

North Central District Health Department

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NORTH CENTRAL DISTRICT HEALTH DEPARTMENT BOARD OF DIRECTORS

Special Meeting
October 14, 2015
Vernon, Connecticut 06066
(AMENDED VERSION)

Members Present: Diane Wheelock, Chairman Mary Ann Turner, Linda DeGray, Fred Journalist, Len Norton, Maria Whelden, Trish Vayda, Faith Roebelen, Vic Mathieu, Diane Wheelock, Matthew Maynard and new member Roger Benham Chris Howland arrived at 7:07 p.m.

Members Absent: Richard Regnier, Dianne Trueb, Mary Schwab, Catherine Gregory

Also Present: Michael s. Caronna, Interim Director of Health

After determining there was a quorum, the meeting was called to order at 7:00 p.m.

There was no Executive Session. Instead, Michael Caronna requested the Board visit the issue of his vacation days not used. Since becoming Interim Director of Health, Michael has not been able to take a vacation. Therefore, Donna has told him that technically he will lose 16 vacation days. He does not feel he can take any of these 16 days as he has his full complement of vacation days for the current fiscal year. If the Board says no, he will just lose these days. Diane Wheelock suggested he carry forward the 16 days but that would be added onto his five weeks vacation he already has. Mary Ann Turner made a motion to give Michael Caronna the money for his 16 vacation days at his current rate of pay because we cannot afford to allow him to take five or six weeks off. Len Norton seconded the motion and the vote carried unanimously.

Approval of Minutes of September 9, 2015

Vic Mathieu made a motion, seconded by Trish Vayda to approve the minutes of September 9, 2015 as presented. The motion carried unanimously with Mary Ann Turner and Faith Roebelen abstaining.

Communications

Mary Ann Turner informed the Board that Enfield has an interim town manager who may do a walk-through with her to see what the Health Department is and what we do. He will not be here long enough to do an actual meet and greet with the Board.

Michael Caronna informed the Board that he will be attending the November 16th Commissioner's Semi Annual Directors of Health Meeting and has attended the Windham Regional Economic Development Summit to extend our presence in the Town of Windham.

Old Business

- a. Newington Electric will be coming in to do a tune-up of the generator for \$200 per year for maintenance and 24 hour access to maintenance if needed. That is \$50 less than last year. They will also be coming in to check out the load capacity of the current generator and exactly what is connected to the generator in case of an emergency. That cost will be \$1,600. Len Nelson, our BT Coordinator, has discussed this with the State and he believes we may be able to charge this fee to the BT grant.
- b. Imageworks – Web Design – Web site went live last month and seems to be running well. The Filemaker link is not working so when septic cleaners need As-Builts, the calls come in to our office and must be looked up for them.
- c. With the purchase of the new copier, we must move the fax line from its current position so it can interface with the new printer, copier, fax and scanner machine. This will take place in the near future. The Board questioned if this new machine was wireless? Michael Caronna will find out and get back to the Board.

New Business

- a. and b. These items will be discussed at 7:45 p.m. when Jeff Knapp and Mike Roach are scheduled to make their presentations.
- c. Diane Wheelock said that this is the time of year when we look at our budget to see if we are sticking to the budget or going over on some line items. The Board may want to freeze line items as we did last year and take any action on accounts that may be coming close to spending budget limits. We may not want to make any transfers and this should be looked at.

It was questioned as to whether we had already had the discussion about the medical insurance and the staff wanted to stay with the current plan but increase the employee share to 14% (**ACTUALLY 11%**). This was actually done in June 2015 and it was for the dental insurance only.

The medical employee contribution is 11% (**ACTUALLY 14%**) now. Maria Whelden asked Michael Caronna what the employee's are interested in and if he did not know, could he get back to the Board with that information.

What was presented to the Board by Donna Fisher was what our broker, Jeff Knapp, had presented to the employees. We could stay with our current plan or go to CBIA which the Board had discussed previously. The information presented with the Agenda was a comparison of similar, but also less expensive alternative medical insurance plans. Len Norton brought up the Health Savings Account that the Town of East Windsor has. The deductible is \$4,000 and the Town of East Windsor sets up an account and gives each employee \$3,000 at the beginning of the year so that the most each employee would spend out of pocket would be \$1000. This was the most cost effective method of medical insurance for the Town of East Windsor. They also offer a Cigna plan but the HSA plan is less expensive for the employees.

Diane Wheelock noted to the Board that an HSA is more advantageous to the employees because at the end of the year, if they have not used all their funds, the money is the employee's and can be used to pay down the next year's premium, pay down Medicare supplemental insurance premium when you reach 65 years of age, etc..

Cash Disbursements and Income/Expense Report: Maria Whelden questioned the fact that at the one quarter point in the fiscal year, we have spent over the annual allotment for some line items and there have been no transfer requests. For the one transfer request that was included tonight we should table this request because the bookkeeper did not say where she wanted to take this money from and transfer it to the line item. Maria believes that the reason this has not been done is because some of the IT line items have not been decided on yet.

Diane Wheelock questioned the fact that on Cash Disbursements sheet – why was Enfield Electric more for the first floor than for the second floor account. Mary Ann Turner recommended we do an energy audit of the building at 31 North Main Street, and also find out who is our electric provider and is it the best rate. Fred Journalist also suggested we should look into solar energy. Michael Caronna explained that there are two meters for the building and the one on the first floor controls most of the outlets on the second floor and all the outlets on the first floor. The meter on the second floor is smaller and controls less of the outlets.

The Board at this point wants to table the transfer until more information is provided. Maria Whelden suggested that next week she will sit down with Donna Fisher and Michael Caronna because we are at the quarter of the year and there are a number of things that need to be reallocated and discussed for all accounts.

Jeff Knapp and Mike Roach entered the meeting at 7:45 p.m.

Medical Insurance

Jeff Knapp was asked to give his presentation first. Diane Wheelock told him a discussion had been started and the Board requested more information on the CBIA plan option and how much it costs. The biggest difference between CBIA (Connecticut Business & Industry Association) is the network. Anthem technically has the best network in Connecticut. CBIA is not a network but a carrier. Under CBIA there are a number of programs to choose from that all come through CBIA as the carrier. If the employee wants to go to another carrier, they would have to pay the difference of the CBIA rate and their chosen plan. The only additional cost to the District is to join CBIA and that would be \$250 per year. And the current life insurance policies would have to be moved to CBIA also.

The District would cover "X" amount of dollars for the medical insurance plan and if the employee wanted to have a better or lesser plan or even an HSA account, that would be their choice and the employee would pay any difference.

Under CBIA, Blue Cross is not an option but Aetna, Connecticare, Harvard Pilgrim and others would be options.

Following discussion, it was decided that each employee will be contacted about the CBIA choices during the month of October and their requests will be brought to the Board at the next meeting, which is the first week of November. Anthem is off the table and is not an option for renewal for this insurance.

The other discussion was whether or not to continue the deductible reimbursement policy which is currently in place. This reimbursement is strictly for hospital related expenses and it has not been widely used by the employees.

Maria Whelden made a motion, seconded by Faith Roebelen, that Jeff Knapp present a scenario to the employees of what it would cost for the CBIA gold policy with the employees contributing 14% of the premium. The motion carried with Mary Ann Turner, Vic Mathieu and Linda DeGray opposing.

Jeff Knapp will present this information to the employees to get their input on which plan is suitable for them. Linda DeGray wanted it made clear to the employees that even though this plan is being presented to the employees, it may not be the plan they will get. Mary Ann Turner also said that the Board may not continue to pay the deductible benefit as they have not voted on this item yet.

Pension Plan

Mike Roach of Pension Consultants reported that there were changes to the pension plan that need to be brought up to date. The contribution was made discretionary. The Board needs to decide the rate and report to Pension Consultant what the contribution will be every year. The Board members recalled that they had changed the contribution to 4.5% for the 7/1/14-6/30/15 pension year. As of now, to get into the pension plan, an employee must be employed on June 30th and have worked 1,000 hours. It takes five years to be fully vested. Forfeitures of non-vested portions of accounts can be used to pay fees or offset contributions by the Board. The amount of forfeitures last year was around \$7,000. Mike Roach needs the details of the plan changes and the final June 30th census information so he can let the Board know the amount of contribution that needs to be made for the 7/1/14-6/30/15 pension year. The amount of the contribution is based on planned salaries and not included are the step raises and forfeitures. This is why we need the final accounting.

A discussion ensued regarding why Pension Consultants had not received the June 30th census for our department. It was noted that the report on the census is usually submitted by the auditor upon the completion of the audit. When it was brought up that our audits are usually completed in November, Vic Mathieu brought up the fact that in order to get our audit in a more timely manner, we should put a deadline for submittal of the audit report. The Suffield Ambulance Association gave their auditor 90 days to complete the audit and charged him \$100 per week over the 90 days.

Diane Wheelock said she would send a copy of the Minutes with a letter regarding the 4.5% contribution rate to Pension Consultants for the July 1, 2014 to June 30, 2015 pension year.

Health Educator Report - The Board considered Mary Joaquin's report to be outstanding and appreciated receiving it in writing prior to the Board meeting.

BT Coordinator Report – Len Nelson, Jr. is the new BT Coordinator. He was the number one pick of the entire committee because he has a lot of background in Emergency Coordination. Patrick Getler has been hired on a part time position to be paid for out of the Grant to allow him to gain experience working with Emergency Preparedness. He has a degree from the Maritime Academy in Emergency Management. They have been working on PODs (Points of Distribution) and making sure we have what we need in each of them. This work will continue as we are catching up on items that were needed when we had no BT Coordinator. They are also working on organizing all the information and supplies we have on hand.

Monthly Reports - The Board would like to know what percentage of Class 1, 2, 3 and 4 are we getting done per year. After Len Nelson has been here 90 days, he will be working as a Sanitarian 2 so we can continue to catch up on inspections. Linda DeGray suggested we continually update our ads for Sanitarian 2 until we find someone who is suitable.

Clarification of Re-inspection Fees for Salons – Deb Caronna would like the Board to confirm that the \$300 re-inspection fee is for the second re-inspection when there are unlicensed personnel working in the shops. Mary Ann Turner made a motion, seconded by Chris Howland, to clarify that the re-inspection fee of \$125 is for the first re-inspection and the \$300 re-inspection fee is for a second and each subsequent re-inspection. The motion carried unanimously.

Part-Time Secretary Job Description – Since the Town of Windham moved our department into the Building Department, is someone comes into the office to conduct health department business, the Building Department's secretary is the person who is handling all inquiries first because there is no secretary for the health department. We are looking for a part time secretary for the Windham office and we have checked with the Town Manager's secretary to see if there was anyone who was currently working part time for the Town who would be willing to work part time for us also. Unfortunately, there is no one. It was suggested we go to the Town with a proposal and a money figure to see if they could accommodate our office. Matt Maynard will talk to the Town Manager, Neal Beets, to see if he can recommend a solution to this situation. The approval of the job description was tabled until next month.

Finance Committee Report

Maria Whelden said she will get together with Mike Caronna (when he feels better) and Donna Fisher to go over the way we are reporting budget line items. Diane Wheelock asked Maria Whelden if this could be accomplished before the next Board meeting and Maria said she would certainly try to get this done. Maria Whelden said she had questions regarding IT that have been outstanding for two months. Mary Ann Turner asked for a copy of the IT budget that was made by the Board – what was budgeted and what line it went into. Maria Whelden has questions regarding the generator (\$1600) that will be coming out of the BT budget. We need to get a grant accounting for each of the grants separate from the General Fund.

Capital Improvements/Ad Hoc Committee Report

Mary Ann Turner reported she has about \$1600 remaining from \$5000 grant she received from the Town of Enfield. She would like to use this remaining money to repair a 12' x 15' pot hole in the back of the 31 North Main Street, Enfield building. She would like the District to pay the difference for the repair, which would be around \$600. Len Norton made a motion, seconded by Vic Mathieu, to spend up to \$600 from the line item Office Expense – Other, to pay for the balance of the cost of the repair of the pot hole. The motion carried unanimously.

IT – Enfield IT is our vendor for anything to do with IT; dropping a line, running a line, fiber optics cabling, etc. Where a misunderstanding is occurring is with our direct connection to CCAT. CCAT is Enfield IT's vendor. CCAT is making suggestions outside of Enfield IT. Paul Russell will meet with CCAT to set the record straight as to what needs to be done with our IT. Mary Ann Turner has asked Claire Crane to keep Paul Russell and herself on a cc list for any e-mails that are going out, just like Debbie Caronna does with Jim Lord, our Filemaker programmer.

Sewer Smoke Test – Met with plumber who is not sure he can redo the smoke test but is able to camera the sewer line to see if there are any problems. He can also jet and clean the lines and will get back to Michael Caronna with an itemized bill for each scenario. The plumber also noted during his walk-through of the downstairs area that the boiler has a lot of corrosion and there is not a pin-hole leak. He will give us a price to fix the boiler before the leak becomes severe.

Linda DeGray asked if we had signed a contract with the snow removal person. Mary Ann Turner answered that she had gotten prices for the snow removal and our current snow removal company low-balled the price. We have had some problems with his as he does not do a good job and ruined some of our curbs. Mary Ann Turner will discuss this with Len Norton and will get back to us regarding the snow plow contract.

Vic Mathieu reported that he gave the information of a staff recruiter to his brother who does this type of work and his brother gave it to two other guys. They will charge 25% of the base salary and Vic's brother said he would do it for 20% of the new person's salary – whatever we hire the person for. This is only if Vic's brother finds the person for us and only if they are there 90 days. It was decided the Board would look into the finances to see if we have the money to do this.

Adjournment

Chris Howland made a motion, seconded by Len Norton, to adjourn. The motion carried unanimously and there being no further business before the Board, the meeting closed at 9:50 p.m.

Respectfully submitted,

Michael S. Caronna
Interim Director of Health