

**Torrington Area Health District  
Board of Directors Minutes  
January 13, 2022  
Hybrid Format**

**Members Present in Person:** Lou Timolat, Canaan, Thomas Breakell, Goshen, Tim Waldron, Torrington, Dr. Jessica Magda, Torrington, William Hudock, Winsted

**Members Present on Zoom:** Nancy Rahuba, Bethlehem, Eliza Bauer, Borough of Litchfield, Thomas McClintock, Litchfield, Susan Vontell, Morris, William Minacci, North Canaan, Dr. Antonio Scappaticci, Plymouth, Daniela Ouellette, Thomaston, Greg LaCava, Warren, Janelle Wilk, Watertown.

**Staff Present:** Robert Rubbo, Director of Health, Thomas Stansfield, Deputy Director, Robert Smith, Sanitarian, Diane Fox, Administrative Secretary

Meeting Called to order at 7PM by Vice Chairman Waldron

**1. Minutes**

*Motion made by L. Timolat and S. Vontell respectively to accept the minutes of the September 9, 2021, Board of Directors meeting and the special meeting of October 28, 2021, as written. Vote called; two abstentions (Wilk, Hudock) motion carried with a majority vote*

**2. Chairman's Report – Robert Collins (presented by DOH Rubbo)**

- Welcome new Board member William Hudock, representing the Town of Winsted.
- Attended staff luncheon where certificates of appreciation and \$500.00 bonuses were given to each staff  
for the work they have done and will continue to do due during this critical Pandemic period of the health district's public health mission
- In November the Mayor of Torrington Elinor Carbone had invite the TAHD to light the Christmas tree for the City of Torrington.
- Sent email on behalf of the Board of Health to all TAHD staff wishing them a very Happy Holiday Season

**3. Board of Health & Staff**

- a. Changes in Board Members – William Hudock, Winsted
- b. Changes in Staff – None currently
- c. Items for information/consider by Board Members
  - Resolution for Director of Health to sign documents  
*Motion made by W. Hudock and N. Rahuba respectively that the Director of Health & Chairman of the Board of Health and/or their designee are authorized to sign 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, 2022 – January 17, 2023. Vote called hearing no objections or abstentions motion carried.*
  - Resolution for TAHD Board Chairman to establish special purpose committees  
*Motion made by W. Hudock and J. Magda respectively that 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 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 chairmen as may be appointed ends on the 1<sup>st</sup> of January each year. Vote called, hearing no objections or abstentions, motion carried.*

#### 4. Finance Committee- L. Timolat

##### a. FY21 Audit

Table discussion of audit – waiting completion from King, King and Associates Per Capita Assessment – Recommendation from Finance Committee to full Board of Directors to main the Local Per Capita at \$5.48. Vote to take place later in meeting

##### b. FY22 YTD DOH Rubbo

DOH Rubbo highlighted and reviewed the YTD22 budget and concurred that the TAHD income and expense portions of the FY22 budget is on target.

##### c. FY23

Increase in State Per Capita – from \$1.85 - \$2.60

##### ➤ Grants

1. MRC – will be funded through the hospitals – MRC locally will be maintained as these volunteers were vital to our COVID vaccination efforts
2. Suicide Prevention Grant – new for FY23
3. OD2A – opioid grant – ends on August 31, 2022

##### ➤ Finance Committee Report and recommended per capita for FY 23

- After review of fund balances, Schedule of Allocations, the information provided, and information supplies to the Committee by the State of CT a possible Operational budget for FY22-23 has been drafted. The FY23 Budget was drafted with the continued desire to contain costs.
- Expense side – 2.5 – 3% step increase for staff
- Increase in Medical by 6.59% starting January 1, 2022
- Key factors which impact the revenue side
  - ✓ Slightly higher population – affecting local per capita
  - ✓ increase in State per capita from \$1.85 - \$2.60 for FY23

##### ➤ Maintaining local per capita rate at \$5.48 for the 8<sup>th</sup> consecutive year.

##### ➤ Based on information review it appears that TAHD will be in a good financial posture for FY23

##### ➤ Thus, the Finance Committee recommends the following”

***Motion made by L. Timolat and T. McClintock respectively the 2022-23 Per Capita be set at \$5.48.  
Vote called hearing no objections and one abstention (B. Hudock), the motion carried.***

##### b. Building Committee – Breakell/DOH Rubbo

1. 339 Main St – Under contract - for \$200,000
  - ✓ Waiting on inspections
  - ✓ Closing date sometime in February
2. Roof quotes for 350 Main Street
3. Elevator repair – signed contract for repair work

##### c. Personnel Committee – K. Wilson – currently no report

#### 5. Director's Report – DOH Rubbo

- Shared with group COVID Daily Summary Report – Weekly extended report available on Thursday
- Bi-weekly booster clinics – between 30-50
- Share DPH commercial with Local Directors of Health promoting COVID vaccination

#### 6. Program Reports

- a. Immunization Report – Written
- b. Emergency Preparedness – Written
- c. Lead Poisoning Prevention Program – Written
- d. Medical Reserve Corp Program – Written

**e. Environmental Health Program – T. Stansfield**

- Discussion on homeowner installations of septic system and Engineer provided as built.
- Adoption of a policy for each of the above at the April meeting in the form of a resolution
- Discussion of mandates for Nail Salons and fees for service to be added to TAHD Fee Schedule
- Fee Schedule additions for Public Hearing at April 2023 meeting

- ✓ Water treatment wastewater application (WTW)
- ✓ Nail Salon fees
- ✓ Cosmetology license
- ✓ late fees for salons – proposal will be to mirror that of food service licensing
- ✓ Itinerant Vendor fee increase proposal \$125.00 - \$275.00 for April meeting

In conclusion, the following proposed changes will be discussed and voted upon during a public hearing portion of the next regularly scheduled meeting of the TAHD Board of Directors to be held in April of 2022.

- ❖ TAHD fee schedule
- ❖ homeowner septic installations
- ❖ septic installations will have to be inspected by the design engineer and an engineered as built plan must be submitted to TAHD. These proposed changes will be discussed and voted upon during a public hearing portion of the next regularly scheduled meeting of the TAHD Board of Directors to be held in April of 2022

**7. Other Business-** None Currently

**8. Adjournment**

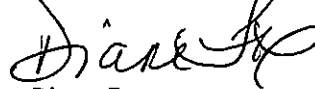
- ***Motion made by b. Hudock and T. McClintock respectively to adjourn this meeting the TAHD Board of Directors at 8:30 PM. Vote called hearing no objections or abstentions the motion carried.***

Respectfully submitted,



Robert Rubbo  
Director of Health

Transcribed by,



Diane Fox  
Administrative Secretary