

Connecticut River Area Health District

Serving the Towns of Clinton, Deep River and Old Saybrook

First Selectman, Richard Smith, Chairman

Michael Dunne, M.D.

First Selectman, William Fritz, Secretary

Jeffrey Goldblatt, M.D.

Peter Neff, Treasurer

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Old Saybrook, CT 06475
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Unapproved Minutes
Monday, January 25, 2016
Regular Meeting of the CRAHD Board of Directors
455 Boston Post Road, Suite 7
Old Saybrook, CT 06475
11:00 AM

A. **Call to Order**

Chairman Dick Smith called the meeting to order at 11:03 am

B. **Roll Call**

Chairman Smith identified the following as present: Board Director Michael Dunne, Board Director Jeffrey Goldblatt, Board Director Willie Fritz, Board Director Peter Neff, Director of Health Jim Monopoli.

C. **Approval of Minutes from December 7, 2015 Special Meeting**

Motion to approve minutes from the December 7, 2015 Special Meeting made by Dunne, 2nd Smith.

Approved 5-0

D. **Old Business**

- **Flu Vaccination program for 2015.**

Director Monopoli stated that the district's new flu vaccination program has been on hold since the holidays. The district administered about two-thirds of its supply of 350 doses used at vaccination clinics within the district. The turn-out for the clinics has been less than anticipated, but this is a state-wide concern. The district will continue to hold clinics in early 2016, although a schedule has not been finalized yet. Up to 30% of vaccine purchased could be returned unused for most suppliers if necessary.

- **Phone system update**

The quote submitted by Stevens Communications was the best option for the district and the board authorized Monopoli to implement the installation with them. Monopoli reported that

the install is scheduled for Thursday, Jan 28th. At least two land lines will remain as two fax numbers are used and the voice over will be a back up to the VOIP lines.

- **Final 2014-2015 Audit report**

Monopoli distributed the final audit report to the board directors. The management letter was also revised by the auditor and that was distributed as well.

- **Status of Shoreline Medical Reserve Corps expansion**

Director Monopoli reported that the drafted MOU is still waiting for official approval from CT DPH as they had indicated that they want the draft MOU reviewed by the Attorney General's office.

E. New Business

- **Preliminary review of 2016-2017 Operating Budget.**

Monopoli presented a draft of the operating budget for Fiscal year 2016-2017. He discussed changes in revenue such as anticipated increased revenue from OSWPCA activity and a smaller increase in revenue from fees and permits. He is anticipating level funding from state grants but that is uncertain. Monopoli also discussed that with another estimated decrease in the district's population, to keep the \$13 local per capita rate unchanged would result in a reduction in local funding. He stated that to keep funding level from last year, the per capita rate would need to increase to \$13.05, which still results in a minor decrease in total local per capita funding. All budgeted expenditures have been slightly adjusted up or down based on experience, however the line item for office assistance and WWMD sanitarian was increased by over 50% to compensate a certified contractor to perform site evaluations in the WWMD. Monopoli has budgeted for 2% salary increases in the preliminary budget.

After some discussion, in which the board urged Monopoli to explain the 5 cent per capita increase to keep level funding in his request to the towns, a motion was made by Fritz to approve the preliminary budget and forward the local per capita request to the district towns. 2nd Dunne.

Approved 5-0

F. Director's Report

Monopoli distributed a letter from the town of Clinton, re-appointing Willie Fritz to the CRAHD board. He also distributed a running timeline of board director terms.

Monopoli distributed the force account approval letter to Carl Fortuna from CT DEEP which approves payment to CRAHD by the OSWPCA in the amount of \$218,671.02 if CRAHD services are needed to the degree that the OSWPCA outlined in its 2016 work plan.

An article by the Yale ACLU about the Ebola quarantines being unjustified was distributed to the board for their review.

Monopoli reported to the board that the CRAHD sanitarians will be conducting a training for real estate agents and realtors titled "Environmental Issues Affecting the Real Estate Transaction" on February 1st. He reminded the board that the course was approved by the New Haven-Middlesex Association of Realtors for three contact hour credits for attendees. This is the first year the course is being offered for CEUs. The course has been well attended and received by real estate professionals the previous two years.

Monopoli reported that CRAHD went through a Medical Counter Measure, Operational Readiness Review by the CT DPH and the CDC on January 19th. This was a 6 hour intensive review of self-reported capabilities based on preparedness plans, drills and activities to support those plans. Sherry Carlson, CRAHD preparedness coordinator lead the review with the mentioned agencies. Monopoli mentioned that Carlson performed very well for the review and CRAHD, on behalf of MDA #39, performed very well in the opinion of the reviewers. A final report/assessment is forthcoming.

Related news on preparedness; there will be a region wide tabletop exercise upcoming on February 17th where all region 2 players are invited to participate. The entire week of April 11th, there is a full scale statewide mass dispensing exercise where each MDA is tasked with participation, and each region will stand up one open and one closed POD. The state is hosting a Public Information Officer (PIO) training on May 17-18, which he would like for Dunne and Goldblatt to attend as they volunteered to be PIOs for the district and the MDA. Monopoli will get them the information on registration.

Monopoli started a discussion on data management and sharing with the towns, particularly the land use offices. After some discussion, where Director Neff urged Monopoli to list what he wants to accomplish, Neff agreed to work toward this once needs have been identified.

Monopoli reported that he met with the Madison First Selectman at his request to discuss the possibility of Madison joining the district in light of the retirement of its health director. Monopoli supplied information about the district, services we provide, and anticipated service expansion if Madison joined, along with a conceptual budget.

He also met with the town of Haddam First Selectwoman, Lizz Milardo, regarding the same topic, as Haddam voted to leave the Chatham Health District. Monopoli initiated the meeting with Haddam. Ms. Milardo was in attendance at the board meeting to observe.

H. Adjournment

Neff moved, **Fritz 2nd**, motion to adjourn. Meeting was adjourned at 12:05 P.M.

Approved 5-0

Respectfully Submitted,

Jim Monopoli

Acting Clerk, DOH