

**Torrington Area Health District
Board of Directors Meeting
January 19, 2023**

Members Present: L. Timolat, Canaan, W, Minacci, North Canaan, J. Magda, Torrington, T. Waldron, W. Hudock, Torrington

Members on Zoom: N. Rahuba, Bethlehem, J. Keller, Litchfield, S. Vontell, Morris, Dr. Scappaticci, Plymouth, P. Oliver, Salisbury, J. Wright, Torrington, G. LaCava, J. Wilk

Staff in attendance: R. Rubbo, Director of Health, T. Stansfield, Deputy Director of Health

Staff on Zoom: D. Fox, Administrative Secretary, R. Smith, Sanitarian

Meeting called to order at 7PM by Vice- Chairman – T. Waldron

1. Minutes of September 8, 2022, meeting & minutes of November 10, 2022, Special Board Meeting

Motion made by W. Hudock and S. Vontell respectively to accept the minutes of both the September 8, 2022, meeting, and the Special Board Meeting of November 10, 2022. Hearing no abstentions or objections the motion carried.

2. Chairman's Report – Currently none

3. Board of Health and Staff

- a. Resignation of Elliot Greenberg representative for Kent
- b. Changes in Staff – Dave Paquette retired as of October 2022
- c. Items under consideration/information by Board Members

4. Committee Reports

a. Finance Committee – L. Timolat/R. Rubbo

1. FY 22 Audit – nearing completion and will be presented at April meeting by King, King & Associates. Preliminary audit shows a positive revenue for FY 22. Presentation handed over to DOH Rubbo who then highlighted and review FY22 budget with information provided by King, King Associated.

- Revenue side – Income increase factors were due to:
 - COVID Grant money
 - License, Permits & inspection Fees being up
 - Boost in state per capita during COVID
- Expenditure side – slightly over on budgeted amount
- Year ending in positive revenue
- Fund Balances – Highlighted and all are in order

2. FY23 YTD

- DOH Rubbo highlighted and reviewed the FY23 YTD budget and concurred the TAHD income and expense portion of the FY23 budget is on target with a positive cash flow.

3. FY24 – DOH Rubbo

- Grants that will be gone in FY24 – which will lead to Grant Income decrease for FY24
 - OD2A ended in August of 2022
 - ELC 1 ended in November of 2022- ELC 2 will continue
 - Immunization Action Plan (COVID) – IAP COVID will end in FY24
- Potential for additional Grant Income for FY24 on horizon but not finalized
 - Workforce Development – the State of CT received money from the Federal Government to help increase Public Health Capacity. Certain percentage of that money will come down to Local Health Departments but not sure if it will come in as Per Capita or a grant where specific deliverable will need to be met.

- Rapid Community Assessment Project – (Immunization \$)- No details on amount for how many years.
- Empowering Communities – to deliver and sustain evidence-based fall prevention program 4 year, \$10k-\$16k per year
- Finance Committee Report and recommendations for Per Capita for FY24
 - After review of the fund balances, Schedule of Allocations, the information provided, and information supplied to the Committee by the State of CT a possible for the TAHD Operational Budget for the fiscal year 2023-24 has been drafted. The FY24 Budget was drafted keeping in mind the continued desire to contain costs.
 - Key factors which impact the Revenue and Expense of TAHD budget
 - Consideration for 3% COLA increase for staff
 - Medical benefits cost increase of 24.8%
 - Retirement of Dave Paquette
 - Diane Fox will transition from full-time to 3 days per week beginning July 1, 2023, while still maintaining her position as Administrative Secretary. Will be hiring a full-time secretary for front office. Elaine will be transitioned to per Diem
 - 2 other employees have met with DOH Rubbo and talked about potentially retiring and going part-time for one year and then full retirement
 - 2022-2023 population figures are projected to remain the same. This affects the local and State Per Capita funding which we will see a slight increase in from FY23
 - State of CT has not yet approved a FY24 budget which includes the State Per Capita funding (\$2.60).
 - ELC 1 funding has ended and ELC 2 will expire in February 2024. We currently have four staff members on this grant and will have to include those salaries into our operating budget in part of FY 24 (4 months) and FY25.
 - Same applies for our Opioid grants have also expired we will be seeking additional funding
 - Maintaining local Per Capita rate at \$5.48 for the 9th consecutive year
 - Based on information reviewed it appears that TAHD will be in good financial posture for FY24. If shortfalls arise within operating budget, we have enough money in our unassigned Reserve account (General Fund) to make up difference
 - Thus, DOH Rubbo and the Finance Committee recommend that the Per Capita rate be maintained at \$5.48 with the understanding that we are currently supplemented by COVID related grants that will end in FY24.
Motion made by L. Timolat and W. Hudock respectively to set the 2023-2024 Local Per Capita rate at \$5.48. Vote called hearing no objections or abstentions the motion carried.
 - Resolution to consolidate water testing checking account with TAHD general checking account
Motion made by L. Timolat and W. Hudock respectively to close the water testing laboratory checking account and consolidate the funds with the TAHD Torrington Savings bank checking account. Vote called hearing no objections or abstentions the motion carried.
 - Resolution to add a line item to the 2023-2024 spending plan
Motion made by L. Timolat and W. Hudock to add a line item to the 2023-2024 spending plan "Morale & team building support fund". Vote called hearing no objections or abstentions the motion carried.

b. Building Committee – R. Rubbo on behalf of T. Breakell

- Generator Quotes for TAHD main building

c. Personnel Committee – K. Wilson

- Resolution for DOH to sign documents

Motion made by L. Timolat and W. Hudock respectively that the Director of Health & the Chairman of the Board 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, 2023 – January 18, 2024. Vote called hearing no objections or abstentions the motion carried.

- Resolution for TAHD Board Chairman to establish special purpose committees.

Motion made by G. Gourley and J. Wilk 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 chairman as may be appointed ends of 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 committees. Vote called hearing no objections or abstentions the motion carried.

5. Director's Report

- TAHD Medical outpatient services Program

- DOH presented an outline of services to be offered (attached)

Discussion ensued

- should be modeled out before approval.
- No motion needed at time as this is only being presented as a concept and only in the investigative stage.
- At this point in the meeting item #5 on the agenda was tabled.

6. Program Reports

a. Sanitary Code Lead Regulation change per State Statute changes

- ***Motion made by L. Timolat and W. Hudock respectively:***

WHERE AS: Per CT General Statute 19a-11a there have been adopted revisions to the CT Department of Health Lead Poisoning Prevention Regulations.....

THEREFORE, RESOLVED: The TAHD Board of Directors orders amended its Lead Poisoning Prevention Regulations in accordance with attached exhibit replacing current pages 20 to 26 of the TAHD Sanitary Code date 1/17/2009.

- ***AMENDED:***

Motion made by L. Timolat and W. Hudock respectively:

WHERE AS: Per CT General Statute 19a-11a there have been adopted revisions to the CT Department of Health Lead Poisoning Prevention Regulations.....

THEREFORE, RESOLVED: The TAHD Board of Directors orders amended its Lead Poisoning Prevention Regulations in accordance with attached exhibit replacing current pages 20 to 26 of the TAHD Sanitary Code date 11/10/2022

Vote called hearing no objections or abstentions the motion as amended was carried.

- b. Environmental Health Program – T. Stansfield
 - New well sampling requirements went into effect October 1, 2022
 - Water sampling sent to Health Departments by laboratories are now considered confidential as of October 1, 2022
 - c. Immunization Program – Written Report
 - d. Emergency Preparedness - Written Report
 - e. Lead Poisoning Prevention Program – see above under Environmental Health
 - Number of Lead Cases quickly increasing
 - Lead meetings weekly
 - XRF Machine not readily available from the State of CT
 - f. Medical Reserve Corp Program – Written Report
 - g. Suicide Prevention – Written Report
 - i. Opioid Prevention Program – Written Report
7. Other Business – Currently none
8. Adjournment

Motion made by W. Hudock and J. Wilk respectively to adjourn the January 19, 2023, meeting of the TAHD Board of Directors at 8:30 pm. Hearing no objections or abstentions the motion carried.

Respectfully submitted:



Robert Rubbo
Director of Health

Transcribed by:



Diane Fox
Administrative Secretary