

**Torrington Area Health District
Board of Directors
September 21, 2023**

Members Present: Robert Collins, Harwinton, Susan Vontell, Morris, William Minacci, North Canaan, Peter Oliver, Salisbury, Jessica Magda, Torrington, Timothy Waldron, Torrington, William Hudock, Winsted

Members on Zoom: N. Rahuba, Bethlehem Elisa Bauer, Borough of Litchfield, Gloria Gourley, Norfolk, Jessica Wright, Torrington, Keith Wilson, Winsted

Staff: Director of Health Robert Rubbo, Deputy Director Thomas Stansfield (Zoom), Robert Smith (Zoom), Diane Fox (Zoom)

Meeting was called to order at 7PM by Chairman Collins

1. Minutes of June 15, 2023, Meeting

Motion was made by G. Gourley and T. Waldron respectively to accept the minutes of the June 15, 2023, meeting of the TAHD Board of Directors as written. Vote called, hearing no objections or abstentions the motion carried.

2. Board of Health & Staff

a. Changes in Board Members

- Dr. Scappaticci representative from the town of Plymouth has resigned

b. Changes in Staff

- Lauren Montague and Wendy Batterton have been hires as Sanitarian Trainee's
- Bob Smith will retire from FTE as of September 30, 2023. He will begin PT employment for a 1 year period

c. Board of Health meetings schedule for 2024

- Presented schedule

d. Questions and/or comments from board members or members of the public to be placed on the agenda

3. Chairman's report

- Renewal of the Director of Health contract

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

Whereas:

The current contract with the Director of Health ended on June 30, 2023.

And Whereas:

Director Robert Rubbo has performed the various several functions enumerated in the draft contract warned in the agenda of this meeting to a high level of competence and effort

Therefore:

The TAHD Board of Directors authorizes the renewal of the contract of Robert Rubbo for a three-year period (July 1, 2023 – June 30, 2026) under the terms and conditions as written in the contract. Vote called by Chairman Collins, hearing no objections or abstentions the motion carried.

4. Committee Reports

a. Finance Committee – L. Timolat

- FY 23 year-end/Audit – Audit process has begun
- FY24 – YTD – ¾ into the budget
- Schedule of Allocation – to be discussed by DOH Rubbo during his presentation

DOH Rubbo – Finance Committee detail report

- Schedule of Allocation - discuss and highlight on actions to be taken
 - Generator payments
 - Computer infrastructure

Motion made by L. Timolat and W. Hudock respectively to accept the Schedule of Allocations as presented.

Vote called, hearing no objections and abstentions the motion carried.

b. Building Committee – T. Breakell/ DOH Rubbo

- Generator status
 - Setting generator on 9/22/23
 - Schedule for physical connection on September 29, 2023
- North Parking Lot
 - The paving contractor has encountered a schedule back up due to the weather conditions. Hope is to have paving complete before asphalt plants shut down for winter.

c. Personnel Committee – K. Wilson

- Personnel Committee Chairman K. Wilson opened the floor for nominations of Officers for the TAHD Board of Directors.

The Personnel Committee recommends the incumbents be re-elected for their positions with Mr. Collins as Chairman and Mr. Waldron as Vice Chairman of the TAHD Board of Directors. With L. Timolat and B. Hudock respectively moving that the Personnel Committee's recommendations be accepted.

L. Timolat and W. Hudock respectively moved that all nominations for the Officers of the TAHD Board of Directors be closed and that the slate of officers as presented be approved with the Secretary casting one (1) vote. Hearing no objections or abstentions the motion carried.

5. TAHD Sanitary Code revisions – T. Stansfield- Deputy Director of Health and Current Connecticut Environmental Health Association (CEHA) President.

- Temporary event definition per FDA Code be revised
- Food Service establishment definition to include grocery stores serving Time/Temperature Controlled for Safety (TCS) food per FDA Code including fee schedule update to include grocery stores.

Motion made by G. Gourley and T. Waldron respectively to adopt the proposed changes to the TAHD Sanitary Code as presented. Vote called, hearing on objections or abstentions the motion carried.

6. Director's Report – R. Rubbo

- Currently – President elect of the Connecticut Association of Directors of Health (CADH) Every two weeks CADH has a call with Commissioner of Health where best practices and other issues are discussed.

7. Program Reports

- a. Food Protection Program – T. Stansfield
- b. Environmental Health Program- T. Stansfield
- c. Lead Poisoning Prevention- T. Stansfield
- d. Emergency Preparedness – Written Report
- e. Influenza Clinic – Schedule included for 2023-2024
- f. Suicide Prevention Program- Written Report
- g. Immunization Program- Written Report
- h. Opioid Prevention Program- Written Report

8. Other Business - None Currently

9. Adjournment

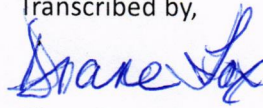
Motion made by G. Gourley and W. Hudock respectively to adjourn the September 21, 2023, meeting of the TAHD Board of Directors at 8 PM. Vote called, hearing no objections or abstentions the motion carried.

Respectfully submitted,



Robert Rubbo
Director of Health

Transcribed by,



Diane Fox
Administrative Secretary