ran under the direction of Kitty Hickcox.

7. Programs

a. Environmental Health – Stansfield

- Bathing Water sampling program has begun and will continue through Labor Day
- Went out on a bear complaint
- Attend 1st burn at Crematory

b. Food Protection Program

- Restaurant Inspection numbers are down various factors come into play here. Thee upswing in septic and field work along with factoring in vacation time for staff.

c. WIC Program- Rubbo

- Has been running for approximately 2 months at this point and all is running smoothly
- Logistics working out
- State has been out to site a couple times
- New coordinator is acclimating well.

d. Immunization – Written report included

e. Emergency Preparedness – Written report included

f. Lead Poisoning Prevention Program

- No activity

g. SPF-Rx – Written report included

8. Other Business

- None at this time

9. Adjournment

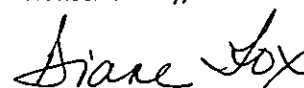
- **Motion to adjourn was brought to the table at 8:12 Pm by A. Orsini and seconded by T. Waldron. Vote called motion passed unanimously.**

Respectfully submitted,



Robert Rubbo
Director of Health

Transcribed by,



Diane Fox
Administrative Secretary