

**Torrington Area Health District
Board of Directors Meeting
September 20, 2018**

Members Present: Gerard Perusse, Borough of Litchfield, Louis Timolat, Canaan, Thomas Juliano, Cornwall, Thomas Breakell, Goshen, Robert Collins, Harwinton, Elliot Greenberg, Kent, Thomas McClintock, JoAnn Battistoni, Morris, Gloria Gourley, Norfolk, William Minacci, North Canaan, Dr. Antonio Scappaticci, Plymouth, Peter Oliver, Salisbury, Jessica Magda, Torrington, Janelle Wilk, Watertown, Keith Wilson, Winsted.

Members Absent: Nancy Rahuba, Bethlehem, Edward St. John, Middlebury, Anthony Orsini, Plymouth, Daniela Ouellette, Thomaston, Joseph R. Petricone, Jr. Torrington, Tim Waldron, Torrington, Ronald Russ, Watertown, Renato Focareto, Watertown.

Guests and Staff: Director Robert Rubbo, Diane Fox Admin. Secretary, Kim MacDonald, Borough of Banatm, Robert Smith, Sanitarian TAHD.

Chairman Collins called meeting to order at 7PM

1. Minutes

- **Motion was made by T .McClintock to accept the minutes of the June 2018 meeting as written. Motion seconded by P. Oliver, vote called and motion passed unanimously.**

2. Board of Health and Staff

a. Changes in Board

- None at this time

b. Changes in Staff

- John Corden, TAHD, Food Service – resigned
- Mary Gollan, WIC, Program Nutritionist – resigned, will be working as adjunct professor at USJ
- Rachel Bursiewicz, WIC was formerly the Nutritionist on staff will take over the role of Program Nutritionist.
- Ashely Perrin has been hired to as the Nutritionist for the WIC Program
- Estefania Camacho has been hired as the Receptionist for the WIC Program

c. Items for information/consideration by Board Members

- None at this time

3. Chairman's Report

- Committee meetings have been happening
- Community Programs

4. Committee Reports

a. Finance – Waldron, Chair presented by DOH Rubbo

- **FY 18 YE / Audit**
Audit process has started King, King and Associates will at January 2019 meeting to discuss Ending year numbers look good should end the year with \$113, 729 in the positive which will help fund schedule of allocation especially with the demolition on 364 Main St.
- **FY 19 YTD**
 - Only 2.5 months into this budget so far. First is Per Capita funding budgeted for \$194, 846.44 received \$217,132.08 all Per Capita monies have been received which helps to front load other areas throughout the year. Originally budget 20% cut for State of CT the actual cut was 11.24%.
 - Licenses, Permits and Inspections – monies collected are mostly from food establishments Relicensed on July 1st of each year.
 - Director Rubbo then went over the budget briefly highlighting some income and expense items
 - Schedule of Allocations was gone over

b. Building Committee – Petricone, Chair – presented by DOH Rubbo

- 350 Main St. – EdAdvance has moved out of 1st floor space is currently a playroom and Family Strides have expressed interest in this space. They have written a grant for the use of this space. If not Advanced Medical Training has expressed interest. TAHD will take over some of the space for file storage.
- 364 Main St. – 2 units are rented by Western CT Mental Health and are actively seeking new housing for these 2 tenants. One tenant is with Torrington Housing Authority and the remained of the tenants have been notified of our intentions with advice by our attorney. We have offered to refund security deposits and at least one month's rent rebate or a little more if they move out by December 31, 2018.

c. Personnel Committee- Gourley, Chair

- Election of Officers
Chairman Gourley has opened the floor for nominations
Recommendation from the personnel committee that the current slate of officers remain and those are as followed:

Robert Collins – Chairman

Thomas Breakell – Vice Chairman

Motion to close nomination

Motion made by L. Timolat that the slate of officers as presented be accepted with the secretary casting one vote. Motion seconded by P. Oliver. Vote called and motion carried unanimously.

5. Programs

a. Food Program – Written report

b. Environmental Health – Written report

c. Lead Poisoning Prevention Program – Rubbo

- Closing out 2 very old cases
- 2 more to potentially close out within the next couple months

d. Medical Reserve Corp. – Kitty Hickcox – Written report

e. Influenza Clinics – Schedule attached

f. Immunization Report and SPF Rx Grants – Written reports

g. Emergency Prep – Written report

6. Director's Report

- Schedule of 2019 Board meeting- Changing to 2nd Thursday of January, April, June and September
- Annual Report - attached
 - DOH Rubbo went over numbers as written in the report

7. Other Business – Open House to be rescheduled until June 2019 meeting

8. Adjournment

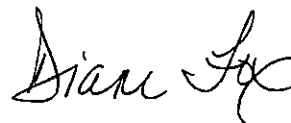
- **Motion to adjournment at 7:38 PM by T. McClintock and seconded by J. Wilk. Vote taken and motion passed unanimously at 7:39 PM.**

Respectfully submitted,



Robert R. Rubbo
Director of Health

Transcribed by,



Diane Fox
Administrative Secretary