

MINUTES OF THE BOARD OF HEALTH MEETING FOR THE NEWTOWN DISTRICT DEPARTMENT OF HEALTH, MONDAY, JUNE 30, 2014, NEWTOWN MUNICIPAL CENTER, LAND USE CONFERENCE ROOM, 3 PRIMROSE STREET, NEWTOWN, CT 06470

PRESENT: Donna M. Culbert - Director of Health, Dr. Robert Grossman, Chairman; Board Members: Joan Crick, Bernie Meehan, Curtis Read, Dr. Draper – Medical Advisor

1. PUBLIC PARTICIPATION: None

II. Acceptance of Minutes of Previous Meetings

Bernie Meehan made a motion to accept the minutes from the BOH meeting on March 6, 2014. Seconded by Joan Crick. Motion approved.

III. Reports of Officers and Director of Health

1. Update on District Activities

School-Based Health Center

Ms. Culbert explained to the Board members that the NHD has been supportive of the Newtown School system's interest in setting up a school-based health care center. Ms. Culbert informed the Board that the Newtown school system was able to receive funding before the end of the short legislative session 2014 and that funding will become available after July 1, 2014.

Ms. Culbert stated that the plans for the school-based health center are in the planning stages right now and the requirements are being worked out this summer, with the anticipation that it will be up and running the beginning of January 2015.

Ms. Culbert shared with the Board members that the school administration felt that the best school to introduce this new concept would be the Newtown Middle School. Ms. Culbert explained that by Sept. 2015 the school-based health center will have been open for a half-a-year when the students that were at Sandy Hook Elementary School will enter the Newtown Middle School.

Ms. Culbert informed the Board members that the staff at the school-based health center will likely consist of a nurse APRN, Licensed Clinical Social Worker and administrative support. Ms. Culbert noted that this is a typical staff for a school-based health center.

The Exploratory Committee has consisted of Dr.'s Draper and Ana Paula Machado; Dave Jacob – Newtown Schools Recovery Project Director; Ann Dalton – School's Nursing Supervisor; Judy Blanchard – School District Health Coordinator; Melanie Bonjour – SBHC Manager at CT Institute for Communities; and Donna Culbert – Director of Health.

Health Needs Assessment

Ms. Culbert informed the Board members that the NHD has been actively working in two arenas for the Health Needs Assessment for the communities of Newtown, Bridgewater and Roxbury.

Ms. Culbert explained that the first effort has been working with Danbury Hospital and New Milford Hospital for the Health Needs Assessment for the greater Danbury area, 10-town region, that includes residents of Newtown. The second effort has been working on the Community Transformation Needs Assessment out of Litchfield County. Ms. Culbert stated that Bridgewater and Roxbury are in Litchfield County and fall into what is known as the Southern Litchfield County Group, i.e., New Milford, Bridgewater, Roxbury, Washington, Woodbury.

Ms. Culbert shared that grant funding is often start and stop, but the groups have been meeting and gathering information. Ms. Culbert noted that some funding has been received by the Health District through the Community Transformation Needs Assessment and is being utilized at the Senior Centers in Bridgewater and Roxbury

Ms. Culbert explained that in the Danbury area, the NHD has been working with Maureen Farrell at the Regional Y as part of the 10-town planning region in support of the Know your Numbers program. Ms. Culbert shared that she has been working on programs, policies and practices that are in place. Ms. Culbert stated that she has heard that there may be more money in the future for preventative services. Ms. Culbert further added that if the NHD positions itself and structures things properly, it will likely be a recipient of grant funding.

Recovery and Resiliency Board

Ms. Culbert shared with the Board members that Ms. Llodra, First Selectman, has put together a fiduciary group for the Dept. of Justice grant funding that the Town of Newtown has received. Ms. Culbert explained this group is in the process of creating a 501(c)3 with the town attorney who will help create by-laws and procedures. Ms. Culbert added that it is anticipated that the DOJ grant work will take approximately 18 months.

Ms. Culbert informed the Board members that the Recovery and Resiliency Board consists of Mrs. Llodra, First Selectman, Dan Rosenthal of the Newtown Rotary, Brian Mauriello who represents the various funding organizations, Rev. Matt Creban, representing the Interfaith community, Dr. Charles Herrick, Chair of Psychiatry at Danbury Hospital and Dr. Joseph Erardi, Supt. Of Schools. This group will oversee the efforts that are being funded through the Dept. of Justice grant.

Tick-Borne Disease

Ms. Culbert informed the Board members that the NHD had a delay in getting the funding approved through the BOS and Legislative Council for the new Tick-Borne Disease initiative. Ms. Culbert explained that the contract had been set up and ready to go, but funding had not been forwarded. Ms. Culbert will be on a conference call tomorrow with the organization that will assist in helping to develop a survey and public health messaging regarding Lyme Disease and other tick-borne diseases. This effort will help the on-going efforts of the NHD in helping residents to change their behavior and understanding their risks. Ms. Culbert noted that this is more of a media-based approach in an effort to reach more people and have an impact on their behavior. Ms. Culbert added that the firm in MA created a successful social media marketing plan targeted at educating residents on mosquitoes and tick-borne diseases.

Permit Activity

Ms. Culbert noted that there has been an increase in permit activity, and while not of the level in years past, it is taking place. Ms. Culbert shared that the NHD has seen an increase in the number of permits for people improving their existing properties – renovations, additions.

Dr. Draper asked about private well water issues. Ms. Culbert responded that to date there have been no issues. Ms. Culbert added that Aquarion, who purchased United Water, has been performing work on their public water system and uses automated messaging to alert homeowners.

2. New Business

Appointment of Director of Health

Bernie Meehan made a motion to appoint Ms. Culbert to the position of Director of Health. Joan Crick seconded. Motion approved.

Board Member Appointments

Ms. Culbert explained that the BOH members need to make a request to their governing bodies to reappoint them as members of the BOH. Ms. Culbert added that for those members not in attendance today, they should be asked whether or not they want to continue to serve. Ms. Crick and Dr. Grossman agreed. Ms. Culbert stated that she will check with Herb Rosenthal and Audrey Grasso about their continued membership on the BOH. Ms. Culbert asked Ms. Crick and Dr. Grossman to get their Board's formal approval.

Mr. Meehan asked if there was a minimum/maximum for Board members in Newtown. Ms. Culbert replied that the State requirement was one Board member for every 10,000 population or a fraction thereof. Ms. Culbert noted that the Newtown District Department of Health Board modified that number through the By-Laws and changed it to 7,000 or a fraction thereof. Ms. Culbert shared that the current representation is: 3 from Newtown, 1 Borough, 1 Bridgewater and 1 Roxbury.

Mr. Meehan noted that Bridgewater and Roxbury are losing population. Curtis Read concurred and added that the student population in Bridgewater is going down; residents cannot afford homes in the community and therefore are not filling them with families. Mr. Read noted that there are many weekend residents who are counted among the overall population figures and are allowed to vote on money issues if they are taxpayers, but are not allowed to vote in elections.

Dr. Draper and Dr. Grossman suggested recruiting new, future Board members. Ms. Culbert asked if it would be feasible to name alternates to the Board of Health with the idea of getting them acquainted with the Newtown Health District and its policies and procedures. The Board members were in agreement.

Resolution for Authorization to apply for funds and enter into agreements for Public Health Emergency Response and Preparedness Planning.

Be it resolved that, on June 30, 2014, pursuant to Section 19a-243 of the Connecticut General Statutes, Donna M. Culbert, MPH, PE, RS, Director of Health for the Newtown District Department of Health, is authorized to make and to approve on behalf of the District any and all contracts or amendments thereof with the State of Connecticut Department of Public Health, for the Purpose of Public Health Emergency Response and Preparedness Planning.

Bernie Meehan made a motion to approve the resolution as stated above. Ms. Crick seconded. All in favor, motion approved.

Resolution for Authorization to apply for funds and enter into agreements for Health Promotion, Health Education Risk Reduction Programs.

Be it resolved that, on June 30, 2014, pursuant to Section 19a-243 of the Connecticut General Statutes, Donna M. Culbert, MPH, PE, RS, Director of Health for the Newtown District Department of Health, is authorized to make and to approve on behalf of the District any and all contracts or amendments thereof with the State of Connecticut Department of Public Health, for health promotion, health education and risk reduction programs.

Bernie Meehan made a motion to approve the resolution as above. Ms. Crick seconded. All in favor, motion approved.

Review of FY 2013-2014 Budget and Audit for Year Ending June 30, 2013.

Ms. Culbert stated that the Review of FY 2013-2014 Budget and Audit for the Year Ending June 30, 2013 has been completed. Ms. Culbert noted that Mr. Nanavaty suggested refining some procedures. Ms. Crick asked how much the District pays for Mr. Nanavaty's review. Ms. Culbert replied \$4,000-\$5,000.

Mr. Read asked how much money is usually carried for an interest bearing account. Ms. Culbert answered that the District has maintained a fund balance of approximately \$50,000 in the past. Ms. Culbert noted that these monies are used to help keep the budget flat and stated that as grant funding goes down, this policy will have to change. Ms. Culbert stated that the NHD will have to apply for more grant dollars or create more fees, because the fund balance will not be big enough to continue this practice.

Ms. Crick asked if funds could be transferred from one line item to another. Ms. Culbert replied no and stated that would require Board approval.

Ms. Culbert shared that the NHD has not added any significant programs and that at the suggestion of Mr. Nanavaty the budget has been restructured regarding programming versus operating line items.

Executive Session

Mr. Meehan asked if the NHDEA grievance had been settled. Ms. Culbert stated yes and suggested the Board go into Executive Session. Bernie Meehan made a motion to go into Executive Session. Ms. Crick seconded.

Executive Session ended.

Dr. Grossman asked if there were any other issues before the Board, hearing none he asked for adjournment of the meeting. Mr. Read made a motion to adjourn. Ms. Crick seconded. Meeting adjourned.

Submitted by,

Maureen C. Schaedler
Administrative Assistant

