



# TORRINGTON AREA HEALTH DISTRICT

350 Main Street ♦ Suite A ♦ Torrington, Connecticut 06790  
Phone (860) 489-0436 ♦ Fax (860) 496-8243 ♦ E-mail info@tahd.org ♦ Web www.tahd.org

*"Promoting Health & Preventing Disease Since 1967"*

## TORRINGTON AREA HEALTH DISTRICT' BOARD OF HEALTH MEETING

JANUARY 19, 2017

Borough of Bantam

Bethlehem

Canaan

Cornwall

Goshen

Harwinton

Kent

**Member Present:** Thomas Juliano, Cornwall, Thomas Breakell, Goshen, Robert Collins, Harwinton, Thomas McClintock, Litchfield, Gloria Gourley, Norfolk, Dr. Anthony Scappaticci, Plymouth, Anthony Orsini, Plymouth, Joseph Petricone, Jr., Torrington, Dr. Jessica Magda, Torrington, Tim Waldron, Torrington, Janelle Wilk, Watertown, Renato Focareto, Watertown, Keith Wilson, Winsted.

**Members Absent:** Nancy Rahuba, Bethlehem, Kim Griffen, Borough of Bantam, Gerard Perusse, Borough of Litchfield, Louis Timolat, Canaan, Elliot Greenberg, Kent, Liesl Skilton, Morris, William Minacci, North Canaan, Peter Oliver, Salisbury, Daniela Ouellette, Thomaston, Ronald Russ, Watertown.

**Guest/Staff:** Chris King of King, King Associates, Robert Rubbo, Director of Health, Thomas Stansfield, Deputy Director of Health, Diane Fox, Administrative Secretary.

Borough of Litchfield

Litchfield

Middlebury

Morris

### 1. Minutes

- **Motion to accept minutes of the September 19, 2016 were made by Mr. McClintock with Mr. Orsini seconding the motion. Motion carried and passed unanimously.**

Norfolk

North Canaan

Plymouth

Salisbury

Thomaston

### 2. Chairman's Report

- Chairman Collins reported that David Minnich a past member of the TAHD Board had recently passed away.
- Meeting with State Health Commissioner also attended meeting in Hartford on Regionalization – Town hall forum.
- Brought to the Board's attention the fact that some of our employees do volunteer Work within their communities.
- Letter of appreciation sent to Cathy Weber, Sanitarian for TAHD on a commendable Job she did helping some constituents in the town of Cornwall.  
**Motion made by G. Gourley to formalize letter to Cathy Weber, motion seconded By Mr. Breakell motion passed unanimously.**

Torrington

Warren

Watertown

### 3. Guest and Staff Presentation

- Chris King of King King and Associates, discussed the annual audit going over some key points for our Board Members.
- The subject of cyber security was discussed and Director Rubbo assured Mr. King that

Winsted

The Torrington Area Health District is an equal opportunity provider, and employer.

To file a complaint of discrimination write USDA , Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C., 20250-9410, or call (800) 795-3272 (voice), or (202) 720-6382 (TDD).

Security is a top priority with our IT contractor System Support Group.

#### **4. Board of Health and Staff**

- a. Changes in Board Members- None at this time
- b. Changes in Staff – None at this time
- c. Items for information/consideration by Board Members
  1. Resolution to sign Documents
    - **Motion brought to the table by K. Wilson that the Director of Health and/or their designee are authorized to sign any and all contracts, resolutions, legal agreements, and other documents necessary to conduct routine business on the behalf of the TAHD for the period of January 19, 2016 – January 18, 2018. Motion was seconded by J. Wilk. Chairman Collins called for a vote and motion passed unanimously.**
  2. Resolution for TAHD Board Chairman to establish special purpose Committees.
    - **Motion made by T. McClintock- The Chairman of the TAHD Board of Directors is authorized to establish special purpose committees, to appoint their officers and to assign their subjects of study. Further, the Chairman of the TAHD Board of Directors will act as chairman pro tempore for the special purpose committee and until and if he or she appoints a permanent chairman. This resolution is indefinite, subject to annual renewal by the TAHD board at each January regular meeting. The term of such permanent committee chairmen as may be appointed ends on the 1<sup>st</sup> of January of each year.**

**This resolution is not meant to be construed so as to prevent the TAHD Board of Directors from acting on its own in the matter of committees or from assigning specific charges to standing committee. This motion was seconded by R. Focareto. Vote called and motion passed unanimously.**

#### **5. Committee Reports**

##### **a. Finance Committee - Tim Waldron**

All handouts attached

##### **1. FY 17 YTD**

This past month we reviewed the TAHD finances including the 2015-2016 Audit Report, the status of 2016-17 spending vs. the budget, and a possible 2017-18 budget and Per Capita. The process we followed and the conclusion we reached resulted in the following proposals we suggest be presented to the Board.



Starting with a review of the 2015-16 Audit report which revealed the following.

TAHD Operational Budget – gain of \$122,897 vs budgeted gain of \$9,022

TAHD fund balance sheet – unassigned reserve of \$310,216

Non-spendable Internal Advance (Lab Debt) has been written off in

FY16 audit. (see excerpt from Finance Committee Meeting)

Since the Laboratory debt has been written off/eliminated within our 2015-16 audit TAHD will benefit from additional revenues from laboratory services within our operating budget.

To adjust our funds and to better meet the needs of the TAHD the following steps are proposed.

Transfer money from the Unassigned Fund Balances account to the TAHD Capital Projects fund. This will allow TAHD to fund various Capital Projects in the coming years (see schedule of allocation handout attached).

- **Motion made by T. Waldron and seconded by J. Petricone That \$110,000 be transferred from the unassigned fund balance Account to the TAHD capital projects fund. Vote was called and motion carried unanimously.**

2. Non-spendable: Internal Advance (Lab Debt)

- **In accordance with a unanimously adopted recommendation of the TAHD Finance Committee, (see attached excerpt from November 15, 2016 meeting:) the TAHD Board of Directors orders the following: The use of the line item “Non-Spendable: Internal Advances”, published under heading Fund Balances of the TAHD Balance Sheet document, is, hereby, discontinued. Motion made by T. Waldron and seconded by T. McClintock. Vote take motion carried unanimously.**

3. FY18 – recommendation per capita

After reviewing the fund balances, the Schedule of Allocations, the information provided above, and information supplied to the Committee by the State of CT a possible TAHD Operational budget for the fiscal year 2017-18 has been drafted. The FY18 Budget was Drafted keeping in mind the continued desire to contain costs. If deeper cuts are made by the state of CT we may have to draw on Unassigned Reserves to cover revenue minus expense shortfalls.

Thus, more revenue and continued control of costs will be needed. On the expense side consideration is being made for a 2.5% increment increase for the employees who are eligible. Staff raises will completely depend on how much the State of CT cuts the Per Capita funding. Medical benefits were scheduled to increase by 26.9% starting January 1, 2017. We have shopped the market and switched to an alternate HAS plan offered by Anthem. We will only see a 2% increase in medical benefits with the new plan but the plan does not offer the same level of coverage as the previous plan.

Factors that could negatively impact the Revenue Side.

1. 2016-17 population numbers are down for the sixth straight year. This effects local and state per capita funding.
2. State per capita funding was cut by 11.24% in FY17 and we have been told by DPH to expect at least that much in FY18 or even more.
3. If the Affordable Care Act (ACA) is repealed we could see very large cuts to the Block Grant that we currently receive (\$33,700)
4. We have also been informed that there could be a cut to our Emergency Preparedness funding. This will depend on if the Federal Government (CDC) cuts funding to the State.

Thus, just to keep the income we receive from Per Capita level would require and increase in the Per Capita rate.

By not increasing per capita rate we will actually see a reduction in the amount of funding we receive from our member towns. If the state per capita were to be fully funded at \$1.85 we would receive \$244, 980/ If the cut for FY18 is the same as FY17 at 11.24% the amount received will be \$217,172 that is a loss of \$27, 808. State deficit is suppose to be 1.5 billion dollars. This could result in deeper cuts in Per Capita funding. By not increasing the Per Capita Rate we may need to draw on our unassigned reserves to cover any minus expense shortfalls. (See Per Capita history attached)

The following motion is made

- **Dr. Scappaticci moved that the 2017-18 Per Capita be set at \$5.48.  
Seconded by A. Orsini. Vote called and motion passed unanimously.**

Final budget will be set at the April 2017 meeting.

b. Building Committee- Petricone

Fully rented no issues

c. Personnel Committee- Gourley

New employee handbook handed out all employees signed and return appropriate pages.

## **6. Director's Report- Rubbo**

### Regionalization

- At the last meeting regionalization was proposed by County line – new proposal now Council of Government (COG) lines.
- October 13, 2017 presentation to NW COG – heavy opposition by all local officials met with great resistance.
- October 18, 2017 meeting at TAHD with Chief Elected Officials (CEO) - letter drafted for CEO to send out to state – ¾ of towns did send letters of opposition to proposal.
- December 2, 2017 – Director Rubbo met with Commissioner Pino and discussed proposal. Initially the funding piece was discussed and the impact on towns and the directive that goes along with this proposal that town will be told what District they are to belong to.
- No date or time given to propose this to Legislature.
- December 14, 2016 – Town Hall meeting in Hartford at DPH offices, again much opposition.
- Changes to proposal no longer county lines now COG regions. Funding of 1.5% of town budget is out funding as it now will remain with Per Capita.
- Lou Timolat and Canaan's Financial officer met with Commissioner Pino not as representative of TAHD but as Town of Canaan.

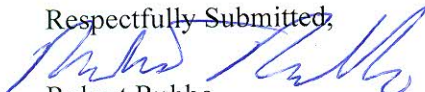
## **7. Program Reports**

- a. Immunization –Anatasiya Domnich-Kovalevsky – Written report
- b. Emergency Preparedness – Leslie Polito – Written report
- c. Lead Poisoning Prevention Program Tom Stansfield
  - Drop in the number of orders issued.
- d. Medical Reserve- Kitty Hickcox – Written report
- e. Environmental Health Program- Tom Stansfield
  - Number of no heat complaints are on the rise which is typical for the season.

## **8. Adjournment**

- Motion made by A. Orsini to adjourn meeting at 8:41PM seconded by T. McClintock. Motion carried unanimously.

Respectfully Submitted,

  
Robert Rubbo  
Director of Health

Transcribed by,

  
Diane Fox  
Admin. Secretary TAHD