

# **Central Connecticut Health District Board of Health**

## **Annual Governance Report - FY 2016-2017**

Year after year the Central Connecticut Health District has been 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 2016-2017 this governing Board was made up of 14 members –13 public members appointed by each of the Health District’s four member towns and the agency’s director of health. 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 the people of the Central Connecticut Health District.

### **BOARD APPOINTMENTS AND OFFICERS**

2016-2017 Board of Health members were: **John Aforismo** (Wethersfield), **Patricia Checko** (Berlin), **Ann Marie Diloreto** (Wethersfield), **Deborah Henault** (Wethersfield), **Raymond Jarema** (Berlin), **Jerilyn Nagel** (Newington), **John Richter** (Newington), **Michele Sadlosky** (Newington), **Lia Safalow** (Rocky Hill), **Judith Sartucci** (Rocky Hill), **Marti Stiglich** (Rocky Hill), **Carolyn Wysocki** (Berlin), and **Charles Brown, Jr.**, Director of Health.

2016-2017 Board Officers and Executive Committee members were: **Judith Sartucci**, Chairman; **Patricia Checko**, Vice-chairman; and **Charles Brown, Jr.**, Secretary-Treasurer. These officers together with **Jerilyn Nagel**, Member-at-large, made up the Board’s Executive Committee.

The Board remained at nearly full complement through most of the fiscal year. A new Board position was added in July 2016 with a new appointment from the Town of Rocky Hill (Lia Safalow). In early 2017 there was one new appointment from the Town of Wethersfield (John Aforismo) and one new appointment from the Town of Newington (John Richter). At the end of the fiscal year one vacancy remained (an appointment to be made by the Town of Newington).

### **BOARD MEETINGS**

The Board held 9 regular Board meetings and one public hearing (on the proposed 2017-2018 user fee schedule and the proposed annual budget). After years of rotating its Board and Committee meeting sites among its four member towns, the Board settled on one site in Wethersfield for regular Board meetings and its standing committees each chose one site in a member town.

### **BOARD ACTIVITIES**

Among the Board’s 2016-2017 activities:

1. It adopted completed revised personnel policies and instituted a new employee handbook.

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2. It developed and adopted or approved:
  - Year 1 of the new agency strategic plan for 2016-2020
  - An updated workforce development plan
  - A new health benefits package for employees
  - A new user fee schedule for FY 2017-18
  - A new budget for FY 2017-18
  - Implementation of the terms of the new collective bargaining contract with AFSCME; and
  - Implementation of the first year terms of its severance agreement with its former director of health.
3. Board development activities included:
  - 2 review sessions on the status and progress of the first year of its new strategic plan
  - A workshop on governing in a collective bargaining environment (presented by the Board's labor attorney); and
  - A workshop on the annual agency budgeting process.
4. Individual and/or group orientation sessions were provided to 5 new Board members.
5. The Board met with its auditor and received a satisfactory report on the agency's finances and their handling in FY 2015-16.
6. With the Director of Health it planned a celebration of the agency's 20<sup>th</sup> anniversary
7. Board members accompanied the Director of Health to make the annual presentations on agency activities to each town council of the 4 member towns. Board members also met informally throughout the year as needed with town officials and others to hear concerns and address issues.
8. Board Members also participated in the agency's 2017 National Public Health Week activities which included a reception to recognize and honor agency volunteers and staff, and a district-wide symposium for stakeholders on the opioid crisis (April 2017);
9. Board Members participated in the Health District's second inter-town walking challenge in May-June 2017; and

10. The Board submitted testimony:
  - to the State Legislature on DPH's proposal to regionalize all health departments in the State; local public health funding changes in the Governor's Budget; proposed changes in the State's quarantine laws; and raising the age for purchase of tobacco products to 21; and
  - To our congressional delegation and House and Senate Leadership on repeal of the Affordable Care Act and its impact on public health funding.

Throughout the year individual Board members continued to lend their time and expertise and provided advice and assistance to the Director of Health and his staff in such areas as: fiscal review and planning, implementation of the agency's collective bargaining contract, strategic planning, public health accreditation readiness, community engagement in health improvement planning, the inter-town walking competition, quality improvement, extensive policy review and revision, support of the agency's seasonal flu clinics and planning for eventual relocation and centralization of the agency's staff and programs.

### **FY 2016-2017 Committee Activities**

The Board of Health and agency also benefited from the work of the Board's standing and special committees.

### **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 nomination and election 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), Jerilyn Nagel (Member-at-large) and Charles Brown, Jr. (Secretary-Treasurer and Director of Health). This Committee met 3 times in lieu of a full Board meeting to review, approve and move forward testimony on proposed state legislation as requested by the Board.

### **Finance Committee**

**Appointed Members:** Patricia Checko (Chair), Deborah Henault, Jerilyn Nagel, Charles Brown, Jr., (Secretary-Treasurer/Director of Health) and Judith Sartucci (Board Chair). This Committee met 12 times and:

- Advised the director of health on fiscal aspects related to implementing the new collective bargaining contract
- Advised the director of health on the fiscal planning for eventual centralization of agency staff and functions
- Reviewed and made recommendations on the agency's fee waiver policy
- Reviewed the agency's policy on approval of budget revisions
- Held a Board budget informational session prior to budget approval (March 2017);
- Developed and sent to Board for approval a proposed budget for FY 2018 (adopted by BOD in April 2017)
- Reviewed and recommended a new user fee schedule for FY 2017-2018 (adopted by the BOD in April 2017).
- Held a public hearing in April 2017 as required by law on the proposed annual agency budget for FT 2017-2018; and
- Provided oversight to the agency's severance agreement with the agency's former director of health and the continued funding to and payments from a special account set up for this purpose.

### **Governance Committee**

**Appointed Members:** Carolyn Wysocki (Chair), Charles Brown, Jr. (Director of Health) and Judith Sartucci (Board Chair). This Committee met 11 times and:

- Drafted bylaws changes for Board review and approval related to the role of the Executive Committee (adopted by Board in November 2016))
- Monitored implementation of the first year of the agency's new five-year strategic plan with the director of health
- Helped to plan and monitor local public health accreditation readiness in the agency
- Reviewed and monitored Board vacancies and appointments;
- Made recommendations for and helped to plan Board development activities (two review sessions on strategic planning; a workshop on governing in a collective bargaining environment; and a workshop on the annual agency budgeting process);
- Recommended purchase of a board orientation and training package developed by the PHTC at the University of Michigan School of Public Health; and
- Provided oversight for the orientation sessions for 5 new board members over the course of the year.

**Human Resources Committee**

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

This Committee met 10 times and:

- Advised the director of health on implementation of the new collective bargaining contract;
- Worked with the director of health and the Board's labor attorney to completely revise the agency's personnel policies and develop a new handbook for agency staff;
- Reviewed applicable standards and measures from PHAB Accreditation related to workforce development and the agency human resources system and made recommendations to the Director of Health for follow-up; and
- Began work on an agency policy on student placements.

**Nominations Committee**

**Appointed Members:** Marti Stiglich (Chair) and Michele Sadlosky.

This Committee met once during the year. It 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 2016.

**SPECIAL BOARD COMMITTEE**

**Performance Evaluation Committee**

**Appointed Members:** Judith Sartucci (Board and Committee Chair), Patricia Checko (Board Vice-chair and Finance Committee Chair), and Carolyn Wysocki (Governance Committee Chair). This Committee was established by the Board to conduct a mid-year review (2015) of the performance of the (then new) Director of Health and then draft for the Board the annual performance evaluation of the director of health to be done each fall. The Committee met 3 times and completed the second-year review of the agency's director of health in September 2016, which was adopted by the Board of Health.

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  
June 15, 2017

Approved by CCHD Board: 06-15-17