

NDDH Board of Directors Meeting Minutes

Date: April 14, 2016 – 3:00 PM

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

Present: Luther Thurlow, Canterbury; Elaine Lippke, Borough of Danielson; Terry Cote, Eastford (Alt); Tammy Wakefield, Killingly; Don Gladding, Plainfield; Robert Kerr, Plainfield; Jay Sinha, Putnam; Lana Salisbury, Sterling; Orla McKiernan-Rafferty, Thompson(Alt); Nathan Swift, Union; H. Douglas Porter, Woodstock; Susan Starkey, Director of Health

Excused: Arvind Shaw, Eastford; Robert Grindle, Hampton; Jonathan Cesolini, Killingly; Earl Semmelrock, Pomfret; Delpha Very, Thompson

Also Present: Donna Smith, Selectman, Town of Pomfret

The public hearing for the FY 2017 Budget was opened at 3:02 pm.

The public hearing was closed at 3:05 pm.

1. Roll Call
2. Audience of Citizens (Opportunity for Public/Staff Participation)
 - A. Presentation: NDDH Coordinated Health Services
Linda Colangelo, Education and Communications Coordinator
Nancy Beaudry, Public Health Nurse
Jody Aubin, Environmental Health Specialist
3. Minutes: January 14, 2016
January 14, 2016
Motion made by Jay Sinha to accept the minutes as presented.
Motion seconded by Don Gladding.
All in favor, none opposed, 1 abstention
4. Communications
 - A. Appointment Letter – L. Salisbury
5. Finance Manager Report
6. Director of Health Report
 - A. Strategic Plan Update
Sue requested changing the target date for Goal 4, Objective 2 from April 2016 to September 2017. There was no opposition from the Board.
 - B. Approval for fact finding regarding expansion of the District
The Board agreed that we should continue to explore expanding the District and report back in June.

7. Report of Officers
 - A. Pre-approved budget revision to address staff shortage
Doug Porter moved to approve temporary staffing during sick leave.
Motion seconded by Don Gladding.
All in favor, none opposed, no abstentions.
 - B. Meeting with DPH Office of Local Health
The meeting was rescheduled for May 2nd at 1:30 pm.
 - C. Grievance Hearing
The issues were dealt with, mediation is ongoing.

8. Committee Reports
 - A. Personnel Committee
 - B. Finance Committee
 1. Vote on Proposed FY 2017 Budget
Elaine Lippke moved to accept the budget as presented.
Seconded by Don Gladding.
All in favor, none opposed, no abstentions.

 2. Vote on Proposed Fee Schedule, effective July 1, 2016
Doug moved to approve the fee schedule as presented.
Motion seconded by Nate Swift.
All in favor, none opposed, no abstentions.

Nate Swift moved to uphold the late and penalty fee policy.
Motion seconded by Doug Porter.
All in favor, none opposed, no abstentions.
 - C. By-Laws Committee – The Committee will meet on May 14th at 3 pm.
 - D. Quality Improvement Committee – April 26th meeting to be rescheduled.
 - E. Food Service Advisory Committee – The Committee will meet on May 9th at 9:30 am.
 - F. Building and Trade Advisory Committee – The Committee met on March 17th. There were no complaints regarding the proposed fees. There was an interest in online billing. NDDH was complimented for excellent service. Group suggestions included requiring complete applications, limiting document search efforts and billing for consultation services.

9. Old Business

10. New Business

11. Adjournment
Motion made by Jay Sinha, seconded by Elaine Lippke.
Meeting adjourned at 4:28 pm.