

Central Connecticut Health District Board of Health

Annual Governance Report - FY 2015-2016

The Central Connecticut Health District is privileged to have a talented and dedicated group of volunteers who make up its Board of Directors (also known as the Board of health). In 2015-2016 this governing Board was made up of 13 members – the director of health and 12 public members appointed by each of the Health District’s four member towns. Together they provide oversight and direction for the agency in its work and commitment to prevent disease and injury, foster a healthy environment and promote the health of residents in the Health District.

2015-2016 Board of Health members were: **Patricia Checko**, Vice-chairman (Berlin), **Angela Colantonio** (Wethersfield), **Ann Marie Diloreto** (Wethersfield), **Margaret Hanbury** (Newington), **Deborah Henault** (Wethersfield), **Raymond Jarema** (Berlin), **Jerilyn Nagel** (Newington), **Kristine Nasinnyk** (Newington), **Michele Sadlosky** (Newington), **Judith Sartucci**, Chairman (Rocky Hill), **Marti Stiglich** (Rocky Hill), **Carolyn Wysocki** (Berlin), and **Charles Brown, Jr.**, Director of Health and Board Secretary-Treasurer. The Board remained at nearly full complement through most of the fiscal year with two new appointments from the Town of Wethersfield in early 2016.

The Board held 9 regular Board meetings, 2 special Board meetings and two public hearings (one on the proposed 2016-2017 user fee schedule and a second one on the proposed annual budget). It continued to rotate its Board and Committee meeting sites among its four member towns.

Among the Board’s 2015-16 activities:

1. It adopted new or revised agency policies on:
 - Pre-employment screening
 - Veterans recruitment and hiring
 - Process for approval of budget revisions; and
 - Revisions to the Board’s advocacy policy

2. It developed and adopted or approved:
 - A new agency strategic plan for 2016-2020
 - An update workforce development plan
 - A Feasibility Study on Centralization of agency staff and operations
 - The annual agency report for FY 2015
 - New health benefits package for employees
 - A new user fee schedule for FY 2017
 - A new budget for FY 2017

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- A collective bargaining contract with AFSCME, the first in the agency; and
 - A severance agreement with its former director of health
3. Board development activities included:
 - 2 workshops on strategic planning
 - A workshop on agency confidentiality issues and the Connecticut Freedom of Information Act (FOIA); and
 - A workshop on the annual agency budgeting process.
 4. It met with its auditor and received a satisfactory report for FY 2014-2015 on the agency's finances and their handling.
 5. It met and interviewed the candidate for the new Assistant Director of Health position and approved her appointment as acting director of health in the absence of the director of health.
 6. Its members made annual presentations with the Director of Health on agency activities to each of the 4 member town councils.
 7. Members participated in the Health District's first inter-town walking challenge in June 2016; and
 8. The Board submitted testimony:
 - to the State Legislature on local public health funding changes, the Governor's Budget, the State's tobacco fund, prohibition of flame retardant chemical in children's products and upholstered furniture, and compensation for volunteer firefighters;
 - To our congressional delegation on gun violence and gun control and on public health funding;
 - To the Town of Rocky Hill in support of a proposed ordinance to ban tobacco use in its public parks and on its trails.

Throughout the year individual Board members also lent their expertise and provided advice and assistance to the Director of Health and his staff in such areas as: finance, collective bargaining negotiations, strategic planning, public health accreditation readiness, community engagement in health improvement planning, the inter-town walking competition, quality improvement, and support of the seasonal flu clinics.

The Board of Health and agency also benefited from the work of its active Committees.

Committee Activities, FY 2015-16

STANDING BOARD COMMITTEES

The Board of Health has five standing Committees: Executive Committee, Finance Committee, Governance Committee, Human Resources Committee and Nominations Committee. These are charged in assisting in critical areas of finance, human resources and governance; as well as the annual Board nominations process; and carrying out executive Board functions when the Board is not in session or unable to meet.

Executive Committee

Elected Members: Judith Sartucci (Chair), Patricia Checko (Vice-chair), Margaret Hanbury (Member-at-large) and Charles Brown, Jr. (Secretary-Treasurer and Director of Health).

- This Committee met three times in lieu of a full Board meeting to review, approve and move forward testimony on proposed state legislation; and approve user fee waivers recommended by the director of health.

Finance Committee

Appointed Members: Kristine Nasinnyk (Chair), Jerilyn Nagel, Carolyn Wysocki, Charles Brown, Jr., (Secretary-Treasurer/Director of Health) and Judith Sartucci (Board Chair)

The Committee:

- Advised the director of health on fiscal aspects of collective bargaining contract negotiations that were underway.
- Reviewed and made recommendations on the agency's fee waiver policy
- Developed for Board approval a policy for approval of budget revisions
- Developed and sent to Board for approval a proposed budget for FY 2017 (adopted by BOD in June, 2016)
- Reviewed and recommended a new user fee schedule for FY 2016-17 (adopted by the BOD in May, 2016)
- Held a Board budget informational session prior to budget approval (May, 2015); and
- Reviewed with agency auditor, the insurance agent of record and Board attorney the agency's commitment for post-retirement health benefits for DOH and recommended continued funding to a special account.

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Governance Committee

Appointed Members: Margaret Hanbury (Chair), Angela Colantonio, Carolyn Wysocki, Charles Brown, Jr. (Director of Health) and Judith Sartucci (Board Chair)

This Committee:

- Drafted bylaws changes for Board review and approval related to vacancies in Board positions from member towns (adopted by BOD in September 2015)
- Monitored implementation of the third and final year of the agency's three-year strategic plan with the director of health
- Monitored implementation of the new 5-year agency strategic plan
- Helped to plan and monitor local public health accreditation readiness in the agency
- Advised the director of health on collective bargaining contract negotiations that were underway
- Reviewed and monitored Board vacancies and appointments; and
- Made recommendations for and helped to plan Board development activities (two workshops on strategic planning; a workshop on agency confidentiality issues and the Connecticut Freedom of Information Act (FOIA); and a workshop on the annual agency budgeting process).

Human Resources Committee

Members: Marti Stiglich (Chair), Ray Jarema, Michele Sadlosky, Charles Brown, Jr. (Director of Health) and Judith Sartucci (Board Chair).

This Committee:

- Advised the director of health on contract negotiations that were underway
- Reviewed and advised the director of health on a policy for background checks on new employees; and
- Developed and recommended to Board that a new agency travel policy.

Nominations Committee

Members: Carolyn Wysocki (Chair) and Marti Stiglich

This Committee:

- Polled Board members and prepared a slate of candidates for officer positions (chair, vice-chair and member-at-large for the Executive Committee) for the annual meeting and election in September, 2015
- In June, 2015 polled Board members and recommended a candidate (Carolyn Wysocki) for member-at-large of the Executive Committee to replace outgoing member-at-large, Margaret Hanbury on Jul 1, 2016.

SPECIAL BOARD COMMITTEES

Performance Evaluation Committee

Members: Judith Sartucci (Board and Committee Chair), Patricia Checko (Board Vice-chair), Margaret Hanbury (Governance Committee Chair), Kristine Nasinnyk (Finance Committee Chair), and Marti Stiglich (Human Resources Committee Chair).

This Committee:

- Was established by the Board to conduct a mid-year review of the performance of the Director of Health and then draft the annual performance evaluation of the director of health each fall.
- Completed the first year review for the agency's new director of health in September, 2015.

Centralization Committee

Members: Jerilyn Nagel (Chair), Patricia Checko, Ray Jarema, Marti Stiglich, Charles Brown, Jr. (Director of Health) and Judith Sartucci (Board Chair)

This Committee was established in December, 2014 to advise and assist the Board and its director of health in assessing the agency's physical plan; determining its current and future space needs; the cost of moving; how to fund it and options available.

A feasibility study was completed in late 2015. The Committee recommended proceeding with centralization of staff and operations. The Committee was then decommissioned as a board committee and became an administrative committee out of the Office of the Director of Health for planning and follow-up. A briefing of town managers on Centralization was held in March, 2016 and a follow-up meeting is planned in mid-2016.

FY 2015-2016 was another year of change for the Health District and for the Board of Health itself. Our thanks and appreciation to our Director of Health and to all the members of the Board and its Committees for their time, commitment and efforts to successfully guide the agency in its public health mission.

Respectfully submitted,

Judith A. Sartucci
Chairman, Board of Health
September 15, 2106

Adopted by CCHD Board: _____