Torrington Area Health District
Board of Directors
Minutes June 26, 2025

Members Present: L. Timolat, Canaan, T. Breakell, Goshen, S. Vontell, Morris, 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, J. Tyson, Cornwall, V. Mitchell, Plymouth, D. Ouellette, Thomaston, W. Baldwin, Torrington, J. Wright, Torrington

Staff Present: R. Rubbo, Director of Health, A. Domnich-Kovalevsky, Deputy Director, J.Rompre, Chief Sanitarian, Brien LaForge, PHEP Coordinator, D. Fox, Administrative Secretary (zoom)

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

1. Minutes of April 17, 2025

W. Hudock and L. Timolat respectively moved to accept the minutes of the April 17, 2025, meeting as written. Vote called hearing no objections or abstentions the motion carried.

2.Board of Health & Staff

a. Changes in Board Members – Victor Mitchell, Plymouth

b. Changes in Staff – Emily Pavano – Emergency Preparedness has left employment with TAHD

3. Questions and/or comments from board members or members of the public to be placed on the agenda. – None currently

4. Update from Board Chairman – None currently

5. Committee Reports

a. Finance – L. Timolat

We're almost remarkably on track, with no anomalies in terms of our spending plan and the disbursements thereof. The committee did adopt a resolution which is recommending to the full board the establishment of a provision in the schedule of allocation to pursue window replacements at 350 Main St. The details of the resolution are in the Building Committee arena and will be discussed during that report.

- FY 25 YTD Report

  Director Rubbo took over discussion at this time and highlighted the budget going over both Actual and Projected. Discussion included both income and expenses.

  For those of you that were at our last meeting, the CDC. Immunization grant had awarded us an extra 174,000. When the Federal pause took place, they pulled that money back, and they were no longer going to give it to us. They have since reinstated that contract, and we have executed the contract for that, and they've already started to send some of that money. So, we are going to end up with that additional 174,000 and the CDC Immunization grant. So that is fantastic news for us from a financial standpoint.
- FY 26 update

Our state per capita, we through CADH (Connecticut Association of Directors of Health). We fought hard to not get it cut, and we advocated for an increase. I felt like we made some noise. So, the budget went through. They changed the State statute to give us $3 instead of $2.60 per capita. However, a few years back the State passed a law where they can rescind a portion of the allocation. So even though they went up on our per capita, we're still looking at about a 10% cut in state per capita from what we received the previous year. However, a few years back the State passed a law where they can rescind a portion of the allocation. So now the hope is that in year 2 of the budget. We will get that $3, and if we do, then it'll kind of be a wash over the 2 years. It'll kind of be like level funding.

Positive note our suicide prevention, grant, which was supposed to end. Stacy has gotten kind of a verbal that we are most likely going to have a 1-year extension.

Between the assistant PHEP coordinator and the Suicide prevention grant. Those of you that were at the last meeting adopted a budget with a $87,000 shortfall. That's going to make up that money right there. We're going to be back at 0 on the budget.

The last positive note we heard back from one of the grants we applied for. It's the Best Practices Tobacco Control Grant. We partner with EdAdvance on this. It's a 3-year Grant. We receive $20,000 for the 1st two years, $30,000 the 3rd year.

- Auditors Update

  L. Timolat and N. Rahuba respectively move that DOH Rubbo pursue obtaining a quote for auditing service from Sinnamon and Associates. Vote called hearing no objections or abstentions the motion carried.
- Review of Schedule of Allocations

  1 Vehicle replacement for FY 26

  Building Committee report to discuss allocation of funds for window replacement

b. Personnel Committee

- Update Personnel Policies with TAHD labor attorney

  L. Timolat and N. Rahuba respectively move to have the Director of Health hire TAHD's labor attorney to review the employee handbook (Personnel Policies) for compliance with current and state and federal laws and make recommendations for change. Vote called hearing no objections or abstentions the motion carried.

c. Building Committee – T. Breakell

- Window replacement project

W. Hudock and P. Oliver respectively move to approve the Building Committee and the Director of Health to perform the necessary work to develop a detailed scope of work and seek estimates for the replacement of the windows at 350 Main Street and to transfer $210,000.00 from the general fund to the capital account in preparation for the window replacement. No contract will be signed without Board approval.

6. TAHD Bylaws

- Executive Committee to begin review of TAHD Bylaws

7. Director's Report

- Justin Rompre and Brien Laforge gave an incident review of the services and the role played by TAHD at the recent Becton and Dickinson incident in North Canaan.

8. Program Reports-

- Environmental Health Program – J. Rompre
  - 142 Food Service Establishments have been inspected during the month of May
  - Wendy Batterton, Sanitarian for TAHD has become certified as a Food inspector
  - Public Bathing Areas sampling has begun and will continue through September 1, 2025
- Immunization Program – Written Report
- Emergency Preparedness – B. Laforge – Written Report
- Lead Poisoning Prevention Program – Written Report
- Medical Reserve Corp – Written Report
- Suicide Prevention – Written Report
- Opioid Prevention Program – Written Report

9. Election of Chairman of the Board

- Floor has been opened for Nominations
  - W. Hudock has nominated L. Timolat – Seconded by L. Timolat
  - S. Vontell has nominated T. Waldron- Seconded by T. Breakell

L. Timolat began with presenting his qualification and his agenda if elected to the TAHD Board as Chairman.
T. Waldron presented his qualification and his agenda if elected to the TAHD Board as Chairman.

P. Oliver made the decision to close the nominations.

After these presentations and the closing of nomination the two nominees left the meeting room. Voting commenced with Board members who have attended this meeting either in person or via zoom elected Tim Waldron as Chairman of the TAHD Board of Directors.

10. Other Business – None currently

11. Adjournment

Motion made to adjourn this June 26, 2025, meeting of the TAHD Board of Directors at 9PM. the vote called hearing no objections or abstentions, the motion carried.

Respectfully submitted,

Robert Rubbo
Director of Health

Transcribed by

Diane Fox
Administrative Secretary