



**Minutes for the Meeting of the Uncas Health District Board of Directors
July 12, 2017, 6:00 PM**

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

1. Attendance:

Board Members: Gary Allyn (Montville), Dr. Michael Betten (Bozrah), John Faulise (Griswold), Frank Jacaruso (Norwich), Kevin Lyden (Salem), JoAnn Merolla-Martin (Norwich), Jane O’Friel (Norwich), Elizabeth Osga (Griswold), Claude Pellegrino (Sprague), Lili Rafeldt (Voluntown) *in attendance via phone conferencing*, Damian Rickard (Lisbon), William Warzecha (Norwich), Keith Wentworth (Lebanon)

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

Absent: Deb Schober (Montville)

2. Audience of Citizens: NONE

Meeting called to order: 6:00 PM

3. MINUTES: A Motion was made by Dr. Mike Betten, seconded by Keith Wentworth to accept the Minutes of the May 10, 2017 meeting as presented. Kevin Lyden & John Faulise abstained from vote due to absence. All in favor.

4. COMMUNICATION:

- a. A letter of appreciation from John Connor at SMHA regarding UHD participation in the Health and Wellness Fair on May 31st
- b. A letter of appreciation for Patrick McCormack, DOH, taking on the role of acting Health Director from Susan Starkey, DOH at NDDH

5. COMMITTEE REPORTS:

A. **Finance Committee Report:**

- a. Claude Pellegrino reported on the Liability Insurance. The insurance will have a substantial increase to fully cover the UHD. The company UHD previously used is no longer providing this type of insurance and has dropped other departments utilizing them. In reviewing the necessities of the Health District it was learned there are several components involved including Directors and Officers, Errors and Omissions and general liability. The majority of the cost is the Directors and Officers policy which covers the DOH, as well as the Board of Directors.
- b. Claude reported on the July – June 2017 YTD budget report stating that there will be a shortfall. Once all funds are received, it will better determined that amount but it should not exceed the budgeted shortfall amount of \$40,350.
- c. The finance committee made a recommendation not to rehire the current vacant sanitarian position for at least six months. After six months, the finance committee will review the financial situation of

the UHD as it relates to the approved budget. At that time a decision will be made on whether or not to repost the position.

- d. Due to the increase in staff responsibility the committee made a recommendation for staff increase of 1.5% effective on August 1, 2017. A motion was made by Kevin Lyden, seconded by Damian Rickard to keep the current sanitarian position vacant for six months and provide a salary increase of 1.5% effective on August 1, 2017. All in favor. Motion passed

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. **Review and possibly act on office lease proposal from CT DAS.** The Board reviewed the lease options sent by the Department of Administrative Services Leasing & Property Transfer Unit. The unit will require the Board of Directors to make a resolution authorizing the Director of Health to enter into an agreement with the State of Connecticut. A motion was made by Kevin Lyden, seconded by Michael Betten to approve 5-year term in the amount of \$22,491 annually and Option #1 for \$23,616 annually for years 6-10, also establish a resolution authorizing the Director of Health to enter into an agreement with the State of Connecticut. All in Favor. Motion passed
- B. **Sanitarian position posted to replace vacancy –** This was addressed under the Finance Committee report.

8. OLD BUSINESS:

- A. **PHAB update:** PHAB work moving at a good pace. The N L County Health Collaborative continues to meet regularly. A strategic planning task force needs to be formed. This will be addressed at the next PHAB committee meeting.

9. OTHER:

The next meeting date is scheduled for September 13, 2017

10. ADJOURNMENT: With no further business to address, the meeting was adjourned at 7:08 PM.

All in Favor.

Respectfully Submitted,

Laura Boudah
Office Manager