

Torrington Area Health District

Board of Health Meeting

January 14, 2021

Members Present: Nancy Rahuba, Bethlehem, Louis Timolat, Canaan, Josh Tyson, Cornwall, Robert Collins, Harwinton, Elisa Bauer, Borough of Litchfield, Thomas McClintock, Litchfield, Gloria Gourley, Norfolk, William Minacci, North Canaan, Dr. Scappaticci, Plymouth, Tony Orsini, Plymouth, Peter Oliver, Salisbury, Daniela Ouellette, Thomaston, Dr. Jessica Magda, Torrington, Tim Waldron, Torrington, Jessica Wright, Torrington, Greg LaCava, Warren, Janelle Wilk, Watertown, Keith Wilson, Winsted.

Meeting called to order at 7:00 pm by Chairman Collins

1. Minutes

- Motion made by N. Rahuba and P. Oliver respectively to accept the minutes of the September 10, 2020 TAHD Board of Directions meeting as written. Hearing no abstentions or objections the motion carried.

2. Chairman's Report – Collins

- Thank you to staff for all the work being done on the COVID-19 Clinic
- Downstair clinic renovations complete

3. Board of Health and Staff

a. Changes in Board – None

b. Changes in Staff

- Patricia Miglowiec, Public Health Nurse
- Jessica Spooner and Gabrielle Rosseau, Contact Tracers\

c. Items for information/consideration by Board Members

- Resolution for Director of Health to sign documents

Resolved: The Director of Health and the Chairman of The Board 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 a period of January 18, 2021 – January 17, 2022. Motion made by L. Timolat and T. McClintock respectively. Hearing no abstentions or objections the motion/resolution carried.

- Resolution for TAHD Board Chairman to establish special purpose committees

Resolved that 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 committees 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 chairman as may be appointed ends on the 1st of January of each year. Motion to accept made by T. McClintock and J. Wilk respectively, hearing no abstentions or objection the motion/resolution carried.

4. Committee Reports

a. Finance Committee – L. Timolat

1. FY 20 Audit

- Not complete due to COVID2. FY 20-21
- In order and operating as planned
- TAHD is recipient of 2 Grants over a 3-month period which are to be expended in FY21. Monies were disbursed under a contract with DPH and TAHD. Following resolutions will reconcile these grants within the budget

INCOME

- Per Capita budget \$933,047 – received \$937,358
- Fees for Service budget \$ 495, 000 – currently at \$390, 786
- Influenza – budget was \$20, 000 – billing not yet complete but should be on target
- Lab Operations – budget \$40,000 – currently \$22, 151

Grants Income

- Emergency Prep – only 25% of monies received
- Immunization – only 25% of monies received
- COVID ELC - \$264, 468 already received
- OD2A – new opioid grant – monies not yet received
- COVID-19 Reimbursement – for overtime hours has been received and expended to date

EXPENSES

- DOH, Rubbo highlighted and review and concurred that the TAHD expense side of the FY20-21 budget is on target

PROPERTY OWNERSHIP INCOME

- Rental income 350 Main St. – on target
- 339 Main St – on target

PROPERTY OWNERSHIP EXPENSES

- Mortgage #1 – only mortgage held at this time
- Utilities – on target
- Improvements – to 2nd floor and revamping offices

WHERE AS: The Torrington Area Health District (TAHD) has received an allocation (Grant) of \$661,169.00 from the Centers of Disease Control (CDC)

AND WHERE AS: The terms and conditions for expenditures of allocated funds are specified by a certain ELC Contract properly entered into by the TAHD Director of Health.

AND WHERE AS: The contractual amount to be spent during fiscal year 2020- 2021 through 17 May 2021 is up to but not more than \$264,468.00

THEREFORE: The TAHD Board of Directors enacts a 2020-2021 Fiscal Year Supplemental Appropriations of \$26,468.00 to be spent in accordance with the certain ELC Contract, see attached.

Motion made by L. Timolat and J. Wilk respectively, hearing no abstentions or objection the motion carried

WHERE AS: The Director of Health authorized various disbursements of a 2020-2021 Fiscal Year supplemental appropriation in accordance with a certain ELC grant contract See attached.

THEREFORE: The Torrington Area Health District Board of Directors hereby ratifies and adopts As its own acts disbursements remitted in accordance with the terms and Conditions of the referenced attached contract, both prior to and subsequent to this date

3. FY 22

GRANTS

- Prevention Block Grant , Immunization Program and Emergency Preparedness will remain flat
- SPFRX – Opioid Grant ending in August of 2021 – 2 months income in FY22,
- Academic Detailing Grant ended in September of 2020
- OD Map – ending in August 2021

- OD2A- another opioid prevention grant starts in December of 2020 and will go through August of 2022.
- ELC Grant
- WIC program transferring under the umbrella of Bristol Hospital Program
- Will still be at TAHD and paying rental income

FINANCE COMMITTEE - report attached

- This past month we reviewed the TAHD Finances, the status of 2019-23 vs the budget, and a possible 2021-22 budget & Per Capita. Unfortunately, the audit has been delayed due to COVID. The process we followed and the conclusions we reached in the following proposals we suggest be presented to the Board in April.
- A review of the 2021-22 YTD Finances (Audit is delayed – projected numbers)
 - ✓ TAHD End of Year Finances (excess of revenue \$75,000)
 - ✓ TAHD Operational Budget FY20 Memorandum of allocations \$56,000
 - ✓ TAHD Fund Balances
 - ❖ Unassigned \$137,950
 - ❖ Capital Reserve Account \$160,178
- To better meet the needs of TAHD we propose the following step:
 - ✓ Projecting that TAHD will have approximately \$75,000 in excess revenue after completion of the audit. These funds should be split partially into the unassigned reserve account (\$25,000) and the capital projects account (\$50,000). During FY21 we have expanded \$51,903 from our capital account for the purchase of a new vehicle and renovations to 350 Main Street including replacing the carpeting for the entire second floor and new downstairs office area.
- Next review of the status of our current 2020-21 year to date budget
- Finally, 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 2020-21 has been drafted. The FY22 Budget was drafted keeping in mind the continued desire to contain costs. If deeper cuts are made by the State of CT either to the per capita or our grants 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 2.0% COLA increase for staff.
Medical benefits have decreased approximately 0.1% starting January 2, 2021. First time in years that we have not had to shop the market for an alternate plan to minimize increase to our premiums. Employees contribute 8% for individual plans and 20% for family plans of the total premium.
- Key factors which negatively impact the revenue side
 - ❖ 2021-2022 population numbers are projected to be down for the 9th straight year. Affecting local and state per capita funding.
 - ❖ It is expected by State DPH office of Local Health Administration that we will continue to see the 11.24% cut in FY22 the same as FY21
 - ❖ No longer renting the downstairs space, currently used for COVID vaccination clinics, office space and Emergency Preparedness storage. This results in an income loss of \$11,000.

- ❖ Three of our Opioid Grants will come to an end 2 months into FY22. Approximate loss of \$80,000-\$90,000 in grant income
- Thus, just to keep the income we receive from Per Capita level would require an increase in the Per Capita rate.
 - ❖ Note by not increasing our local per capita rate we will actually see a reduction in the amount of funding we receive from our member towns for the 4th straight year. (see handout) If the State per capita were fully funded at \$1.85 we would receive \$243,558. If the cut for FY22 is 11.24% we will receive \$215,910 that is a loss of \$27,648. There is always the possibility due to the financial climate in CT that the cuts are deeper than anticipated to the per capita funding.
 - ❖ Draft FY22 proposed – handout
 - ❖ See CT’s Health Districts per capita rates comparison
- A small increase could make up for the loss in population over the last five years. Although it would be an increase in our per capita rate it is not a significant increase in the total amount the town pay overall over the past 4 years. If the local per capita rate is maintained at \$5.48 for FY22 it will be TAHD 5th consecutive year where the per capita rate has been maintained and because of a consistent decline in population the fifth consecutive year that towns will actually be paying less than the previous year overall. If we choose to increase the per capita rate it could give TAHD a cushion to offer staff raises as well as allow TAHD to fund capital projects that will be needed in the near future.

Thus, the recommendation to the finance committee that the per capita rate be maintained at \$5.48 with the understanding that we may have to draw on unassigned reserves and then may be forced to increase per capita the following year,
- Thus, the finance committee recommends the following:
Motion made by L. Timolat and N. Rahuba respectively that the 2021-2022 Per Capita be set at \$5.48. Hearing no abstentions or objections, the motion carried.

b. Building Committee

- Renovations to downstairs office space, re-design of offices on 2nd floor and new carpeting.

c. Personnel Committee – Wilson

- No report

5. Director’s Report

- COVID response milestone – 1,110 vaccines given as of 1/14/21
- Phase 1b 75+, essential workforce next in line, Technologies issues with this group, providing information on our website
- Contact tracing continues
- Working with school districts on contact tracing
- COVID complaints for restaurants continue

6. Program Reports

- a. Immunization Program – report attached
- b. SPF-Rx – report attached
- c. Emergency Preparedness – report attached
- d. Lead Poisoning Prevention – T. Stansfield
 - 1 new case – not a poisoned child
- e. Medical Reserve Corp Program – written
- f. Environmental Health
 - Food service inspections numbers are down – due to COVID

7. Other Business – None

8. Adjournment

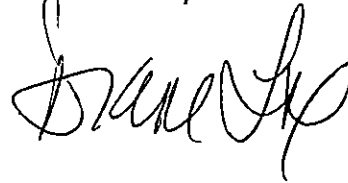
- ***Motion made by T. McClintock and J. Wilk respectively to adjourn this meeting of the TAHD Board of Directors, hearing no abstentions or objections the meeting was adjourned at 8:15 PM.***

Respectively submitted,



Robert Rubbo

Transcribed by



Diane Fox