



Minutes for the Meeting of the Uncas Health District Board of Directors
February 7, 2018, 6:00 PM

Location: Uncas Health District office
401 W. Thames Street, Norwich, CT

1. Attendance:

Board Members: Dr. Michael Betten (Bozrah), Elizabeth Osga – via phone (Griswold), Lili Rafeldt via phone (Voluntown), Damian Rickard (Lisbon), Deb Schober (Montville), William Warzecha (Norwich), Keith Wentworth via phone (Lebanon)

Uncas Health District Staff: Patrick McCormack, Director of Health; Laura Boudah, Office Manager

Absent: Gary Allyn (Montville), John Faulise (Griswold), Charles Grant (Franklin), Frank Jacaruso (Norwich), Kevin Lyden (Salem), JoAnn Merolla-Martin (Norwich), Jane O’Friel (Norwich), and Claude Pellegrino (Sprague)

2. Audience of Citizens: NONE

Meeting called to order: 6:00 PM with no quorum

3. MINUTES: Approval of Board Minutes for the Meeting of November 8, 2017 – TABLED

4. COMMUNICATION:

5. COMMITTEE REPORTS:

A. **Finance Committee Report: MEETING CANCELLED DUE TO INCLEMENT WEATHER**

- a. Laura Boudah went through the financials with the attending members. The expenditures are on target with the six month period. Keith Wentworth inquired about the Subcontractor line item which is mostly grant derived with the exception of the Proctor for the servsafe classes and is broken down as such in the 17/18 budget.

6. MANAGEMENT REPORTS:

A. **Director of Health:** A written report was given in the Board packet and was read through at the meeting.

B. **Environmental Health Report:**

- a. A written report was provided with the Board packets.

C. **Public Health Nurse Report**

- a. A written report was provided with the Board packets.

7. NEW BUSINESS:

- A. **Town of Franklin joined Uncas Health District:** Effective January 1, 2018 the Town of Franklin has joined the Uncas Health District. There will be no fees implemented to the restaurants and salons until July 1, 2018. This will enable staff to visit each establishment to ensure compliance and have the proper paperwork filled out prior June 30th.
- B. **Adopt a resolution for DOH to enter into and amend contractual instruments with the State of Connecticut and any agencies affiliated with the State, as well as any funding sources for calendar year 2018:** TABLED
- C. **Proposed Per Capita Rate for FY19:** TABLED
- D. **Update on Charles Schwab account to be closed:** In 1993, Employee Savings program was set up for the UHD employees. Most employees have taken their portion of the funds but there is a portion that still exists. We are reaching out to each prior employee that currently has funds in the account so this account can be closed out.

8. OLD BUSINESS:

- A. **PHAB update:** A Strategic Planning session is scheduled for the Board and Staff identified to work on Accreditation. The meeting will be conducted by HRIA on March 2, 2018

9. OTHER:

- a. The Board Chairman asked that we add a review of the current Board By-Laws to the upcoming agenda

The next meeting date is scheduled for March 14, 2018

10. ADJOURNMENT: With no further business to address, the meeting was adjourned at 6:45 PM.

All in Favor.

Respectfully Submitted,

Laura Boudah
Office Manager