



Minutes for the Meeting of the Uncas Health District Board of Directors
March 14, 2018, 6:00 PM

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

1. Attendance:

Board Members: Dr. Michael Betten (Bozrah), John Faulise (Griswold), JoAnn Merolla-Martin (Norwich), Jane O’Friel (Norwich), Elizabeth Osga (Griswold), Lili Rafeldt via phone (Voluntown), Damian Rickard via phone (Lisbon), Deb Schober (Montville), William Warzecha (Norwich),

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

Absent: Gary Allyn (Montville), (Franklin representative), Frank Jacaruso (Norwich), Kevin Lyden (Salem), Jane O’Friel (Norwich), Claude Pellegrino (Sprague), Keith Wentworth (Lebanon)

2. Audience of Citizens: NONE

Meeting called to order: 6:05 PM

The budget for FYE2018/2019 of \$1, 385,264

3. PUBLIC HEARING: Chairman William Warzecha opened the public hearing at 6:15 PM

The Public Hearing was advertised in The Bulletin as required by CGS

Chairman William Warzecha asked if anyone from public would like to speak on behalf of the budget. There were no comments

PRESENTATION OF THE FYE 2019 Budget: Dr. Betten gave a summary of the draft FYE 2019 budget recommendations to the Board. The recommended DRAFT budget for fiscal year July 1, 2018-June 30, 2019 is \$1, 385,264. The budget reflects a current staff increase of 3% and a recommendation of a new fee schedule which is amended to adjust for FDA classification changes.

A motion was made by John Faulise, seconded by Joanne Merolla-Martin to close the public hearing. All in Favor. Motion Passed.

A motion was made by Mike Betten, seconded by Betty Osga to accept the fee changes as presented with a change to add category 1, 2 3 and 4 to the food classifications. All in Favor. Motion Passed.

A motion was made by Deb Schober, seconded by Joanne Merolla-Martin to accept the budget for fiscal year July 1, 2018-June 30, 2019 in the amount \$1, 385,264. The budget reflects a current staff increase of 3% and a recommendation of a new fee schedule which is amended to adjust for FDA classification changes. All in Favor. Motion Passed.

4. MINUTES: Approval of Board Minutes for the Meeting of November 8, 2017. A Motion was made by Mike Betten, seconded by Betty Osga to approve minutes as presented. All in Favor. Motion passed
5. MINUTES: Approval of Board Minutes for the Meeting of February 7, 2018. A Motion was made by Mike Betten, seconded by Betty Osga to approve minutes as presented. All in Favor. Motion passed
6. COMMUNICATION: A letter was sent to the Town of Preston, dated February 28, 2018, expressing the District's continued interest in providing services to the Town.
7. COMMITTEE REPORTS:
 - A. **Finance Committee Report**:
 - a. Budget vs Actual report for July – December was reviewed briefly with the Board. The report showed all income/expenses to date are on target with projections.
 - b. There was a review of the additional appropriation to the current budget of \$10,112 from the addition of the Town of Franklin on January 1, 2018. A Motion was made by Betty Osga, seconded by Joanne Merolla-Martin to accept the additional appropriation to the FYE18 budget. All in Favor. Motion passed
8. 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. None
9. NEW BUSINESS:
 - A. **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**: A motion was made by Michael Betten, seconded by John Faulise. All in Favor. Motion Passed
 - B. **Proposed Per Capita Rate for FY19**: A motion was made by Betty Osga, seconded by Deb Schober to increase the Uncas Health District Per Capita rate by 1% to \$6.61. All in Favor. Motion Passed
 - C. **Update the bylaws for the Board of Directors**: All present members received a copy of By-laws to comment on. The comments will be discussed at the next meeting.
 - D. **ANNUAL approval of the Uncas Health District discrimination policy**. A motion was made by Betty Osga, seconded by John Faulise to approve the Uncas Health District discrimination policy for the year. All in Favor. Motion Passed
 - E. **AUDIT RFP**: A motion was made by Michael Betten, seconded by Betty Osga to accept the proposal of Hoyt, Filippetti & Malaghan, LLC to perform the financial audits for Uncas Health District from June 30, 2018 – June 30, 2020. The cost for each year will be FYE18 audit \$10,000; State single audit, if needed \$1,600; Federal

Single audit, if needed \$1,300; Preparation of MD&A included, FYE19 audit \$10,000; State single audit, if needed \$1,600; Federal Single audit, if needed \$1,300; Preparation of MD&A included, FYE20 audit \$10,300; State single audit, if needed \$1,700; Federal Single audit, if needed \$1,300; Preparation of MD&A included.
All in Favor. Motion Passed

10. OLD BUSINESS:

- A. **PHAB update:** The Uncas Health District Strategic Planning meeting on March 2nd went well. There was great interaction with those who attended the meeting. The CHIP (Community Health Improvement Plan) was reviewed in detail and will be finalized as a result of the meeting. Once finalized this will be published on our website.

11. OTHER:

The next meeting date is scheduled for May 9, 2018

12. ADJOURNMENT: With no further business to address, the meeting was adjourned at 7:12 pm.

All in Favor.

Respectfully Submitted,

Laura Boudah
Office Manager