

## NDDH Board of Directors Meeting Minutes

Date: June 14, 2018 – 3:00 PM

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

The meeting was called to order at 3:00 p.m. by Chair, Tammy Wakefield.

### **NDDH BOH Meeting / Acceptance of Agenda**

1. Roll Call Present: Robert Kelleher, Brooklyn; Luther Thurlow, Canterbury; Elaine Lippke, Borough of Danielson; Heidi Clifford, Alt. Borough of Danielson; Arvind Shaw, Eastford; Robert Grindle, Hampton; David Griffiths, Killingly; Tammy Wakefield, Killingly; Don Gladding, Plainfield, Robert Kerr, Plainfield; Lana Salisbury, Sterling; Delpha Very, Thompson; Heidi Clifford, Alternate Danielson; Norman Seney, Jr., Mayor Putnam; Orla McKiernan-Raftery, Alternate Thompson (left at 3:45 p.m.).

Donna Grant, Pomfret, arrived at approximately 3:13 p.m. (after the first two votes). There was no representation from Union or from Woodstock (Nathan Swift, Union, was absent; Gail Dickenson, Woodstock, was excused).

Staff Present: Susan Starkey, Director of Health; Melissa Nichols, Finance Manager; Lynette Swanson, Senior Sanitarian.

2. Audience of Citizens (Opportunity for Public/Staff Participation) There was no Citizen Participation.

3. Minutes: April 12, 2018

Motion was made by R. Kerr to approve the Minutes of the April 12, 2018 meeting. Second by D. Gladding. No corrections/changes were noted. Motion carried (11-0-1). N. Seney abstained.

Motion was made by D. Griffiths to approve the Minutes of the Special Board Meeting of April 27, 2018. Second by R. Grindle. No corrections/changes were noted. Motion carried (10-0-2). N. Seney and E. Lippke abstained.

### **4. Communications**

A. Jay Sinha resigned as the Representative for Putnam (e-mail) leaving a vacancy for a Regular Member.

Other Communications noted by Ms. Wakefield included the following:

- Letter from the Town of Thompson appointing Orla McKiernan-Raftery as an Alternate Member.
- Letter from the Borough of Danielson appointing Elaine Lippke as its Representative.
- Letter from the Town of Eastford regarding Arvind Shaw's term and also regarding a change in their Alternate Member (name not mentioned).
- Letter from Union regarding Nathan Swift's term as well as appointing an Alternate Member, David Heck.

5. Finance Manager Report Melissa Nichols reported on the financials through May 2018 (included in the packets to Board Members). She noted that NDDH is doing very well staying on budget. □

- Income – 90 percent of the budget as of the end of May.
- Expenses – 91 percent of the budget as of the end of May.
- There was a previous adjustment made due to the Professional Liability Insurance which was above what was anticipated in the budget.
- Still at 43 percent of the Fiscal Year 2018 Annual Budget in the Reserve.

There was discussion and Ms. Nichols answered questions from the Board Members.

- Does the new vehicle have the capacity to tow the trailer? It does not. It is hoped to buy the vehicle that will be able to tow the trailer in fiscal year 2019.
- Considered program cars? The Finance Committee has looked at all of the options.

#### 6. Director of Health Report

Issues Report and Strategic Plan (sent in Board packet) were reviewed. Additional ideas discussed were early & late shifts, obtaining customer feedback, experiment over summer, safety/security, other health departments and the reminder that NDDH services are available 24/7.

#### 7. Report of Officers

Board Chair, T. Wakefield and D. Griffiths stated that they had no reports.

#### 8. Committee Reports

A. Personnel Committee – D. Griffiths and E. Lippke reported: A. Leave-Time Policies There was discussion regarding the following Policy Proposal:

- Effective June 15, 2018, ETO Policy is terminated
- Employees hired after June 15, 2018 will not earn Floating Holiday Time-Off.

Per Committee Chair the Personnel Committee had not voted on this. Finance Chair explained that it makes good fiscal sense, but had not voted on it. Personnel and Finance Committees will meet to make a decision before new people are hired.

There was discussion regarding the difference between Earned Time Off (ETO) and Accrued Time Off (ATO) and the need to have a policy in place before new people are hired. The union has, and up until 2014, everyone had Vacation, Sick, Floating and Personal time. In 2014, the Board came up with a new ETO policy where new employees got 25 days off per year. It went back to the Personnel Committee which came up with the ATO policy which would apply to all non-union staff and went back to splitting out Sick Time (hoping that people wouldn't use it if they weren't sick). The ATO policy recommendation went from the Personnel Committee to the Finance Committee in January 2016. There is a need to come up with a clear policy. Discussion ensued:

- (Old Policy) - 10 Vacation days; 12 Sick days; 3 Floating; 3 Personal (28 days for the first year).
- ETO (Current Policy) – 25 days for the first year.
- NDDH Leadership Team suggested going back to the Old Policy, but getting rid of the 3 Floating days, for a total of 25 days for new hires, not current staff (because there isn't enough money to pay the staff the salary increase that was supposed to be commensurate with the increased work). There are currently two people on ETO and one of them is leaving on August 3rd. The person that remains is agreeable to switching to the proposed policy. This applies only to non-union employees. Staff start earning vacation time right away and are eligible to take it after six months. Vacation time maximum after 10th year (earning four weeks). Vacation time can accrue up to 120 hours, Sick time can accrue up to 480 hours, Personal time (3 days) must be used by Anniversary date each year, and Floating days must be used before July 1st each year.

It was suggested to allow the Personnel Committee more time. Discussion continued and the Finance Committee and Personnel Committee were in agreement that they are on the same page regarding this issue.

It was suggested that, from a budget perspective, Vacation time should also be “use it or lose it” because people should be taking a break. If it is allowed to accrue, people are inclined to let it build up which results in them being less productive. Suggestion that sick time be paid out at a percentage. It was explained that sick time would not be paid out under the proposed policy and that the Vacation accrual has not been being abused. Capping vacation payout at less than three weeks will impact morale. The Personnel Committee had voted on that proposal in the Personnel Sub-Committee and it had passed. There was discussion regarding the three Floating days and a suggestion for 4 Personal days and to get rid of the Floating days.

Motion was made by A. Shaw that, effective June 15, 2018, vacation (and ETO) payout upon termination will be paid to a maximum of 120 hours (pro-rated if scheduled for less than 40 hours per week) if employee provides and works through a two-week notice. Second by D. Grant. Motion carried unanimously (13-0-0).

B. Finance Committee - Chair, Elaine Lippke reported:

i. Simple Transfer of Ownership Fee and fee amount \$80 The Committee met on June 11th and reviewed the May budget. A new vehicle had been purchased. Discussed the Simple Transfer of Ownership Form (copies were provided in the packets to the Board Members) and the Fee. The Finance Committee recommends that both the Policy and the \$80.00 Fee be adopted.

Motion was made by N. Seney to adopt both the Food Service Establishment Simple Transfer of Ownership Form/Policy and the \$80.00 Fee. Second by D. Griffiths. Motion carried unanimously (13-0-0).

ii. Vacation Time Buy-Back Ms. Lippke explained that there is a person out on short-term disability (a savings of about \$9,000 to \$10,000). It is the recommendation of the Finance Committee to use that

money to buy back some unused Vacation time, from people who are eligible, to get everyone down to a 160-hour maximum level. This is a one-time buy-back.

This would allow people to use their Vacation time in June before losing it. They will be working while short staffed so departmental goals can be achieved.

Motion was made by D. Grant to use the money saved due to an employee being out on short-term disability (\$9,000 to \$10,000) to buy back some unused Vacation time, from people who are eligible, to get everyone down to a 160hour maximum level of accrued vacation time/ETO. Second by R. Grindle. Discussion: It was recommended that people who are buying their Vacation time and working instead are encouraged to take time off. There was a suggestion that there be enough people to do the work so that people can take vacations. Mr. Shaw stated that an observation that had been made by the Personnel Committee is that there is currently a deficit of \$32,000 and that the deficit could be reduced by one-third instead of buying back the vacation time. Ms. Lippke commented that with the new policy, they hope to go forward and not have these issues. Per the Finance Manager, Vacation reserve currently has \$25,000 in it. She keeps track of when a line item changes the total budget figure. She explained that she expects to the roughly \$13,000 in the black when all of the expected money comes in.

Motion carried (12-1-0). A. Shaw was opposed.

Concern was voiced regarding the amount of Vacation time that is getting built up because people are not able to take Vacation time off. Management needs to look at priorities, duties, or the need for another person. One opinion was to have a finite cap on carry over or to payout just a percentage. Ms. Starkey commented that Staff has been discussing priorities and workloads.

#### C. Quality Improvement Committee

Reviewed two Documents that the QI Committee reviewed at its last meeting (copies included in packets to Board Members).

##### i. Board Member Roles and Responsibilities

- NDDH Board Member Recruitment and Selection Guidelines. A tool to help town officials to select a representative and gives an opportunity to go over responsibilities with the designee to be sure they know what they are getting into and to know whether it is a good fit.
- Roles and Responsibilities of NDDH Board Members. A breakdown of definitive responsibilities.

Topics to be discussed at the next meeting of the QI Committee: Responsible Fiscal Management, Ensure A Qualified Workforce, Ensure Delivery of the Ten Essential Services.

It was suggested that term limits (Chair and Vice Chair) be discussed by Q.I. under By-Laws. It has been discussed and will be brought up to the Board. Once this document is completed, they will compile all of the recommendations/changes to the By-Laws Committee for review.

A lot of what was learned from the Board Survey was incorporated in the Roles & Responsibilities document.

#### D. Nominating Committee Appointments

Ms. Wakefield stated that two volunteers are needed in addition to herself to find people who would like to be the Board Chair and Vice Chair. R. Kerr and L. Salisbury volunteered.

T. Wakefield asked for those in favor of L. Salisbury, R. Kerr and herself working together as the Nominating Committee. This was not a formal motion and there was no second. All were on favor (13-0-0).

#### 9. Old Business [Scriveners Error – Should be Items A and B] B. Bank Signatories

E. Lippke and D. Griffiths need to sign the forms.

#### C. Other

- Discussion regarding a video for town leaders or report provided on the website.
- Updated food service inspections. There are two full weeks left of inspections. Discussion regarding refrigeration temperatures. Sometimes, after it hasn't been opened for a while, the food freezes and must be thrown out. Sometimes this happens with the older equipment that has trouble maintaining at 41 degrees. The older establishments will need to have their equipment upgraded. New policy for salons. Applications and fees are coming in and the inspection process will start on July 1st. Sixty-three, so far, have paid. Generations is celebrating its 35th Anniversary. Posters were provided regarding a fund raiser for those that are interested.

#### 10. New Business – None.

#### 11. Adjournment

Motion was made by D. Griffiths to adjourn at 4:40 p.m. Second by R. Kerr. Motion carried unanimously (13-0-0).

Respectfully submitted (DRAFT #2 as revised by Susan Starkey),

J.S. Perreault