

**TORRINGTON AREA HEALTH DISTRICT
BOARD OF DIRECTORS MEETING
JANUARY 9, 2020**

Members Present: Nancy Rahuba, Bethlehem, Louis G. Timolat, Canaan, Thomas Breakell, Goshen, Thomas McClintock, Litchfield, Gloria Gourley, Norfolk, Peter Oliver, Salisbury, Joseph R. Petricone, Torrington, Tim Waldron, Torrington, Jessica Wright, Torrington, Keith Wilson, Winsted.

Member Absent: Robert Collins, Harwinton, Elliot Greenberg, Kent, Edward St. John, Middlebury, JoAnn Battistoni, Morris, William Minacci, North Canaan, Dr. Antonio Scappaticci, Plymouth, Anthony Orsini, Plymouth, Daniela Ouellette, Dr. Jessica Magda, Torrington, Janelle, Wilk, Watertown, Ronald Russ, Watertown, Renato Focareto, Watertown

Guest and Staff: Chris King, King, King and Associates, Robert Rubbo, Director of Health, Thomas Stansfield, Deputy Director of Health and Diane Fox, Administrative Secretary.

Meeting was called to order by Vice Chairman Waldron at 7:02 pm

1. Minutes

Motion made by N, Rahuba and T. McClintock respectively to accept the minutes of the September 2019 meeting as written, Vote called and motion passed with no objections or abstentions.

2. Guest Presentation- Chris King of King, King & Associates

Discussion of annual Audit going over key points for Board Member to review. No major issues to report. Now included in the audit is a Federal Single Audit due to the addition of the WIC Program and the Federal funding has exceeded the threshold of \$750,000 a year. For the third straight year there were no negative findings.

3. Chairman's Report

None currently

4. Board of Health

a. Changes in Board Members

Joshua Lambo – has been appointed to the Board as a representative from the Town of Watertown for a three-year term ending January 2023.

b. Changes in Staff

None currently

c. Items for information/consideration by Board Members

Motion made by L. Timolat and T. McClintock respectively to accept the audit report for FY19 as presented. Vote called and motion passed with no objections or abstentions.

➤ Resolution for Director of Health to Sign Documents

Motion by L. Timolat and T. Breakell respectively: Resolved 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 18, 2020 – January 17, 2021. Vote called and motion was carried.

➤ Resolution for TAHD Board Chairman to establish special purpose committees

Motion by L. Timolat and J. Petricone respectively: Resolved the Chairman of the TAHD Board of Directors is authorized to establish special 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 1st of January of each year. Vote called and motion passed with no objections or abstentions.

5. Committee Reports

a. Finance Committee – Timolat/Rubbo

Discussion at the Finance Committee meeting focused on several potential motions to be will be presented at the Board Meeting, including the Per Capita Rate, drawing down the General Fund to pay off a loan and finally the issue of surcharges to certain towns.

Fund Balance policy guideline:

Discussion followed on what the balance should be especially if a draw down is done to pay off a USDA loan it was at this point the Finance Committee came to realize that the TAHD Board had never adopted a policy as to what the General Fund balance should be. Recommendation for the General Fund balance for TAHD should be 8% which should be approximately \$219,068.

Motion made by L. Timolat and N. Rahuba respectively to establish a policy guideline to maintain a general fund surplus balance of 8%. Vote called and motion passed with no objections or abstentions.

Per Capita Rate

Discussion went back and forth with the Director's recommendation of a \$.25 increase. The Finance Committee felt very strongly about maintaining the Per Capita Rate. Vote to follow Director Rubbo's finance report.

Surcharge/Population Differential

Discussion followed dating back many years the surcharge fee was assessed to certain town with under a 6, 000 population are charged a population differential plus their Per Capita Rate. Upon discussion with the Director it was decided that the Surcharge fee to these towns would be eliminated. Vote to follow Director Rubbo's finance report.

Director Rubbo presentation on resolutions to be acted on.

Population Differential

Towns of Canaan, Cornwall, Kent, Norfolk, North Canaan, Salisbury, Warren have paid surcharge upon joining the district on top of their Per Capita Rate. Surcharges were put in place due to small populations less than 5000 and not generating enough revenue from fees, plus the travel distance to these towns from the TAHD main office. The way business is done today these charges did not make any sense with all the technology that is offered. Director Rubbo's recommendation at this point is to eliminate these surcharges to the seven involved towns. The total amount in Per Capita that would be lost is \$15,719 and the justification is no longer there.

Motion made by T. McClintock and K. Wilson respectively to discontinue the population differential fee (surcharge in excess of the per capita levied) charged to member towns with a population of less than 5000. Effective date of July 1, 2020 – FY21. Vote called and motion passed with no objections or abstentions

Mortgage #3

Payoff USDA Mortgage #3. Our reserves being in a good place right now Director Rubbo would like to recommend the paying off Mortgage #3 which is for the south parking lot between TAHD and LARC. This was is 40-year loan originally for \$270,000 at 4.25% ending date of February 2045 with payoff as of February 1, 2020 to be \$219,068. If this loan were paid off it would save the district over \$217,698 over the next 25 years. Paying off the loan also puts back \$14, 288 into TAHD operating budget. If elected to pay off this loan it would leave \$226,019 in fund balances which puts us over the 8% as recommended by the Finance Committee. TAHD undesignated fund balance as of June 20, 2019 is \$351, 198.

If the loan were to be paid off using this account, the remaining balance in the undesignated funds balance will be \$132,130.

Motion made by T. McClintock and L. Timolat respectively to pay of USDA Mortgage #3(south parking lot between TAHD & LARC) February 1, 2020 for a sum of \$219,068 using the general fund balance. Vote called and motion passed with no objections or abstentions.

Grants

Director Rubbo went over list of grants slated for FY21

Finance Report- Rubbo

Reviewed the 2018-2019 Audit Report, the status of 2019-2020 spending vs the budget, and a possible 2020-21 budget & Per Capita. Conclusion are the following:

TAHD Audit

TAHD Operational Budget excess of revenue of \$64,384 vs budgeted excess of \$0

TAHD Operational Budget FY 19 Memorandum of Allocations reviewed \$76, 467

TAHD Fund Balance Sheet

Unassigned Reserve of \$351198

Capital Reserve Account \$141,065

To better meet the needs the needs of the TAHD the following steps are proposed:

1. Pay off Loan #3- as previously discussed
2. Hire a new Public Health Specialist to help run Community Health Programs. Part of FY21 budget.

After review of fund balances the Schedule of Allocations, the information provided above, and information supplied by the State of CT a possible operational budget for FY2020-21 has been drafted. The FY21 budget was 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 other grants we may have to draw on Unassigned Reserves to cover revenue shortfalls.

Schedule of Allocations – reviewed

Potential FY21 Grants- discussed

Population estimates/per capita sheet - reviewed

Thus, more revenue and continued control costs will be needed. On the expense side consideration is being made for a 2.5% Step increase for staff along with hiring an additional Public Health Specialist.

Medical benefits were scheduled to increase by approximately 16% starting January 1, 2020. Shopped the market to find lower cost Health insurance with a comparable deductible and total out of pocket expenses to employees.

Population figures down for the 8th straight year effecting local and state Per Capita funding.

DPH office of Local Health Administration informed us to expect an 11.24% cut in FY21.

To keep Per Capita income level would require an increase in the Per Capita Rate

Note by not increasing the local Per Capita rate we will see a reduction in the amount of funding we receive from member towns for the 4th straight year. If the state Per Capita were fully funded at \$1.85 we would receive \$243, 558. If the cut for FY21 is 11.24% we will receive \$215,910 that is a loss of \$27,648. Deeper cuts could be possible.

A small increase could make up for the loss in population over the four years. Although it would be an increase in our Per Capita rate it is not a significant increase in the total amount the town pay overall over the past four years. If the local Per Capita is maintained at \$5.48 for FY21 it will be the TAHD's 4th consecutive year where to Per Capita has been maintained and because of a consistent decline in population the 4th consecutive year the towns will paying less than the previous year overall. After much discussion the Finance Committee agreed that TAHD could maintain its Per Capita rate and if the budget fell short in FY21 we have the reserves to support our operations and the District could adjust the Per Capita rate accordingly the following year.

Thus, the Finance Committee recommends that the Per Capita rate be maintained at \$5.48.

Motion made by P. Oliver and T. McClintock along with recommendation of the Finance Committee that the 2020-2021 Per Capita Rate be set at \$5.48.

Vote called and motion passed with no objections or abstentions.

Final budget will not be presented for adoption until the April meeting. At that time, we expect to have more information regarding grants and Per Capita funding

FY 20YTD

Director Rubbo updated Board Members on FY19 budget.

b. Building Committee

Security System has been installed and up and running. Project came in under budget.
New Cleaning crew starting as mid-January.

c. Personnel Committee – Gourley

Cell phone reimbursement and FOI rulings-Since TAHD employees are reimbursed for their cell phone they need to know that their phone can be subject to FOI. Director Rubbo had a discussion with the Labor Attorney for TAHD and he cited some case laws. An e-mail is being drafted to employees making them aware of the situation. More discussion to follow.

6. Director's Report

Office of Health Strategies – will be holding a Community Forum at TAHD office on January 16, 2020

7. Program Reports

- a. Immunization Program – A. Dominch-Kovalevsky- written report
- b. SPF-Rx – A. Domich-Kovalevsky- written report
- c. Emergency Preparedness – L. Polito – written report
- d. Lead Poisoning Prevention Program- T. Stansfield
City of Winsted is doing aggressive Blight Management
A house that was a lead case was destroyed
- e. Medical Reserve Corp – K. Hickcox- written report
- f. Environmental Health Program- T. Stansfield
Budget numbers for permits as proposed on the
budget is right on target
Food inspection numbers are down


8. Other Business

MRC additional \$7,500 for Mental Health First Aid and Narcan training.
Motion by N. Rahuba and T. Breakell respectively that the TAHD Board endorses providing /coordinating for EMS Narcan training and Mental Health First Aid training of member towns. Vote called and motion carried with no objections or abstentions.

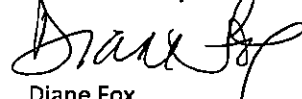
9. Adjournment

Motion to adjourn by T. Breakell and L. Timolat respective meeting adjourn at 8:46 pm

Respectively submitted


Robert Rubbo
Director of Health

Transcribed by


Diane Fox
Administrative Secretary