



**Board of Directors Meeting
Wednesday, September 12, 2018
Uncas Health District Office, 401 West Thames St., Norwich
6:00 PM**

Meeting Minutes

- I. **Present:** Dr. Michael Betten, John Faulise, Jr., Frank Jacaruso, Kevin Lyden, Claude Pellegrino, Deb Schober, William Warzecha. **Absent:** Gary Allyn, Dr. Elizabeth Osga, Lillian Rafeldt, Damian Rickard, Keith Wentworth. Patrick McCormack, Susan Dubb (No Quorum)
- II. **Audience of Citizens:** No citizens present.
- III. **Approval of Board Minutes for meeting of May 9, 2018:** A correction was noted to add JoAnn Merolla-Martin to attendance record for May meeting. Correction noted. Motion made to accept the minutes for the May meeting by Dr. Betten, Seconded by Kevin Lyden. Motion passed with 6 yes, 0 No and 1 abstention. (No Quorum)
- IV. **Communications:** Patrick McCormack advised the Board that he had received a Certificate from the National Association of County and City Health Officials (NACCHO), recognizing our Medical Reserve Corps Virtual Operations Support Team (VOST). It is a newly formed asset that has been used on several deployments since it began in early 2016.
- V. **Committee Reports:**
 - a. **Finance Committee:**
 - i. **Budget vs Actual Report:**

There was a spirited discussion regarding the reporting method. Claude Pellegrino will speak directly with the UHD Office Manager to help clarify.
 - b. **UHD Storage:**

There was also discussion regarding the need for more storage for the UHD. The board asked if UHD is "outgrowing" the current space. Mr. McCormack advised the board that we do have 2 additional spaces available for employees, and that we are looking at the space design to better accommodate our needs. Mr. McCormack also reminded the board that we have just re-signed our 5 year lease for the current site.
 - c. **UHD Vehicle Status:**

Mr. McCormack updated the Board members regarding staffing changes and how that will impact vehicle needs. The district currently has 3 vehicles that are not 4 wheel drive, and staff have expressed concerns about safety during the winter months. Patrick suggested purchasing another pick-up and added that the Ford Escapes are working well. There was discussion about having a set plan in place for replacement of vehicles. The board decided that since there were not

enough board members for a quorum at this evening's meeting that there would be a discussion regarding vehicle replacement strategy at that time.

d. Audit:

There was discussion regarding the new auditor that was hired to complete the annual audit. The board is concerned about the amount of time that it is taking. Patrick stated that he would follow up with them again to determine an approximate time that the audit would be completed.

VI. **Management Reports:**

a. DOH Report:

i. Trainings:

Mr. McCormack shared that the district is very involved with the FEMA-evaluated Host Community Exercise and is working closely with the Norwich Fire Department and DEMHS to plan and execute the exercise in November. He advised that the UHD role is specific to the dispensing of KI pills to those who require it during such an event.

ii. Staff Evaluations:

2 New Hires (1 from Griswold, 1 from Norwich). All staff evaluations completed

b. Environmental Health Report:

i. Temporary Events:

We are receiving an overwhelming amount of requests for temporary events that has been very taxing on staff in light of new FDA Food Code requirements. Staff are required to spend time on weekends to go out and inspect these events. Additionally, DPH FPP has been making it difficult to get our staff trained and ready to get out there to do inspections independently.

c. Public Health Nurse Report:

i. PHN Monthly summary report provided.

VII. **New Business:**

a. Proposed HIPAA and UHD Exposure Control Plan for review

i. UHD Exposure Control Plan

Mrs. Dubb presented a draft of the UHD Bloodborne Pathogens policy to the board along with supplemental documents. She explained that the policy was OSHA complaint and had been reviewed and approved by both our Medical Advisor and our legal counsel. Mr. Lyden suggested that a "saving clause" be added to the policy to have a written record of employee acknowledgement of receipt of the BBP policy. The HIPAA policy has been reviewed by legal counsel with some suggestions made. Those changes will be added and brought to the board at a later date.

b. 2019 Meeting Dates: To be provided at next meeting

VIII. **Old Business:**

a. PHAB Update:

i. Strategic Plan.

Mr. McCormack reported that another strategic planning meeting had taken place with great information/ideas shared at the meeting. He also noted that the CHIP was posted on the UHD website. He added that the current website contractor was working out very well and has been working with the district staff to get information onto the site and will be training a few staff to be able to make updates immediately. Register is

now linked to Quickbooks to help reduce the number of people involved in financial transaction (liked by the auditor).

- b. Board of Directors Bylaws:
Mr. McCormack raised the concern about the inability to regularly make a quorum for the Board of Directors' meetings. There was discussion about reviewing the current bylaws and finding a better method to ensure a more effective methodology for ensuring more regular quorums. Mr. McCormack will check with Local Health Administration at DPH for some guidance. The group was polled to see if a different time would be better. Group agreed that current time is still good.
- IX. **Other:**
Mr. McCormack advised the board that he had been contacted by Mr. Congdon from the Town of Preston about potentially joining the UHD. He added that Mr. Congdon is "not in a rush". The suggestion was made to attend a selectman meeting and present to the Board of Selectman. Al Gosselin will attend with Mr. McCormack.
- X. **Next Meeting:** November 14, 2018
- XI. **Adjournment:** 6:55 PM

Respectfully submitted,

Susan H Dubb RN, B.S.