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TORRINGTON AREA HEALTH DISTRICT

350 Main Street ♦ Suite A ♦ Torrington, Connecticut 06790
Phone (860) 489-0436 ♦ Fax (860) 496-8243 ♦ E-mail info@tahd.org ♦ Web www.tahd.org

"Promoting Health & Preventing Disease Since 1967"

- Borough of Bantam
- Bethlehem
- Canaan
- Cornwall
- Goshen
- Harwinton
- Kent
- Borough of Litchfield
- Litchfield
- Middlebury
- Morris
- Norfolk
- North Canaan
- Plymouth
- Salisbury
- Thomaston
- Torrington
- Warren
- Watertown
- Winsted

**Torrington Area Health District
Board of Directors Meeting
September 21, 2017**

Members Present: Nancy Rahuba, Bethlehem, Louis Timolat, Canaan, Thomas Juliano, Cornwall, Elliot Greenberg, Kent, Thomas McClintock, Litchfield, Anthony Scappaticci, Plymouth, Anthony Orsini, Plymouth, Joseph R. Petricone, Jr., Torrington, Jessica Magda, Torrington, Jessica Wright, Torrington, Janelle Wilk, Watertown, Renato Focareto, Watertown, Keith Wilson, Winsted.

Member Absent: Richard Sheldon, Borough of Bantam, Gerard Perusse, Borough of Litchfield, Thomas Breakell, Goshen, Edward St. John, Middlebury, JoAnn Battistoni, Morris, Gloria Gourley, Norfolk, William Minacci, North Canaan, Peter Oliver, Salisbury, Daniela Ouellette, Thomaston, Ronald Russ, Watertown.

Meeting called to order by Chairman Collins at 7:00 pm.

1. Minutes

Motion made by T. McClintock to accept minutes of the June 15, 2017 meeting as written, motion seconded by A. Orsini. Vote called and motion passed with 3 abstentions.

2. Board of Health and Staff

- a. Changes in Board Members
 - None
- b. Changes in Staff
 - Gil Roberts will be leaving TAHD from his part-time position in September.
- c. Items for information/consideration by Board Members
 - None

3. Chairman's Report – Robert Collins

- Discussion on tenants at the building owned by TAHD at 339 Main St Academy of Medical Training
- Director Rubbo and Chairman Collins meet with new Executive Director of LARC – Michael Menard
- Has attended Mental Health First Aid Class – Valarie English Cooper instructor Program was co-sponsored by TAHD
- Flu clinic announcements on WZBG for TAHD

The Torrington Area Health District is an equal opportunity provider, and employer.
To file a complaint of discrimination write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C., 20250-9410, or call (800) 795-3272 (voice), or (202) 720-6382 (TDD).

4. Committee Reports

a. Finance – Chair- T. Waldron

- FY 17/yearend Audit
Audit currently in process but all indications show that we will be ending with an addition to the Capital Fund balance.
- Fees and permits numbers are up meaning more activity
- Minor changes to employee expenses, Health care
- Audit should be presented at January meeting

- FY 18 & YTD
Grants will be level funded again this year
- Per Capita – budgeted for a 20% cut because there is not State budget in place and an Executive Order was in place the Per Capita was fully funded at this time. In the meantime we were told lead funding was cut
- Schedule of Allocations
Looking to replace phone system- System Support our IT vendor
Document Management-Need new server exploring options
Purchase a new server or going to cloud.
New vendor who will try to integrate all records into one system through Canon system is called *Therefore*.
Proposal to transfer \$8,000 for purchase of new phone system and transfer \$5,000 for each of the following accounts: 350 Main St, 364 Main St, and 339 Main St. to the Document Management Account.

#1. Motion made by L. Timolat to accept the TAHD Schedule of Allocations as presented and seconded by T. McClintock. Vote called by Chairman Collins. Motion passed unanimously.

#2. Motion made by L. Timolat that the Board authorize the Director of Health (DOH) to purchase the VOIP phone system from System Support and further authorize the DOH to purchase within the limits of the Schedule of Allocations a Document Management System (DMS) from a vendor to be determined by the DOH. Motion seconded by N. Rahuba. Vote called by Chairman Collins and passed unanimously.

b. Building Committee- Petricone

- Everything going well
- New side door installed on 350 Main St. – Northside of Building
- Discussion on USDA loans to save some interest
Proposal is to pay off loan for property located at 339 Main St. District.

Motion made by L. Timolat to pay off loan for property located at 339 Main St., Torrington once Audit is complete. Chairman Collins called for vote and motion passed unanimously.

c. Personnel Committee – Gourley

- Election of officers- Slots to be filled Chairman and Vice Chairman
The floor was open for nominations. The following recommendations from J. Petricone of the Personnel Committee that the current slate of officers to remain and those are:
Robert Collins, Chairman
Thomas Breakell, Vice Chairman
Floor open for other nominations – None at this time

Motion made by L. Timolat to closed nominations and a vote be taken on the slate of officers as presented and seconded by J. Petricone and accepted with the Secretary casting one vote. Vote called and motion passed unanimously.

5. Programs

a. Food Protection – Tom Stansfield

- Implementation of FDA Food Code July 2018
- Sanitarians need to do 70 hours of training in order to be certified to do food inspections under FDA Code
- Change in classification for some food service establishment

b. Environmental Health Program – Tom Stansfield

Numbers for restaurant inspections at this time should
Increase within the next few months
Bathing water sampling under way no closures- 280 bathing water samples

c. Lead Poisoning Prevention Program – Rob Rubbo

d. Medical Reserve Corp Program – Kitty Hickcox – Written Report

e. Influenza Clinic – Rob Rubbo

Schedule - attached

f. Immunization Program – Written Report

6. Director's Report

- New Grant Opportunities
 1. Walk with Ease Grant – partnered with Farmington Valley Health District
Walking group creations.
 2. This grant is a collaboration with Department of Mental Health and Addiction Services and TAHD that will focus on the Public Health piece of this nationwide epidemic of prescription drugs misuse focusing on Education.
 3. WIC Program (Women, Infants and Children) DOH Rubbo received a call from the State of CT looking to transfer the WIC program back to the Health District.
WIC program is in favor of coming back under the umbrella of TAHD. Nurturing Families Grant is also being considered to be brought back under TAHD. We could see the WIC in as little as 6 months. If WIC is not taken over by TAHD it could be taken on by another agency such as the Waterbury Health Dept. or EdAdvance.

Motion made by L. Timolat that the Director of Health investigate the possibilities of taking on the WIC program along with Nurturing Families Grant. Motion seconded By D. Ouellette. Vote called by Chairman Collins vote passed unanimously.

- Proposed Office Hours Changes- This concept is to mimic what many of our town in the district do. Thirteen of our 18 towns have extended hours.

Schedule will be as follows

Mon, Tues Thurs – 8 am – 4 pm

Wed. – 8 am – 6 pm

Friday – 8 am – 1pm

This would give homeowners and some contractors to be able to meet with TAHD also gives the opportunity to get to some of the restaurants that are not open during our normal business hours.

When will implementation take place?

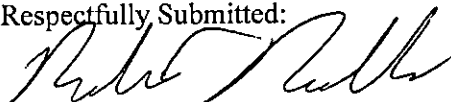
Motion made by L. Timolat that the DOH is authorized to adjust the schedule for TAHD as he deems necessary in order to submit a permanent schedule to the Board of Directors, over the next six month period until such a time when the DOH has a permanent schedule recommendation, motion seconded by T. Waldron and Chairman Collins called for a vote on the motion which passed unanimously

7. Other Business- None

8. Adjournment

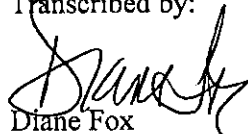
Motion made by J. Wilk at 8:40 pm adjourn the meeting seconded by T. McClintock. Chairman Collins called for a vote motion passed unanimously.

Respectfully Submitted:



Robert Rubbo
Director of Health

Transcribed by:



Diane Fox
Admin. Secretary TAHD