

NDDH Board of Directors Meeting Minutes

Date: June 12, 2014 – 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; Terry Cote, Eastford (Alternate); Robert Grindle, Hampton; Tammy Wakefield, Killingly; Don Gladding, Plainfield; Rob Kerr, Plainfield; Earl Semmelrock, Pomfret; Jay Sinha, Putnam; Neil Cook, Sterling; Paul Lenky, Thompson; Nathan Swift, Union; H. Douglas Porter, Woodstock

Absent: Arvind Shaw, Eastford; Jonathan Cessolini, Killingly

Staff Present: Susan Starkey, Director of Health; Orla McKiernan-Raftery, Finance Manager; Elizabeth Suggs, Executive Administrative Assistant

Medical Advisor: Murray Buttner

Chairperson Patrick McCormack called the meeting to order at 3:06 pm.

Roll call was taken.

Audience of Citizens: None

Minutes:

April 10, 2014

Neil Cook made a motion to accept the minutes.

Elaine Lippke seconded the motion.

Terry Cote abstained.

Motion carried.

Communications:

Communications were read by the Chairperson.

Management Reports:

Management Reports:

Finance Report - Orla McKiernan-Raftery

The Finance Manager reviewed the following reports distributed to the board in advance of the meeting:

NDDH Financial Reports for the period ending April 30th, 2014.

NDDH Financial Reports for the period ending May 31st, 2014.

Director Report – Susan Starkey

The Director of Health and Environmental reports were distributed with the Board packet. Food inspections are down this quarter due to increases in other areas such as septic, lead, and complaints. A per diem worker has been brought in to assist with food inspections. A per diem worker has also been brought in to assist with complaints and lead cases. NDDH is working to schedule a meeting with Assistant State's Attorney Judith Dicine to discuss open lead and housing cases. The CTG grant was ended early; planned activities for the funds were moved up. A consultant from Conn-OSHA was brought in to assess NDDH and determine if there are any deficiencies. Information from the Health and Safety Manual will need to be presented in a manner which conforms to OSHA requirements and 2 additional trainings will need to be added. Sue would like to request a Public Health Services Committee to explore the services that we provide, should be providing and the level of quality for the services that we are providing.

Committee Reports:

Finance Committee – The Committee met prior to the meeting. \$5,000 was budgeted to address the HVAC balancing. After reviewing the 4 quotes, it was determined that additional funds would be necessary. The most reasonable quote was approximately \$7,800, which included rebuilding ductwork to improve air flow. The Committee made a motion to approve adding \$4,000 to that line item to cover the work, should it be completed, and to do further research to determine if that repair is the best approach. Doug made a motion to approve adding \$4,000 to building maintenance from the reserves.

Motion seconded by Don Gladding.

Motion carried.

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

Old Business:

None

New Business:

Appointment of Medical Advisor:

Doug moved to appoint Dr. Buttner

Seconded by Jay Sinha

Appointment of Nominating Committee:

Chairman Patrick McCormack nominated Elaine Lippke.

Jay Sinha and Robert Grindle were selected by the Board.

Elaine Lippke moved to approve the slate as presented.

Seconded by Nate Swift.

Motion carried.

Establishment of Public Health Services Committee:

Elaine moved to establish the committee.

Seconded by Tammy Wakefield.

Committee members will be determined at a later date.

Adjournment:

Motion made by Neil Cook, seconded by Tammy Wakefield.

Meeting adjourned at 3:41 p.m.

Respectfully Submitted,

Elizabeth Suggs

Executive Administrative Assistant