

Public Health Agency
323 Route 81
Killingworth, CT 06419

October 11, 2017
MINUTES

Members Present: Chair Natalie Ortolì Drew, Betty Dennis (*arrived 7:09pm*), Robin Duffield, Cheryl Fine, Cathy lino (*left 7:30pm*), Sue Nesci, Ernest Pizzuto , Mike Stehney, and Health Director Paul Hutcheon.

Members Absent:, Martha Hogan

Chair Natalie Ortolì Drew called the meeting to order at 7:06pm.

MOTION: Robin Duffield moved and Ernest Pizzuto seconded acceptance of the September 13th minutes. Voting in favor: Natalie Ortolì Drew, Robin Duffield, Cheryl Fine and Ernest Pizzuto; Opposed: 0; Abstentions: Cathy lino, Sue Nesci, and Mike Stehney. The motion carried 4:0:3.

First Selectman Update - Cathy lino and Paul Hutcheon provided the following updates:

Developing Policies & Plans- Part-time Health Departments- Paul reviewed the situation discussed at the September meeting. The state Department of Public Health's local health assessment report letter suggested the town wasn't meeting all the 10 essential health services, based on the town's annual report from last year. Paul noted that we are correctly meeting all the 10 essential health services, based on our most recent report. The difference was additional clarification from the state on how to correctly complete the new report format. Cathy lino said she sent a letter to the state responding that the town is meeting the 10 essential health services.

Cathy received a letter from the state Department of Public Health, Office of Local Health Administration, dated September 25th, requesting additional information for the local health assessment. The letter requested the name, title, hours/week worked and the SFY 2018 budget, which includes the line item for the local health department". The letter cited CT General Statutes Section 19a-202a(2), which the letter indicated included a requirement that a part-time health department "is to have the equivalent of at least one full-time employee". It further cited CT Regulations Section 19a-76-1(6), defining "a maximum of three employees...whose total work week consists of thirty-five hours."

Paul said that professional staff work a total of 22.5 hours per week: 21 hours for the health director and 1.5 hours for the part-time sanitarian. A shared secretary works 17.5 hours for the health and building departments. He noted the public health code regulations cite professional staff.

Paul gave some history on the statute. The state legislature created the statute to provide per capita funding to towns with part-time health departments in 1998. Prior to this year, there was no state per capita funding for part-time health department but there was for health districts. In 2009, the state did away with the per capita funding for part-time health departments, but not the hours definition the state created for the funding. He added that the state does not require a

full-time equivalent for health districts. He noted that the part-time health department for Chester received a similar letter.

Cathy explained that for our population of 6,500, we do not need a full-time equivalent for the health department. She has contacted the Connecticut Conference of Municipalities, the Connecticut Conference of Small Towns, and our state senator to advise them of the letter.

Health Director Update Paul Hutcheon provided the following updates:

Investigating & Diagnosing Health Problems & Hazards- Paul met with a State Marshall at a property under eviction. Inspection of the property revealed public health code violations and a notice of violations was subsequently issued.

Informing, Educating, and Empowering- Uranium/Radon - Paul issued a press release on the availability of free radon test kits. He also posted availability of flu shots/flu clinics in town on the website.

Developing Policies & Plans- *(see First Selectman Update)*

Enforce Laws & Regulation- Paul responded to a letter from the State Judicial System requesting the name and address of our nail salon. The request followed passage of Public Act 17-32, an anti-human trafficking program targeting mass and nail salon establishments.

Evaluating Effectiveness, Accessibility, and Quality- FDA Food Code- Paul sent out a letter to food service establishments regarding the schedule for adoption of the provisions of the FDA Food Code. There is partial implementation on October 1 and full implementation by July 1, 2018. The letter also included some changes to expect in certification/recertification for food service establishments. He noted that some of the changes could affect department revenue, but it is too early to project how much. If the impact is significant, we may need to restructure fees. Cheryl Fine asked how the new requirements for certification would affect churches. Paul said that none of the churches in town are licensed food service establishments and would be exempt from some of the new training and certification requirements..

2018 Meeting Schedule

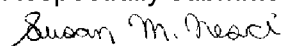
Paul presented the 2018 meeting schedule for approval.

MOTION: Ernest Pizzuto moved and Robin Duffield seconded a motion to approve the 2018 meeting schedule, as presented. Voting in favor: Natalie Ortolini Drew, Betty Dennis, Robin Duffield, Cheryl Fine, Sue Nesci, Ernest Pizzuto and Mike Stehney; Opposed:0; Abstentions:0
The motion carried 7:0:0.

MOTION: Betty Dennis moved and Ernest Pizzuto seconded a motion to adjourn. Voting in favor: Natalie Ortolini Drew, Betty Dennis, Robin Duffield, Cheryl Fine, Sue Nesci, Ernest Pizzuto and Mike Stehney; Opposed:0; Abstentions:0 The motion carried 7:0:0.

There being no further business, the meeting adjourned at 8:08 pm. The next meeting will be November 8, 2017.

Respectfully submitted,



Susan Nesci, Secretary