

NDDH Board of Directors Meeting Minutes (Draft/Amended)

Date: June 9, 2016 – 3:00 PM

Location: Northeast District Department of Health  
69 South Main Street Unit 4  
Brooklyn, CT 06234

Present: Luther Thurlow, Canterbury; Elaine Lippke, Borough of Danielson; Arvind Shaw, Eastford; Robert Grindle, Hampton; Tammy Wakefield, Killingly; Don Gladding, Plainfield; Robert Kerr, Plainfield; Jay Sinha, Putnam; Delpha Very, Thompson; Nathan Swift, Union; H. Douglas Porter, Woodstock; Susan Starkey, Director of Health

Excused: Earl Semmelrock, Pomfret; Lana Salisbury, Sterling

Absent: Rick Ives, Brooklyn; Jonathan Cesolini, Killingly

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

Also Present: Donna Smith, Selectman, Town of Pomfret

Chairperson Tammy Wakefield called the meeting to order at 3:00 pm.

1. Roll Call
2. Audience of Citizens (Opportunity for Public/Staff Participation)
3. Minutes – April 14, 2016\*
  - Motion made by Nate Swift to accept the minutes.
  - Motion seconded by Jay Sinha.
  - Amendments:
    - Sue requested “...from April 2016 to April 2017” be changed to “...from April 2016 to September 2017”
    - Doug requested that the line “There was not...the department.” be stricken.
  - 9 in favor, none opposed, 3 abstentions
4. Communications
  - Email from J. Pillo, Eastern CT Conservation District
5. Finance Manager Report
6. Director of Health Report
  - A. Strategic Plan Update
7. Report of Officers
8. Committee Reports
  - A. Finance Committee
    - Doug moved to approve 3 line items transfers:
      - Allocated reserve funds to Facility Maintenance
      - \$21K from the Health Insurance Deductible Fund: \$19K to the Health/Life Insurance account and \$2K to the Workman’s Comp account.
      - \$27K from expired MRC grant funding to Payroll to offset projected \$58K overage, overexpending the account for the balance.
    - Seconded by Don Gladding.
    - All in favor, none opposed, no abstentions

The monthly premium payment for the union medical and life insurance regularly exceeds \$5K. The Committee recommended pre-approving the routine payment of the monthly union medical and life insurance premium check, for an amount up to \$7K. Doug made a motion to approve the recommendation.  
Seconded by Nate Swift.  
All in favor, none opposed, no abstentions

B. Personnel Committee

Committee recommended that Earned Time Off begin accruing 90 days after hire for new employees hired after June 8, 2016.

Bob Grindle moved to accept the recommendation.

Seconded by Arvind Shaw.

All in favor, none opposed, no abstentions

C. Food Service Advisory Committee

9. Old Business

A. Report on district expansion investigation

Windham is not expected to make any changes at this time.

10. New Business

A. Appointment of Medical Advisor\*

Dr. Buttner agreed to continue to serve as Medical Advisor until he leaves the area. His departure is anticipated to occur within 3-9 months.

Jay Sinha made a motion to accept Dr. Buttner as Medical Advisor.

Seconded by Don Gladding.

All in favor, none opposed, no abstentions

B. Committee appointments

1. Appointment of Members for Nominating Committee\*

Rob Kerr, Don Gladding and Luther Thurlow were selected to serve on the Nominating Committee.

Board of Health surveys will be distributed. Surveys to be collected and reviewed by Survey Review Committee.

11. There was a discussion regarding the salary vs. hourly status of the Health Education and Communications Coordinator. The Director reported that the employee is classified as exempt administrative, based on legal advice.

12. Adjournment

Motion made by Elaine Lippke, seconded by Don Gladding.

Meeting adjourned at 4:53 pm.

Respectfully submitted,

*Elizabeth Suggs*

Elizabeth Suggs  
Executive Administrative Assistant