



**Board of Directors Special Meeting
Wednesday, December 11, 2019
Uncas Health District Office, 401 West Thames St., Norwich
2:00 PM**

I. Roll Call:

- a. **Present:** Frank Jacaruso (Norwich), Damian Rickard (Lisbon) via phone, Dr. Michael Betten (Bozrah), John Faulise Jr. – Acting Chairman (Griswold), Kevin Lyden (Salem), Thomas Craney (Franklin), Dr. Elizabeth Osga (Griswold), Sandra Allyn-Gauthier (Preston) via GoTo meeting
- b. **Absent:** Lillian Rafeldt (Voluntown), Gary Allyn (Montville), Keith Wentworth (Lebanon), Deb Schober (Montville)
- c. **Vacant:** 3 Norwich representatives and 1 Sprague representative

II. Audience of Citizens: No citizens present

III. Audit Presentation:

- a. Jason Cote from Hoyt, Filipetti & Malaghan, LLC, presented the DRAFT audit for FYE06-30-2019. The presentation was an overview the financial position of the District as of June 30th. The Balance sheet; State of Revenues, Expenditures, and Changes in Fund Balance; Notes to Financial Statements and Budgetary Comparison for General and Grant funds where the focus of the presentation.

There were no significant findings reported. The firm is suggesting that the Uncas Health District create a Cost Allocation Plan. A template will be sent over so this can be a focus to be created before end of this fiscal year.

In reviewing the comparison sheet, it was noted that Budget Adjustments throughout the year need to be better documented and not just verbal. This will be done at every board meeting if required and noted on the financial worksheets presented at meetings.

The fund balance at the end of FYE63019 was \$376,561. There was a decrease in funds of \$151,632. There was money used from Fund Balance to cover grant costs until funds where received. Staffing costs increased with addition of new Towns.

It was reported that overall the financial health of the District is good.

A motion was made by Elizabeth Osga, seconded by John Faulise to accept the audit as presented for Fiscal Year ending 6/30/2019. All in Favor. Motion passed.

At this time there was an introduction of the new Preston representative Sandra Allyn-Gauthier.

IV. **Approval of Minutes:** The minutes for the September 11, 2019 meeting were approved by Dr. Michael Betten, seconded by Tim Craney. 7 voted in Favor, 1 abstained (B Osga). Motion Passed.

V. **Communications:** No specific communications at this time

VI. **Committees:** Finance Committee did not meet.

VII. **Management Reports**

- a. **Director of Health Report:** The report was provided to the Board and reviewed by the Director
- b. **Environmental Health Report:** The report was reviewed with no questions
- c. **Public Health Nurse report:** No report was submitted

VIII. **New Business**

- a. **Chairman Resignation:** After serving as Chairman for 31 years, effective 12/16/2019 William Warzecha stepped down as Chair and resigned off the Board of Directors as a Norwich Representative. A motion was made by Kevin Lyden and seconded by Betty Osga to acknowledge receipt of the resignation letter. All in Favor. Motion passed.
- b. **Chairman Nomination:** A motion was made by Dr. Michael Better and seconded by Kevin Lyden to Nominate John Faulise as Chairman. All in Favor. Motion Passed.

Sandra excused herself from meeting at 3:10pm.

- c. **Per capita rate for FY20/21:** A proposed rate of \$6.81 which is an increase of 3% from the existing rate of \$6.61. A motion was made by Frank Jacaruso, seconded by Kevin Lyden. All in favor. Motion Passed
- d. **Director of Health evaluation and renewing 3-year term with State:** Prior to resigning as Chairman, William Warzecha performed a Job Performance evaluation on Patrick McCormack, Director of Health. A Survey was sent out to all Board Members for their feedback. A letter was given to Patrick McCormack and the Board of Directors stating that the overall job performance of the Director has meet or exceeded criteria set forth. A motion was made by Kevin Lyden and seconded by Dr. Michael Betten to accept the positive appraisal and recommend a renewal of three-year term for Patrick McCormack to serve as Director of Health for the Uncas Health District to the State of Connecticut Department of Public Health Commissioner. All in favor – motion passed
- e. **Food Service Ordinance to enforce the testing requirement for Certified Food Protection Managers (CFPMs):** A motion was made by Kevin Lyden, seconded by Frank Jacaruso to create a regulation that all Class 2, 3 and 4 Food Service Establishments that are using the Food Protection Manager Certificate

as evidence of having knowledgeable CFPM (Certified Food Protection Manager), formerly known as QFO (Qualified Food Operator), be required by UHD to have a PIC (Person In Charge) with a valid and current (nonexpired) Food Protection Manager Certificate by February 1, 2020. All in Favor. Motion Passed.

IX. **Old Business** –

- a. **PHAB Update:** The Annual Report for the Department of Public Health was submitted. The work that has been completed was very helpful in completing the report.
- b. **Board of Director bylaws:** TABLED

X. **Other** – nothing to report

XI. **Next Meeting:** January 8, 2020

meeting adjourned at 3:54 PM

Respectfully submitted,

Laura Boudah