



**Board of Directors Meeting
Wednesday, January 9, 2019
Uncas Health District Office, 401 West Thames St., Norwich
6:00 PM**

Meeting Minutes

- I. **ROLL CALL:**
 - a. **Present:** Dr. Michael Betten (Bozrah), Frank Jacaruso (Norwich), Dr. Elizabeth Osga (Griswold), Claude Pellegrino (Sprague), Lillian Rafeldt (Voluntown), Damian Rickard (Lisbon), Keith Wentworth (Lebanon), William Warzecha (Chairman-Norwich), Patrick McCormack, Laura Boudah.
 - b. **Absent:** Gary Allyn (Montville), Thomas Craney (Franklin), John Faulise, Jr. (Griswold), Kevin Lyden (Salem), Deb Schober (Montville)
 - c. **Vacant:** 2-Norwich representatives

- II. **Audience of Citizens:** No citizens present.

- III. **Approval of Board Minutes for meeting of November 14, 2018:** A motion made to accept the minutes for the November meeting by Dr. Betten, Seconded by Frank Jacaruso. Motion passed

- IV. **Communications:**
 - a. **Presentation of Financial Audit FYE18:** Susan Jones and Jason Cote from **Hoyt, Filippetti & Malaghan, LLC** presented the completed audit to the Board of Directors. It was noted that it was a very "clean" audit with no significant findings.

- V. **Committee Reports:**
 - a. Finance Committee:
 - i. **Budget vs Actual Report:**
The financials are on schedule as budgeted.

- VI. **Management Reports:**
 - a. DOH Report: A written report was given in the Board packet and was read through at the meeting.
 - b. Environmental Health Report: A written report was given in the Board packet and was read through at the meeting.
 - c. Public Health Nurse Report: A written summary report was given in the Board packet and was read through at the meeting.

VII. **New Business:**

- a. Vehicle purchase: There were two quotes submitted to Board that were obtained through the City of Norwich. There was discussion about future bids being obtained for hybrid vehicles. A motion was made by Frank Jacaruso, seconded by Damian Rickard to place order for a 2019 Ford Escape as quoted in #18116002 in the amount of \$24,377. A transfer has already been made with budget adjustments of \$13,403, leaving a balance of \$10,974 to be obtained from the fund balance when required. All in favor. Motion passed
- b. Temporary Event procedure: For 1-day temporary food service events within the Uncas Health District municipalities:
 - 1) Mobile food trucks that maintain a valid license in a Connecticut Local Health Department or District may submit an application and the fee will be waived. An inspection is not required but may be conducted at the discretion of the Uncas Health District.
 - 2) Non-profit community organizations will be exempt from temporary food permitting requirements pursuant to CGS 19a-36(4) as a practice. An inspection is not required but may be conducted at the discretion of the Uncas Health District.
 - 3) Food vendors that maintain an annual license with the Uncas Health District will not be charged an additional fee for temporary food events. An inspection is not required but may be conducted at the discretion of the Uncas Health District.

A motion was made by Betty Osga, seconded by Dr. Michael Betten to accept the Temporary food service policy as presented. All in Favor. Motion passed.

A motion was made by Keith Wentworth, seconded by Damian Rickard to amend the fee schedule as required to reflect the policy effective February 1, 2019. All in Favor. Motion passed

VIII. **Old Business:**

- a. PHAB Update:
 - i. Strategic Plan: The plan continues to be developed with HRIA
- b. Board of Directors Bylaws: TABLED

IX. **Other:**

- a. HR Committee: Betty Osga suggested to create a subcommittee for a salary / job description review based on current staffing. She offered to head the committee which will collect data on other Districts to get a salary range. John Faulise (prior to meeting) and William Warzecha offered to assist. A motion was made to create this subcommittee by Betty Osga, seconded by Keith Wentworth. All in Favor. Motion passed.

X. **Next Meeting:** March 13, 2019

XI. **Adjournment:** 7:32 PM

Respectfully submitted,

Laura Boudah
Office Manager