



**Minutes for the Meeting of the Uncas Health District Board of Directors
May 9, 2018, 2018**

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

1. Attendance:

Board Members: Dr. Michael Betten (Bozrah), John Faulise (Griswold), Kevin Lyden (Salem), Jane O’Friel (Norwich), Dr. Elizabeth Osga (Griswold), Lili Rafeldt via phone (Voluntown), Damien Rickard (Lisbon), Deb Schober (Montville), William Warzecha (Norwich), Keith Wentworth, (Lebanon)

Uncas Health District Staff: Patrick McCormack, Director of Health; Susan Dubb, Public Health Nurse.

Absent: Gary Allyn (Montville), (Franklin Representative), Frank Jacaruso (Norwich), Claude Pellegrino (Sprague)

2. Audience of Citizens: None

Meeting called to order: 6:00 PM

3. A motion was made by Dr. Michael Betten to approve the Board Meeting minutes from March 14, 2018. The motion was seconded by John Faulise. Keith Wentworth and Kevin Lydon abstained, but the remaining members approved.

4. Communications. Mr. McCormack read a letter received from Commissioner Raul Pino thanking Uncas Health District for their participation in the statewide flu vaccination campaign. A second letter was received from the Montville Senior Center thanking the Uncas Health District for participating in their recent Senior Health Fair. Mr. McCormack also acknowledged that Jane O’Friel will be stepping down from her role as Board Member with the Uncas Health District. The board members thanked Jane for her wisdom and expertise during her tenure with the board and wished her well in future endeavors. Ms. O’Friel stated that she enjoyed her time with the board.

5. Committee Reports:

a) Finance Committee

a) Budget vs Actual report for July – April 2018. Kevin Lyden reported to the group that there was some increased revenue due to Franklin joining in the middle of the fiscal year, that

would make it appear that revenues are higher than had been previously projected when the FY2018 budget was finalized. Discussion ensued. It was agreed that as long as a narrative accompanied the increase in revenue that there should be no issue with the auditor. Mr. McCormack added that we now have a new insurance company that will cover all liability concerns, that were previously covered by several companies. This will prevent arguments over who is responsible to pay amongst insurance providers. He also added that the new auditor company is now in place and there was an initial meeting last week, that was introductory in nature and that another meeting will be scheduled upon Laura's return. Mr. McCormack stated that our new attorney is in place and that paperwork ensuring that there is no overlap in legal representation has been signed by both attorneys. Additionally, Mr. McCormack added that he is being mindful of increasing fuel costs as it relates to travel for staff. He noted that there are a lot of trainings required by some of the grant projects as well as some marketing requirements that may require us to purchase materials to help with that portion of the grant. Options are being explored to meet grant requirements, but still be cost-effective.

6. Management Reports:

- a) Director of Health Report: Mr. McCormack reviewed several of the items on his report that was provided to the board members.
- b) Environmental Report: Environmental report was not reviewed, as it was not included in the packet. It will be forwarded to the board members and reviewed at the next meeting.
- c) Public Health Nurse Report: Susan Dubb provided the board members with an overview of several of the programs that are currently in place and under her supervision, including the Vaccine For Children Program, the Edward and Mary Lord Foundation grant to provide TDaP vaccines to seniors at no cost. She also spoke about the Data 4 C.U.R.E project briefly that pertains to Hepatitis C in our district. There was some discussion regarding modified vaccination schedules for children whose parents do not want to follow the ACIP recommended schedule for childhood immunizations. Ms. Dubb shared that she had discussed with our Medical Advisor, Dr. Nader Bahadory and that he will speak to some colleagues, but the board members also agreed that this might require some legal perspective to determine any liability concerns that might need to be addressed.

7. New Business: None

8. Old Business:

- a) PHAB update – Mr. McCormack updated the members on the latest progress of the PHAB accreditation process. He asked the board members for feedback on the by-laws. Copies of the by-laws were provided by Mr. Warzecha and Dr. Betten. The other members were encouraged to review and make their comments at their earliest convenience.

9. Next meeting is scheduled for July 11, 2018.

10. Meeting was adjourned at 7:15 PM.

Respectfully submitted,

Susan Dubb RN, B.S.