

Torrington Area Health District
Board of Directors Minutes
April 8, 2021

Members Present: N. Rahuba, Bethlehem, E. Bauer, Borough of Litchfield, L. Timolat, Canaan, R. Collins, Harwinton, S. Vontell, Morris, A. Scappaticci, MD, Plymouth, A. Orsini, Plymouth, P. Oliver, Salisbury, D. Ouellette, Thomaston, J. Magda, MD, Torrington, T. Waldron, Torrington, J. Wright, Torrington, G. Lacava, Warren, J. Wilk, Watertown.

Guests and Staff: Chris King and Kevin Vold from King King and Associates, R. Rubbo, Director of Health, T. Stansfield, Deputy Director of Health and D. Fox, Administrative Secretary TAHD

1. FY20 Audit – Presentation by King, King & Associates

- Chris King presented the FY20 Audit for TAHD
 - Highlights from the FY20 Audit were discussed
 - Once presentation of FY20 Audit was complete and all questions answered, Chairman Collins thanked Mr. King and Mr. Vold for all the work done.

2. Public Hearing

At this time Chairman Collins opened the Public Hearing portion of this meeting at 7:15 pm to address the proposed budget for FY22

Income

- Per Capita Funding (2)
 - State Per Capita - \$216, 927 (Per State Statute \$1.85 per capita) this number reflects the proposed Governor's budget cut of approximately 10%
 - Local Per Capita Assessment- \$713,813.84 (loss in population)
- Fee for Services
 - \$495,000
- Influenza Clinics
 - \$20, 000
- Lab operations
 - \$40,000
- Grants
 - Emergency Preparedness - \$495, 933
 - Immunization - \$ 72,490
 - COVID IAP Grant Immunization \$68, 426 – COVID vaccine inequities and vaccine hesitancy
 - Medical Reserve Corp \$60,000 – disbursed to 10 LHD
 - Prevention Block Grant - \$34,510 Diabetes Prevention
 - SPF/Rx – Academic Detailing – OD MAP \$42, 832
 - WIC – No longer TAHD transferred to Bristol Health
 - OD2A – New opioid grant \$136,714
 - ODMAP - \$0.00
 - COVID ELC - \$264,468

Net Grant Income \$1,175,373

- Grant Administration \$70, 513

Total Income for FY 22 - \$2,736,961.84

Expenses

- Wages- \$1,275.895
- Benefits- \$350,599.87
- General Insurances-\$67,600
- Professional Services -\$22,000 (auditors and legal fees)
- Contracted Services -\$24,850
- Transportation -\$30,200
- Communications -\$19,750
- Office - \$14,000
- Postage and Shipping - \$3,250
- Equipment- \$15,000
- Education and Training - \$48,250 – up from last year
 - \$35,000 contractual work to be done by McCall Foundation and Litchfield County Opioid Taskforce
- Miscellaneous - \$3,250
- Flu Clinics - \$23, 475
- ELC Grant - \$264,468

Total Expenses for FY 22 - \$2,175,087.87

Grant Expenses - \$49,519- Region 5 fiduciary MDA lead pass-through to LHD

- MRC - \$60,000 – 3 MRC units

Laboratory Services - \$28,500

Property Ownership

- Leases for 350 Main St - \$48,240
- 339 Main St - \$18,000

Property Ownership Expenses

- Mortgage \$ 41, 736
- Utilities \$36,100- 350 Main St.
- Interior/Exterior Maintenance \$39,500

Total expenses for 350 Main St - \$117,336

339 Main St

- Interior- \$500.00
- Exterior - \$500.00
- Utilities \$850

After all income and expenses a total of \$80,124.97 will be put into the Capital Account (Schedule of Allocations)

Bringing the budget for FY22 to zero balance

Chairman Collins asked for any comments or questions from the Public. Hearing none the TAHD Public Hearing on FY22 budget was closed at 7:40 pm.

At this time 2 Motions were brought to the board

#1 L. Timolat and N. Rahuba respectively moved to adopt the FY20 Auditors report as presented by King King & Associates. Hearing no objections or abstentions the motion carried.

Going back to FY 21 budget –

CRF Funding- the State of CT gave each municipality COVID Relief Funding (CRF) to deal with public health response. Member towns did agree to give TAHD a portion of their funding

Creation of a line item to give back to staff for their efforts in the COVID response. Monetary amounts anywhere between \$500 -\$1,000 depending on efforts put forth.

#2 L. Timolat and N. Rahuba respectively

WHEREAS: the Torrington Area Health District (TAHD) experienced emergency requirements for its operations in response to the global pandemic of COVID 19

WHEREAS: there was not budgeted funds for accelerated tempo to TAHD operations and

There resulted significant uncompensated volunteer work performed by staff members in response to

Mandated COVID 19 response activities.

THEREFORE: the TAHD Board of Directors, hereby establishes a budget line item titled "Contingency

Performance Compensation"

The funds of which may be distributed as a stipend at the discretion of management in recognition of

Volunteered work by staff.

Hearing no objections or abstentions the motion carried

Numbers as recommended by the DOH are as follows \$500 -\$1000 per employee depending on the efforts put forth during this global pandemic with a cap of \$20,000 for said funding.

L. Timolat and P. Oliver respectively moved that the amount of \$20,000 be supplemental be appropriate to the line item titled "Contingency Performance Compensation. Vote called hearing no objections the motion passed with N. Rahuba and S. Vontell abstaining.

SPF/Rx Academic Detailing – received verbal notification that TAHD will be receiving \$32,000 for the next 2 years and the \$32,000 has been shown in line item 4510. As discussed during a Finance Committee meeting a motion will be sought at this meeting to execute said grant upon receipt.

L. Timolat and N. Rahuba respectively moved to Fund the Academic Detailing grant provided that the program begin upon receipt of the executed contract, as grant funding is to be provided in full to perform the contracted work. In the amount of \$32,000. Hearing no objections or abstentions the motion carried.

L. Timolat and N. Rahuba respectively move to authorize the DOH to enter into fully funded grant contracts at his discretion. Hearing no objections or abstentions the motion carried.

FY22 Budget approval

L. Timolat and N. Rahuba respectively to accept the FY22 Budget as presented. Hearing no objections or abstentions the motion carried.

3. Minutes

Motion made by N. Rahuba and S. Vontell respectively to accept the minutes of the January 14, 2021 meeting as written. Hearing no objections or abstentions the motion carried.

4. Board of Health & Staff

- a. Changes in Board Members – Susan Vontell, Morris
- b. Changes in Staff – Resignation of Frank Piazza, will be moving on to become a Newtown Police officer
- c. Board Chairman's Comments

Redesign of downstairs office space to suit the need as a COVID 19 vaccination clinic.

5. Items for information/consideration by Board Members

- None at this time

6. Committee Reports

- a. Finance Committee – Timolat
 - ***L. Timolat and N. Rahuba respectively move to Transfer \$50,000 from the unassigned general fund to the capital account under 350 Main St. to begin planning for future roof replacement Hearing no objections or abstentions the motion carried.***
- b. Building Committee – Breakell
 - Roof replacement
- c. Personnel Committee – K. Wilson
 - No report currently
 - Looking at Personnel policies

7. Director's Report

- 9,324 COVID 19 vaccination given to date in a total of 3.5 months
- Uptick in COVID positivity rate in Litchfield County. Increase has been within the younger age group that are testing positive
- 38-45% of the population in our area have been vaccinated

8. Program Reports

- a. Childhood Immunizations – A. Domnich-Kovalevsky – Written report
- b. Emergency Preparedness Program – L. Polito – Written report
- c. SPF/Rx/Academic Detailing/ODMAP – Report included
- d. Environmental Health – Deputy Director T. Stansfield
 - Numbers on septics, building additions are on the rise with the Real Estate market in NWCT as it is
 - Food Service Blitz day
 - Sector Rule Changes
 - State released report on Arsenic/Uranium in water in CT


9. Other Business

- None currently

10. Adjournment

- P. Oliver and N. Rahuba respectively moved that this meeting of the TAHD Board of Directors be adjourned.
9:00 AM

Respectively submitted,


Robert Rubbo
Director of Health

Transcribed by


Diane Fox
Administrative Secretary