

**Torrington Area Health District
Board of Directors Meeting
January 16, 2025**

Members Present: L. Timolat, Canaan, W. Minacci, North Canaan, J. Magda, Torrington, T. Waldron, Torrington, C. Noyd, Watertown, W. Hudock, Winsted

Members On Zoom: N. Rahuba, Bethlehem, W. Westcott, Borough of Bantam, E. Bauer, Borough of Litchfield, S. Vontell, Morris, G. Gourley, Norfolk, P. Oliver, Salisbury, D. Ouelette, Thomaston, J. Wilk, Watertown, K. Wilson, Winsted

Staff Present: R. Rubbo, Director of Health TAHD, T. Stansfield, Deputy Director of Health TAHD, A. Dominich-Kovalevsky, Community Health Director, Justin Rompre, Sanitarian TAHD

Staff on Zoom: D. Fox, Administrative Secretary TAHD

Meeting called to order at 7PM by T. Waldron

1. Minutes

Motion made by W. Hudock and N. Rahuba respectively to accept the September 19, 2024, minutes as written. Vote called, hearing no abstentions or objections the motion carried.

2. Chairman's Report - None currently

3. Board of Health & Staff

- a. Changes in Board Members – Carina Noyd, Watertown, introduction followed
- b. Changes in Staff
 - o John Saffioti, has left TAHD employment
 - o New hire Kaylianna Bryant- Sanitarian
 - o Tom Stansfield announced retirement – as of March 7, 2025
 - o Intern – Melissa Gomez – from Southern CT State University
- c. Questions and /or concerns from board members or members of the public to be placed on the agenda (if an action item is added to the agenda a 2/3 vote is needed to take any action)

“The matter of contingency funding for fiscal year spending plan” – agenda addition

The following motion was presented by L. Timolat and W. Hudock respectively:

WHEREAS: TAHD's fiscal year operations have, from time to time, required management to address contingencies both unplanned for and unfunded, thus, potentially handicapping the timely administration of the district's affairs,

THEREFORE RESOLVED: The TAHD Board of Directors adopts as its Policy, a budget line item for contingency funding available at the discretion of the Director of Health

FURTHER RESOLVED: The above authority is granted to the Director of Health, provided that the Director of Health notifies his intentions in question at hand to the members of the TAHD board and if any one member so requests, the question will be deliberated upon at a special or regular meeting. (to be discussed further in Finance Committee report) added as an additional motion under Finance Committee

4. Committee Reports

a. Finance Committee – L. Timolat

- Memorandum of Allocation – discussion on an issue of buying Vehicles and transfer of funds recommended by the DOH. In the report it is indicated that fund balances and capital projects the term Undesignated Reserves is not undesignated it is designated to our General Fund Balance that is used to supply funding for the ongoing fiscal year operations and is the source of funds for our reserve account which is designated by the Memorandum of Allocations. With regard to the report, we come to our final recommendations, which are three parts. Final recommendations are:

The Finance committee concurs with the Director's recommendation that Per Capita will remain at \$5.48

Secondly endorses the Director's recommendation of replacement of certain vehicles

Lastly, the establishment of a contingency fund in the annual TAHD budget that would provide for unanticipated events where the Director would require the disbursements of funds in order to serve the administrative function of the district

- FY 24 Audit – DOH Rubbo
We do not have a draft at present. Once completed King, King and Associates will make a presentation to the full Board of Directors. Based on QuickBooks and year end reports it looks like TAHD did well during FY 24
- FY 25 YTD- DOH Rubbo- Reviewed and highlighted
- Income
 - Per Capita – fully funded
 - Permits, Licenses and Fees – on target or potentially above
 - Influenza Clinics –keep running clinics keeps us in practice
- Grants
 - CDC Immunization Vaccine for Children Covid Grant ends on June 30, 2025 – TAHD received an additional \$174,060 must be spent by June 2025. up later in the budget discussion.
 - Wages – Due to the additional \$174,060 from Immunization Vaccine for Children Covid Gran will be used to updated staff wages to the new P4 contract and also promoted 4 staff members because of obtaining certifications – increase in what was originally budgeted
 - FICA/Medicare – Employer – Increase due to updated wage numbers
 - Pension – Increase due to updated way numbers
 - Other income – added vehicle replacement income line item
 - Expenses- Reviewed and Highlighted some items as listed below
 - ❖ Updated wages number – highlighted, FICA and pension payments have also increased
 - ❖ Benefits side – medical insurance has increase 18%
 - ❖ Transportation and vehicle costs
 - ❖ Auditor and legal expenses – close or below number budgeted
 - ❖ Miscellaneous expenses – over on TAHD Team Morale/Team Building Fund 2 retirements parties for Leslie Polito and Bob Smith
 - ❖ Administration support line item to be removed only shows up in Grant income

- ❖ Over budget on Influenza – as stated above the value is in the practice
- ❖ PHEP – nothing expended to date – CRI lead - checks have not been sent to other local health departments at this time
- ❖ Property ownership – Income property- reviewed
- ❖ Expense Property ownership- reviewed
- ❖ Initially we had a zero budget but with the additional CDC Immunization Grant funds of \$174, 060 even after the added expenses we are showing a positive revenue
- FY 26 Finance Committee Report & Recommended Per Capita
 - A review of the TAHD finances, the status of 2024-25 spending vs budget, and a possible 2025-26 budget & Per Capita rate. Unfortunately, the FY24 audit report is not complete at this time but a draft of the FY24 Audit is expected in the near future. The process we followed and the conclusions we reached resulted in the following proposals we suggest being presented to the Board in January.
 - To better meet the needs of the TAHD we propose the following step:
 - Projections that TAHD will have approximately \$163,000 in positive revenue after the completion of the FY24 audit. We have purchased two Certificates of Deposit (\$250,000) and (\$100,000) for a total of \$350,000 out of our general fund in FY25. We will evaluate our capital needs to determine if we need to transfer funds from the general fund to our capital account. To date in FY25 we have expended \$111,760.26 from our capital account (for parking lot)
 - After reviewing the fund balances, the Schedule of Allocations, the information provided, and information supplied to the Committee by the State of CT a possible TAHD Operational budget for the fiscal year 2025-26 has been drafted. The FY26 Budget was drafted keeping in mind the continued desire to contain costs.
 - Key factors which impact the Revenue & Expense of TAHD
 - With the Finance & Executive Committee support & Board approval employees will be upgraded to the newest P4 contract that was implemented by the state of CT in July of 2024 effective January 6, 2025. TAHD models its salaries with eh State P4 contract to keep salaries competitive.
 - Medical benefits have increased significantly by approximately 18% starting January 1, 2025. Employee contribution is 8% for individuals and 20% for family plans of the total premium.
 - 2025-2026 population numbers are slightly increased which will result in approximately \$11,223.12 in additional state & local per capita combined.
 - The State of CT per capita rate for FY26 budget which includes the state per capita funding (\$2.60) that we receive from DPH will be level funding for FY26 as far as we know to date.
 - We are losing three significant grants for FY26 but are applying for some additional grants to try and fill the gap.
 - Tom Stansfield has announced his retirement, and we have a succession plan in place.
 - If the local per capita rate to be maintained at \$5.48 it will be the 12th consecutive year not increasing the amount each member town pays overall and the 10th consecutive year where the per capita rate has been maintained. Based on the information reviewed it appears that TAHD will be in good financial posture for FY26. If we fall short of our

operating budget, we will have enough money in our General Fund account to make up the difference.

- Thus, as recommended at the Finance Committee meeting that the per capita rate be maintained at \$5.48 with the understanding that we are currently supplemented by grants that may end soon.

Motion #1- Finance Committee

Motion made by L. Timolat and W. Hudock respectively to ratify the FY25 budget as presented with additional \$174,060 in CDC Immunization grant dollars, & updated wages and benefits. Vote called hearing no objections or abstentions, the motion carried

Motion #2- Finance Committee

L. Timolat and W. Hudock respectively made the following motion.

WHEREAS: TAHD's fiscal year operations have, from time to time, required management to address contingencies both unplanned for and unfunded, thus, potentially handicapping the timely administration of the district's affairs,

THEREFORE RESOLVED: The TAHD Board of Directors adopts as its Policy, a budget line item for contingency funding available at the discretion of the Director of Health

FURTHER RESOLVED: The above authority is granted to the Director of Health, provided that the Director of Health notifies his intentions in question at hand to the members of the TAHD board and if any one member so requests, the question will be deliberated upon at a special or regular meeting. (to be discussed further in Finance Committee report) added as an additional motion under Finance Committee

L. Timolat at this point moved that the above motion (contingency fund) be tabled until the next regular Board of Directors meeting. Motion was seconded by N. Rahuba. Vote called with one objection. (W. Hudock) all others in attendance and on zoom were in favor of the motion being tabled.

Motion #3- Finance Committee

L. Timolat and J. Wilk respectively made a motion that the 2025-2026 per capita be set at \$5.48. Vote called hearing no objections or abstentions, motion carried.

- Scheule of Allocation
 - Change to increase the original \$60,000 for vehicle replacement to \$85,000 because looking to replace one more vehicle replaced during this fiscal year.

Motion #4 – Finance Committee

Motion made by W. Hudock and N. Rahuba, respectively to accept the update Schedule of Allocation spending plan as presented and dated .1-16-2025. Vote called hearing no objections or abstentions the motion carried.

b. Building Committee – T. Breakell

- North Parking lot – Complete
- Looking for potential contractors to repoint sections of the building as well as resealing some exterior windows that leak during heavy rain.

c. Personnel Committee – K. Wilson

- Resolution for Director of Health to sign documents
Motion by K. Wilson and W. Hudock respectively that the Director of Health, Chairman of the Board of Health, Vice 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 behalf of the TAHD for the period of January 16, 2025 – January 15, 2026. Vote called hearing not objections or abstentions the motion carried.
- Resolution for TAHD Board Chairman to establish special purpose committees
Motion by K. Wilson and N. Rahuba respectively 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 committee chairmen as may be appointed ends on the 1st of January 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 committees. Vote called hearing no objections or abstentions the motion carried.

5. Directors Report

- Online payment module update
 - Secured contract with MuniPay – payments are directed right to the MuniPay site and they charge a “service fee” TAHD receives the entire license fee. No more bank fees.
 - Rodent issue in Torrington – not the acute problem as originally thought more of a perennial one.
 - Succession plan in place

6. Program Reports

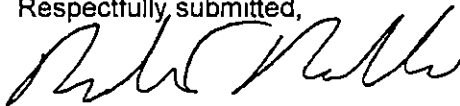
- a. Environmental Health Program – Tom Stansfield
 - Slaughterhouse in Harwinton – awaiting hearing
 - Increase in number of FSE inspections
- b. Immunization Program – Written Report
- c. Emergency Preparedness – Written Report
- d. Medical Reserve Corp – Written Report
- e. Lead Poisoning Prevention
 - Lead level dropped again in January will see an increase in cases
- f. Influenza Clinics- Written Report
- g. Suicide Prevention Program – Written Report
- h. Opioid Prevention Program – Written Report

7. Other Business- None Currently

8. Adjournment

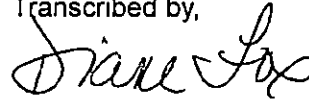
Motion by P. Oliver and T. Waldron to adjourn this meeting of the TAHD Board of Directors at 8:30 pm

Respectfully submitted,



Robert Rubbo
Director of Health

Transcribed by,



Diane Fox
Administrative Secretary