

## NDDH Board of Directors Meeting Minutes

Date: June 11, 2015 – 3:00 PM

Location: NDDH Conference Room  
69 South Main Street, Unit 4  
Brooklyn, CT 06234

Present: Patrick McCormack, Brooklyn; Luther Thurlow, Canterbury; Elaine Lippke, Borough of Danielson; Arvind Shaw, Eastford; Robert Grindle, Hampton; Jonathan Cesolini, Killingly; Tammy Wakefield, Killingly; Robert Kerr, Plainfield; Earl Semmelrock, Pomfret; Jay Sinha, Putnam; Neil Cook, Sterling; Nathan Swift, Union; H. Douglas Porter, Woodstock

Excused: Don Gladding, Plainfield

Absent: Paul Lenky, Thompson

Staff Present: Susan Starkey, Director of Health; Bethany Desjardin, Finance Manager; Elizabeth Suggs, Executive Administrative Assistant

Chairperson Patrick McCormack called the meeting to order at 3:01 pm.

Roll call was taken.

Audience of Citizens: None

### Minutes:

April 9, 2015

Jay Sinha made a motion to accept the minutes.

Nate Swift seconded the motion.

Motion carried.

### Communications:

None

### Management Reports:

#### Finance Report – Bethany Desjardin

General Budget Financial Statements for the period ending April 30, 2015 were distributed with the Board packet.

#### Director Report – Susan Starkey

The Director of Health report was distributed with the Board packet. Sue reviewed all of the projects and accomplishments of the past year, include cost saving measures, grants and community partnerships. She discussed her operational objectives, strategic work plan for 2016-2019 and asked the Board to work with her on a strategic plan at the September meeting. She stressed that the Board needs to make decisions about the trade-off between the cost and the quality or quantity of programs.

## Committee Reports:

Personnel Committee – The Committee has not met since the last Board meeting.

Finance Committee – The Committee met prior to the Board meeting. The revised fee schedule was distributed for review. This revised schedule will add \$14,832 to the budget. This income is already included in the budget approved by the Board in April. Doug moved to approve the revised fee schedule.

Motion seconded by Nate Swift.

Motion passed.

There is not an existing policy regarding budget variances. The Committee has made a decision to bring any budget line item variances in excess of \$500 before the Board for approval.

Doug proposed to make the following adjustments:

Payroll: \$90K

Payroll/Overtime: \$749

Health/Life Insurance: \$18K

Pension: \$1K

Consulting: \$2,522

Gas, Electric and Water: \$1400

Computer Maintenance: \$3K

Doug made a motion to make the transfers recommended by the Finance Committee. Seconded by Rob Kerr.

Motion passed.

Union Negotiation Committee – Elaine reported that the Committee had their first meeting with the Union. They are scheduled to meet with them again, following the Board meeting.

## Old Business:

None

## New Business:

Dr. Murray Buttner has agreed to continue to serve as Medical Director.

Doug moved to appoint Dr. Buttner as Medical Advisor.

Seconded by Jon Cesolini.

Motion passed, Dr. Buttner appointed.

Executive Session was called at 3:45 pm, ending at 4:57 pm.

Doug Porter made a motion to conduct a Board survey of the direction of the agency, to be delivered to the Personnel Committee.

Seconded by Rob Kerr.

Motion passed.

The Board welcomed Tammy Wakefield as the Chairperson and thanked Patrick for his service on the Board.

Nominating Committee:

Doug Porter was selected by the Board Chairperson.

Tammy Wakefield and Luther Thurlow were selected by the Board.

Bob Grindle was appointed to the By-Laws Committee to replace Tammy Wakefield.

Adjournment:

Motion made by Neil Cook, seconded by Tammy Wakefield.

Meeting adjourned at 5:09 p.m.