

Torrington Area Health District
Board of Directors Meeting
January 18, 2024

Members Present: L. Timolat, Canaan, W. Minacci, North Canaan, A. Orsini, Plymouth, J. Magda, Torrington, T. Waldron, Torrington, W. Hudock, Winsted

Members on Zoom: N. Rahuba, E. Bauer, Borough of Litchfield, R. Collins, Harwinton, G. Gourley, D. Ouellette, J. Wilk, K. Wilson

Staff in Attendance: R. Rubbo, Director of Health, T. Stansfield, Deputy Director

Staff on Zoom: D. Fox, Administrative Secretary, R. Smith, Sanitarian

Meeting called to order at 7 PM by Vice Chairman T. Waldron

1. Minutes of the September 21, 2023, meeting

Motion made by L. Timolat and W. Hudock to accept the minutes of the September 21, 2023, meeting as Presented. With one abstention (J. Wilk) and no objections the motion carried.

2. Chairman's Report – R. Collins

- Generator installed and working. Great benefit to TAHD campus.

3. Board of Health and Staff

- a. Changes in Board Member – Currently none
- b. Changes in Staff
 - New Hire – Brandon Jacques – Sanitarian Trainee
 - Resignation of Megan McClintock – Emergency Preparedness Coordinator
- c. Items under consideration by Board Members

4. Committee Reports

- a. Finance Committee- L. Timolat/R. Rubbo
1. FY 23 Audit- Reviewing the Balance Sheet as presented highlighting the amounts in the General Fund and the Capital Projects (Reserve Fund) which we have a published Schedule of Allocations. Mr. Timolat went on to outline the two accounts associated with the Fund Balance And their purpose is in the budget. With fund balances as they are this provides TAHD with a substantially positive financial situation currently. Keeping in mind these are draft numbers as the Audit for FY23 is not complete. Audit will be present at the April 2024 meeting.
2. FY 24 YTD – DOH Rubbo – highlighted and reviewed the FY24 YTD budget going over both income and expenses to date and concur that both the income and expense portion of FY24 budget is on target with a positive cash flow.
3. FY25 – DOH Rubbo
 - Grants
 - Ending in FY25
 - ELC 2 Grant – will be ending in March of 2025
 - OD2A – has ended
 - Rural Community Opioid Response Program (RCORP) which we partner with McCall foundation we will only see a small amount in FY25
 - New funding secured in Grant revenue for FY25 – with the addition of these grants monies will be made up with grants that will be ending
 - 4-year Workforce Development Grant- money will be used to directly pay 2 new sanitarian trainees
 - CDC Immunization & Vaccine for Children COVID 19 – will be over a two-year period
 - Prevention Block Grant – Diabetes Prevention – 5-year grant

- Potential for FY 25
 - Applying for another OD2A
 - Working with McCall to apply for another RCORP project
- Finance Committee Report & recommended Per Capita for FY25
 - A review of the TAHD finances, the status of 2023-24 spending vs the budget and a possible 2024-25 budget, and Per Capita rate. Unfortunately, the FY 23 audit report is not complete currently. The process we followed, and the conclusions reached resulted in the following proposals being presented to the Board in January.
 - To better meet the needs of the TAHD the following steps are proposed:
 - Projections of approximately \$101,832 in excess revenue after completion of the FY 23 audit. Recommendation that a transfer of \$100, 000 from the unassigned reserve fund to our capital account once audit is finalized. The funds will be placed in Vehicle Replacement and server replacement funds. Lowering the unassigned reserves will allow for capital improvements for the district (i.e. vehicle replacements and Computer servers)
 - 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 operations budget for Fiscal Year 2024-25 has been drafted. The FY25 Budget was drafted keeping in mind the continued desire to contain costs.
 - Key factors which impact the Revenue and Expense of TAHD
 - Consideration is being made for a COLA and merit increase for staff
 - Medical benefits have increased slightly starting January 1, 2024. Employees contribute 8% for individual plans and 20% for family plans of the total premium
 - Transition of Bob Smith from full-time Sanitarian to part time 20 hours per week. He is scheduled to fully retire October 1, 2024
 - Hiring of two Sanitarian trainees
 - 2024-2025 population numbers are projected to be the same. The State of CT has informed us that there were some discrepancies in the 2023 census numbers, so they elected to use the 2022 census numbers for budgeting purposes. This affects the local and state per capita funding
 - ELC 2 funding will end in February 2024. Currently have four staff members on this grant and will have to include those salaries in our operating budget in FY25.
 - The OD2A and RCORP Opioid grants will also end before FY25 and we will be seeking additional funding
 - We have secured a workforce development grant and preventative block grant both for 5 years

Motion made by L Timolat and W. Hudak respectively to set the 2024-2025 local Per Capita rate at \$5.48. The vote was called hearing no objections or abstentions the motion carried.

- Schedule of Allocation
 - Number aligns with budget figures
 - Monies to be spent this are highlighted
 - ✓ Computer server
 - ✓ Vehicle replacement
 - ✓ Generator final payment
 - ✓ Parking lot paving (north side of building)

b. Building Committee

- Generator – project complete
- North Parking lot paving scheduled for spring

c. Personnel Committee – K. Wilson

- Resolution for Director of Health to sign documents

Motion made by K. Wilson and W respectively that the Director of Health & Chairman of the Board 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, 2024 -January 17, 2025. The vote was called hearing no objections or abstentions the motion carried.

- Resolution for TAHD Chairman to establish special purpose committees

Motion was made by K. Wilson and L. Timolat 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 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. 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 chargers to standing Committees.

Motion amended to reflect the first regular meeting of the TAHD Board of Directors in January.

***Motion made by K. Wilson and L. Timolat respectively to adopt the motion as amended
The vote was called and hearing no objections or abstentions the motion carried***

5. Procurement Policy

- Approached by Auditors to development said policy due to some of the dollars amount of Federal Grants

Motion made by L. Timolat and W. Hudock respectively to adopt the "Torrington Area Health District Procurement Policy" as attached to said minutes of this meeting. And upon adoption Policy be reviewed by counsel. Vote called and hearing no objections or abstentions motion carried.

6. TAHD Bylaws

Motion made by L. Timolat, and N. Rahuba respectively move to accept the TAHD By Laws as proposed pending numerical changes to subject matter. The vote called hearing no objections or abstentions motion carried.

7. Directors Report- R. Rubbo

- Nothing to add currently

8. Program Reports

a. Environmental Health – T. Stansfield

- Food Service
 - Blitz days concentration on one specific town at a time 2 per month

b. Immunization Program – Written Report

c. Emergency Preparedness - Written Report

d. Lead

- Changes in BLL
- Monthly team meetings for lead cases
- Applesauce scares triggering numbers to rise
- Rising investigations at this point do not become cases until environmental investigations is done
- Working with City of Torrington through ARPA funding for abatement work

e. Medical Reserve Corp Program – Written Report

f. Influenza Clinic

g. Suicide Prevention – Written Report

i. Opioid Prevention Programs – Written Report

9. Other Business – None Currently

10. Adjournment

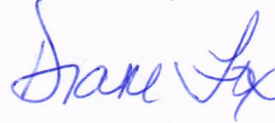
Motion made by G. Gourley and W. Hudock respectively to adjourn the January 18, 2024, meeting of the TAHD Board of Directors. Hearing no objections or abstentions the motion carried.

Respectfully submitted

A handwritten signature in black ink, appearing to read 'Rob Rubbo', written in a cursive style.

Robert Rubbo
Director of Health

Transcribed by

A handwritten signature in blue ink, appearing to read 'Diane Fox', written in a cursive style.

Diane Fox
Administrative Secretary