

Public Health Agency
323 Route 81
Killingworth, CT 06419

December 12, 2018
MINUTES

Members Present: Chair Natalie Ortolini Drew, Betty Dennis, Robin Duffield, Cathy lino , Sue Nesci, Ernest Pizzuto, Mike Stehney, and Health Director Paul Hutcheon.

Members Absent: Cheryl Fine

Chair Natalie Ortolini Drew called the meeting to order at 7:04pm.

Minutes- The committee reviewed the minutes from the November 14th meeting.

MOTION: Betty Dennis moved and Ernest Pizzuto seconded a motion to accept the November 14th minutes. Voting in favor: Natalie Ortolini Drew, Betty Dennis, Robin Duffield, Cathy lino, Sue Nesci, Ernest Pizzuto, and Mike Stehney; Opposed: 0; Abstentions:0. The motion carried 7:0:0.

First Selectman Update- Cathy lino requested that the Chair move to New Business on the agenda in order to discuss a meeting with the Westbrook Health Department regarding a contractual agreement for health department services.

Policies & Plans Supporting Individual/Community Health-Contractual Health Department Evaluation-Westbrook- Cathy lino and Paul Hutcheon reported that they met with Sonia Marino, RS, MPH, Health Director for the Town of Westbrook on November 15th. The meeting was in response to a request from Killingworth to discuss potential contractual public health department services. Health Director Marino responded with a letter and supporting documents dated December 4th. The committee spent the majority of the meeting reviewing and discussing these documents.

Geographic Coverage- The Westbrook Health Department is currently a full-time health department serving the town's population of 6,900. Paul noted that Westbrook currently serves a similar size population to our town's 6,419. The addition of Killingworth's would almost double the population served to 13,319. Paul added that the towns are also similar in that the majority of their public health services are concentrated on environmental health services.

Staffing- The district has two full-time (40 hour) staff: a Health Director and Sanitarian/Environmental Health Technician. Part-time staff includes a 18 hour Registered Sanitarian/Acting Health Director and a 22 hour Administrative Assistant. Paul noted that is the Health Director's first full-time health department and she has been there two years.

Westbrook proposed that if Killingworth contracted for services with their health department, it would result in increase to 40 hours for the part-time Registered Sanitarian, MPH and add benefits. This position would be split between Westbrook and Killingworth, resulting in 20 hours in Killingworth. Paul currently works 21 hours/week and does not receive benefits.

An agreement would also upgrade the Sanitarian/Environmental Health Technician position and increase by two hours the Administrative Assistant's time. Killingworth would still supply a part-time Administrative Assistant from the Land Use Office. Permits and related paperwork would be kept in town.

Paul explained that the state health department would have to approve the appointment of Westbrook's Health Director as Killingworth's Health Director. He added that the state health department has been promoting joining health districts rather than full-time or part-time local health departments.

Governance- Cathy explained that the Public Health Agency would continue to function under this type of contractual arrangement in response to a question.

Budget- Cathy reported that Westbrook is interested in contracting services, so long as there is no additional cost to their town. In the follow-up letter, Westbrook provided a chart with current and proposed salaries as well as cost implications for Killingworth. The total for the three positions described under staffing (above) is \$72,230 in the first year and an additional \$4,340 in pension costs or a total of \$76,570 in the second year. The Westbrook figures do not include mileage. Robin Duffield asked how and from where mileage would be calculated.

The total Killingworth health department budget for the July 1, 2018-June 30, 2019 budget is \$59,144. Killingworth would retain permit fee revenue, which is \$13,475. Paul added that if the permit fee income is subtracted from the \$72,230, the net cost to the town is \$58,755.

Cathy explained that Killingworth is expected to pick up all the additional salary costs plus increased benefit and in the second year pension costs for the RS/MPH position (which currently offers no benefits). She suggested that increased benefit costs of \$27,340 should be shared, since they are based on total hours worked--not just Killingworth hours.

Mike Stehney asked about keeping our current part-time structure when Paul retires and hiring a part-time MPH, RS. Several committee members cited comments by both the CT River Area Health District and Westbrook Health Department that they were having difficulty hiring part-time Registered Sanitarians. Comments from both departments were that Registered Sanitarians were seeking full-time positions with benefits.

Paul explained that whatever we do, all steps need to be completed by May 31st.

Per Capita- Killingworth's current per capita for public health services is \$7.12. The proposed \$72,230 contracted services budget has a per capita of \$9.15. This represents a 29% increase in per capita costs.

Paul stated that while this proposal provides adequate resources, the difficulty is the increased cost. He noted that the Westbrook per capita is still less than the \$11.40 proposed by the CT River Area Health District. He added that if Cathy's proposal to share benefit costs were considered, then the per capita drops to \$7.02.

Services - Westbrook provided a bulleted list of 18 public health services it currently provides and would provide to Killingworth under a contractual arrangement. Natalie Drew asked if there was anything missing from the list. Paul commented that this was one of the most complete list of local public health department services he has ever reviewed.

First Selectman Update - Policies & Plans Supporting Individual/Community Health- Update on Other Public Health Services Options- Cathy lino reported that Madison and Guilford have indicated an interest. Paul sent an email to both health departments to further explore their interest. Paul noted that both towns have submitted letters of intent to the state health department for the \$15,000 grants to join/form a health district. It is not clear whether the towns are considering forming a new health district or joining an existing health district. Cathy added that digitizing public health records will make a proposal more attractive. She noted that Madison has made strides in this area.

Health Director Update -Paul reported that Cathy lino, Natalie Drew, and Ernest Pizzuto were reappointed for three year terms to the Public Health Agency.

Diagnose & Investigate Health Problems/Hazards- Radon Kits- Paul reported that of the 45 radon kits, only 10 have been distributed to date. He said that he no longer gets results from the kits. Radon results only go to the state. This means that the radon mapping project started this year will not be continued.

Town Hall Well - Paul coordinated sampling of the Town Hall well for volatile organic compounds. This was necessary after receiving notification of the removal of leaking underground fuel tanks at the adjacent property. Test results were negative.

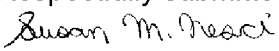
Mobilize Community Partnerships to Solve Health Problems- Flu Clinic- Paul and Betty Dennis as a member of the CERT team participated in a flu clinic. The CT River Area Health District organized the flu clinic as a emergency preparedness drill to test capabilities for a mass vaccination scenario.

Elections -Chair Natalie Drew added that elections for Chair and Secretary needed to be added to the December agenda.

MOTION: Cathy lino moved and Robin Duffield seconded a motion to nominate Natalie Drew as Chair and Sue Nesci as Secretary. There were no additional nominations from the floor. .
Voting in favor: Betty Dennis, Natalie Ortoli Drew, Robin Duffield, Cathy lino, Sue Nesci, Ernest Pizzuto, and Mike Stehney; Opposed: 0; Abstentions :0. The motion carried 7:0:0

MOTION: Ernest Pizzuto moved and Robin Duffield seconded a motion to adjourn. Voting in favor: Betty Dennis, Natalie Ortoli Drew, Robin Duffield, Cathy lino, 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 8:15 pm. The next meeting will be January 9, 2019.

Respectfully submitted,

Susan M. Nesci
Sue Nesci, Secretary