

NDDH Board of Directors Meeting Minutes

Date: September 11, 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; Arvind Shaw, Eastford; Robert Grindle, Hampton; Tammy Wakefield, Killingly; Don Gladding, Plainfield; Rob Kerr, Plainfield; Earl Semmelrock, Pomfret; Neil Cook, Sterling; Nathan Swift, Union; H. Douglas Porter, Woodstock

Excused: Jay Sinha, Putnam; Paul Lenky, Thompson

Absent: Jonathan Cessolini, Killingly

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

Public Present: Joyce Ricci, Killingly Alternate (pending appointment letter)

Chairperson Patrick McCormack called the meeting to order at 3:10 pm.

Roll call was taken.

Audience of Citizens: None

Minutes:

June 12, 2014

Nate Swift made a motion to accept the minutes.

Rob Kerr seconded the motion.

Arvind Shaw abstained.

Motion carried.

Communications:

None

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 June 30, 2014.

NDDH Financial Reports for the period ending July 31, 2014.

Director Report – Susan Starkey

The Director of Health and Environmental reports were distributed with the Board packet. Brooklyn and Woodstock Fair numbers were consistent. There were lots of problems with some vendors, and the issues have been discussed with fair administration. We are working together to put steps in place to address these issues. An Environmental Health Specialist was brought on; Secretary/Receptionist Jody Aubin has been promoted to the position and will assist the sanitarians with paperwork and also with inspections that do not require specialized knowledge or certifications. There will be a follow up meeting scheduled with the Personnel and Finance Committees to finalize the earned time policy and to discuss the status of the Finance Manager position.

Committee Reports:

Nominating Committee – Elaine Lippke presented the Slate of Officers that have been nominated for the 2014-2015 year:

Patrick McCormack, Chairperson
Tammy Wakefield, Vice Chairperson
Doug Porter, Chair of Finance
Susan Starkey, Secretary

Finance Committee – The Committee met prior to the meeting. A review of vacation accruals has shown that the current vacation reserve is inadequate.

Earl Semmelrock made a motion to approve increasing the vacation reserve from \$15K to \$25K.

Motion seconded by Don Gladding.

Motion carried.

Personnel Committee – After reviewing the statutes, it has been determined that the Director of Health evaluation for will be distributed at the November meeting.

Old Business:

None

New Business:

Vote to approve the Slate of Officers:

Elaine Lippke moved to accept the slate as presented.

Seconded by Bob Grindle.

Motion carried, Officers are appointed effective immediately.

Committee and Advisory Appointments:
No members resigned their positions.
Rob Kerr volunteered to serve on the Union Negotiation Committee.

Adjournment:
Motion made by Tammy Wakefield, seconded by Elaine Lippke.
Meeting adjourned at 3:47 p.m.

Respectfully Submitted,

Elizabeth Suggs
Executive Administrative Assistant