

**Torrington Area Health District
Board of Directors
Minutes September 9, 2021**

Members Present: N. Rahuba, Bethlehem, L. Timolat, Canaan, R. Collins, Harwinton, T. McClintock, Litchfield, S. Vontell, Morris, G. Gourley, Norfolk, A. Scappaticci, Plymouth, A. Orsini, Plymouth, P. Oliver, Salisbury, J. Magda, Torrington, J. Wright, Torrington, K. Wilson, Winsted.

Meeting called to order at 7pm by Chairman Collins

1. Minutes

- Motion made by L. Timolat and P. Oliver respectively to accept the minutes of the June meeting as written. Vote called, hearing no objections or abstentions the motion carried.

2. Board of Health and Staff

- a. Changes in Board Members – None
- b. Changes in Staff – None
- c. Items for information/consideration by Board Members

3. Chairman's Report – Collins

- Zoom conferencing with large screen to be set up for hybrid meetings
- Attending in person Chamber of Commerce meeting
- Health Council – Restaurant and retail committee
- 10, 300+ COVID vaccines given
- Attended lunch that was held for the TAHD volunteers
- R. Rubbo attended Watertown Board of Education meeting representing TAHD
- Meeting dates for 2022

4. Committee Reports

a. Finance – Timolat

- King, King and Associates have begun annual audit
- State Per Capita increased – to be discussed in Director's Report
- State Audited - WIC Financial on-site review and Expenditure Report were reviewed and as a result of the review there were no audit findings
- Elevator – 2018 state mandate requires a 5-year full load rupture valve test – TAHD in non-compliance currently. – Discussion to follow
- The Finance Committee did not object to the DOH's plan upon a poll of its members to use the additional Per Capita dollars from the state of CT, towards permanently hiring the two contact tracers as environmental staff and our Public Health Nurse to replace Leslie Polito. All of which are currently paid through the ELC grant. The ELC grant is due to expire in approximately 14 months.
- The Finance Committee moved to recommend to the executive committee and to the full board that that the Rural Communities opioid Response Program be added to the budget as a line item for opioid overdose response activities with the McCall Foundation.
- Review of FY 21 YE -Due to insurance reimbursements for COVID vaccine administration and other Grant activities the TAHD currently is excellent financial status currently.
- FY 22 YTD – DOH Rubbo
- Increase in Per Capita by State - Budgeted amount \$216,927.0 an increase by State of \$2.60 Per Capita has brought Per Capita amount received to \$338,670.80

Motion made by L. Timolat and T. McClintock respectively to use the increase in Per Capita funding to build staff capacity by 2 full time positions. Vote called and hearing no objections or abstentions the motion carried.

Motion made by L. Timolat and T. McClintick respectively that the TAHD authorize to add the Rural Communities opioid Response Program to the FY22 operating budget as a line item for opioid overdose response activities with the McCall Foundation. Vote called and hearing no objections or abstentions the motion carried.

- Continued discussion on FY 22
 - Food License renewals received
 - COVID ELC grant funding for 18 months
 - Mention of OD2A grant advertising to be changed
 - COVID ELC grant expenses are broken down
 - Lead for Region 5 monies broken out for payments to other LHD
 - VEPF grant – concluded in September – used for vulnerable populations, homebound and minority groups
 - Property ownership

Elevator repair as discussed prior
Motion by L. Timolat and A. Orsini respectively to add a line item to the operating budget “Elevator Maintenance”. Vote called and hearing no objections or abstentions the motion carried

Motion made by L. Timolat and A. Orsini respectively that the DOH enter a contract with TK Corporation for \$4500 to perform the 5- year full load rupture valve test to address the State of CT code violation for the elevator located at 350 Main Street

- Prospects of FY 22 looking good as well
- Schedule of Allocations – no changes currently

b. Building Committee

- Elevator – as previously discussed
- Quotes for new roof on 350 Main Street

c. Personnel Committee- K. Wilson

- Appreciation of all staff of TAHD
 - **Motion made by L. Timolat and P. Oliver to express appreciation to staff for work well done is as follows “The TAHD Board of Directors commends and expresses its gratitude and respect for your superior performance and dedication to your work during the critical pandemic period of the health district’s Public Health mission.” Vote called hearing no objections or abstentions the motion carried.**
 - Discussion continued the professionalism of the TAHD staff during this time.
 - Certificate to be embossed with TAHD seal and presented to each staff member.
 - DOH Rubbo suggested that a bonus be attached to this recognition.
 - Maximum award to the amount of \$10,000 total -\$500.00 per employee
- Motion made by L. Timolat and T. McClintock respectively to authorize that at the discretion of the TAHD DOH to appropriate supplemental funds in the amount of \$10,000 for employee appreciation from the line item titled “Contingency Performance Compensation”. Vote called and hearing no objections or abstentions the motion carried.**

● **Election of Officers – K. Wilson**

- Chairman Wilson opened the floor for nominations of Officers for the TAHD Board of Directors Recommendations made by K. Wilson and P. Oliver that the incumbents be re-elected to their positions with Mr. Collins as Chairman and Mr. Waldron as Vice Chairman of the TAHD Board of Directors. With is recommendation from the Personnel Committee hearing no other nominations, Chairman Wilson closed the nominations.

Motion by L. Timolat and P. Oliver respectively that the slate of officers as presented be approved with the secretary casting one (1) vote. Vote called and hearing no objections or abstentions the motion carried.

5. Program Reports

- a. Food Protection – Written Report
- b. Environmental Health Program
 - Discussion on homeowner installations – discussion tabled to next meeting
- c. Lead Poisoning Prevention Program – Written Report
- d. Medical Reserve Corp- R. Rubbo
- e. Influenza Clinics – Scheduled included
- f. Immunization Program – Written Report
- g. Opioid Prevention Programs – Written Report

6. Director's Report – DOH Rubbo

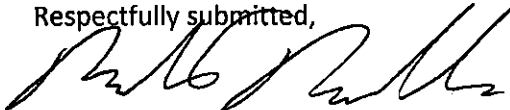
- Email weekly reports to all CEO's, EMD's and School Superintendents in the district regarding COVID and vaccination data
- Booster shots currently available for those individuals that are immunocompromised
- Attended local Board of Education meetings- takes vaccination data for that district

7. Other Business – none currently

8. Adjournment

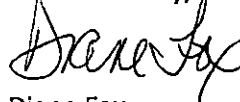
- **Motion made by N. Rahuba and T. McClintock respectively to adjourn this meeting of the TAHD Board of Directors meeting. Vote called and hearing no objections or abstentions the motion carried. Adjournment at 8:35 pm**

Respectfully submitted,



Robert Rubbo
Director of Health

Transcribed by,



Diane Fox
Administrative Secretary