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Stan Soby



DIRECTOR of HEALTH
Don Mitchell, MPH RS

Colchester, East Haddam, East Hampton, Hebron, Marlborough, & Portland

Board of Health/Special Meeting
January 5, 2017
1:00 PM
Marlborough Town Hall, 26 North Main Street, Marlborough

Present: Andrew Tierney Stan Soby Michael Maniscalco
 Kate Morris Peter Hughes Susan Bransfield
 Rosemary Coyle Emmett Lyman

Others: Don Mitchell

1. Call to order

Chairman Tierney called this special meeting of the Board of Health to order at 1:00pm.

2. Public Remarks

There were no public remarks.

Motion was made by Mr. Hughes, seconded by Ms. Coyle, to move agenda item 8c prior to agenda time 3. Vote was unanimous in favor.

8.c. Ethics question – staff potential conflict of interest

Steve Knauf stated that after hours he plays music and is in a band. His band has been asked to play at a licensed District food establishment. Mr. Knauf felt that there may be a potential for a conflict of interest and wanted to get permission from the Board.

Following a brief discussion consensus of the Board was that there was no conflict.

Motion was made by Mr. Hughes, seconded by Mr. Lyman, to find that there is no conflict of interest with the infrequent playing of music at a District food establishment and that the employee that engages in such activity shall not perform work at that facility and a senior staff (Sanitarian III or higher) person shall take over. Vote was unanimous in favor.

Consensus of the Board is that all potential conflicts of interest should come before the Board and that a policy should be established.

3. Communications

Mr. Mitchell presented the following communications:

- Notice of Violation for 621 Church Street Amston for housing code violations.
- Notification of the CT Association of Municipal Attorneys upcoming seminar "The Relocation Act-What Every Town and City Needs to Know".

4. Director of Health Report

a. Audit 2015-2016

Mr. Mitchell stated that the audit has been submitted. However, we have not yet received a copy.

b. AHM meeting

Mr. Mitchell stated that he and Vickie Han attended a meeting with group that deal with substance abuse issues in the Andover, Hebron and Marlborough community. They are working with other community agencies to draft policies to steer kids away from drugs, smoking, drinking, etc. Ms. Han will be attending these meetings on a regular basis.

5. Proposed Chatham Health 2017-2018 Budget

a. Discussion

Mr. Mitchell presented the Board with two proposals; version 1 and version 2. Highlights to Version 1 were; reducing the Health Educator position from 24hr to 18hr, per capita rate from \$10.30 to \$11.02, elimination of the Permit to Discharge fee (approx. \$7000/yr), \$5000 reduction of proposed flu vaccination fees (due to the availability of vaccination at other locations), 2.5% salary increase (flat rate for Health Director), 20% increase in medical insurance, and stopping the Office Manager and Part-time Office Assistant and replacing them with Office Manager/Booker and Full Time Administrative Assistant.

Mr. Mitchell discussed the Sanitarian I/II salaries and positions. He stated that Ms. Ellis was hired at a slightly higher rate than budgeted due to the fact that at the time of hire there was another health district hiring at a higher rate, as well as the fact that Ms. Ellis had just passed her RS exam. Ms. Ellis has recently become Phase 2 certified. Ms. Holmes recently passed her RS exam. Mr. Mitchell proposed an immediate salary increase for both, bringing them both to the same salary, as well as the additional 2.5% proposed for July 1. Although Ms. Ellis had a slight advantage with the RS qualification earlier, Mr. Mitchell noted that they both are now fully certified and have close to the same years of experience. Discussion was held with members of the Board expressing concern for leveling out the salaries; first due to the length of time it took for Ms. Holmes to receive her RS and secondly due to the significant increase it would be. Mr. Mitchell stated his concern to be in the salary ranges of other health districts with these positions as to not lose trained staff.

Mr. Mitchell also discussed pension payments. Mr. Mitchell stated that he met with Jeff Jylkka to discuss the pension payment made to the Town of East Hampton for Tina Lanzi and Thad King's employer portion. Mr. Jylkka stated that the payment was made based on the entire year. Mr. Mitchell and members of the Board were concerned that payment was made for Mr. King's pension for the entire year when he was only employed for half.

Version 2 was a proposal following Mr. Mitchell meeting with Mr. Tierney and Mr. Hughes. Highlights from Version 2; Office Manager/Bookkeeper salary reduced from Version 1, include 2.5% salary increase for Director of Health, provide 6% salary increase to the existing two Sanitarian II's (2.5% plus an additional percentage in recognition for the new certifications), per capita rate at \$10.77, \$6600 employee

retirement fund, \$5000 undesignated reserve fund, and includes the Permit to Discharge fees.

Brief discussion was held regarding fees. Mr. Mitchell stated that fees are slightly down. There was concern that the District is not receiving applications and fees for activities that require District permitting, particularly in East Hampton where there is no District presence in the land use office and applications are not taken in there. Applicants applying for building permits are being sent to the main office to apply. However, it is believe that some applications are being missed. Additional discussion was also held regarding sanitarians choosing not to charge fees. Members were very firm that charging fees were not at the discretion of the sanitarians and that if this is happening disciplinary actions will be taken. The Board requested a report of the number of permits issued and the amount of fees collected for the February meeting. Discussion was held regarding tuition reimbursement rates, current and prior. Board members felt that policies are established by the Board moving forward and have no relevance to past practice. The Board would also like to add discussion of the policy regarding reimbursement and possible employment agreements to the next agenda. Ms. Coyle stated that the Board is working to keep the District continuing and to make it more financially stable and they feel that conditions need to be placed on these benefits at this time.

b. Set Public Hearing Date

Motion was made by Mr. Hughes, seconded by Mr. Tierney, to send Version 2 Proposed Budget and Proposed Fees to Public Hearing January 31, 2017. Following a brief review and discussion regarding the increase in the town per capita, the decrease in the State per capita, the reduction in grants, fees, and improving solvency for the District.

Mr. Mitchell stated for the record that he did not agree with the direction the Board has chosen in regard to the Sanitarian II salaries. Consensus of the Board is that an evaluation process needs to be established to justify increases. The Board would like the Chairman to send letters to those individuals that pass certifications with their congratulations and appreciation, and also suggested letters in the local newspapers.

Vote was unanimous in favor to send Version 2 Proposed and Budget Proposed Fees to Public Hearing at the Portland Library on January 31, 2017 at 1pm.

6. Committee Reports

a. Personnel Committee

Nothing to report at this time.

b. Environment Committee

Mr. Knauf submitted minutes from the last Environmental Committee meeting for review.

c. Community Health

Nothing to report at this time.

7. Old Business

a. 2017 Meeting Dates

Motion was made by Ms. Coyle, seconded by Mr. Hughes, to adopt Option 2 meeting dates (last Tuesday of the month, rotating towns). Vote was unanimous in favor.

8. New Business

a. Director of Health – teaching (documentation)

Mr. Mitchell sent via email documentation from DPH regarding Directors of Health being allowed to teach.

b. Staff Promotions (pay increase)

Previously discussed. The Board would like Mr. Mitchell to conduct a half year/year review analysis and will review at a later date.

c. Ethics question – staff potential conflict of interest

Previously discussion.

9. Approval of November 29th, 2016 meeting minutes

Due to the confusion of the date noted on the minutes motion was made by Mr. Maniscalco, seconded by Mr. Hughes, to table the approval on the November 29, 2016 minutes. Vote was unanimous in favor.

10. Public Remarks

There were no public remarks.

11. Adjournment

Following no further business to discuss motion was made by Mr. Soby, seconded by Ms. Coyle, to adjourn the meeting. Vote was unanimous in favor. Meeting adjourned at 2:40pm.