



## Northeast District Department of Health

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NDDH Board of Directors Meeting Minutes: FINAL Approved November 10, 2016  
Date: September 8, 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, Danielson; Arvind Shaw, Eastford; David Griffiths, Killingly; Tammy Wakefield, Killingly; Donald Gladding, Plainfield; Robert Kerr, Plainfield; Donna Smith, Pomfret; Jay Sinha, Putnam; Lana Salisbury, Sterling; Delpha Very, Thompson; Nathan Swift, Union; Douglas Porter, Woodstock

Absent: Robert Grindle, Hampton

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

Chairperson Tammy Wakefield called the meeting to order at 3:06 pm.

1. Roll Call
2. Audience of Citizens (Opportunity for Public/Staff Participation)  
Presentation by Renee King and John Labelle regarding the proposed powerplant in Killingly.
3. Minutes – June 9, 2016\*  
Motion made by Rob Kerr to accept the minutes.  
Motion seconded by Don Gladding  
Delpha Very noted a lengthy discussion regarding salary vs. hourly status of health Education and Communications Coordinator at June meeting.

Doug Porter made a secondary motion to amend the minutes for June 9, 2016.  
Motion passed.  
Main motion to approve minutes passed.

4. Communications
  - A. Appointment letter – D. Smith, J. Baldwin, Town of Pomfret
  - B. Appointment letter – T. Wakefield, David Griffiths, Town of Killingly
5. Finance Manager Report
6. Director of Health Report
  - A. Brooklyn and Woodstock Fair Report
  - B. Strategic Plan Update
7. Report of Officers
8. Committee Reports
  - A. Nominating Committee
    1. Slate of Officers\*
      - Proposed Chair: Tammy Wakefield
      - Proposed Vice Chair: Arvind Shaw

Doug made a motion to accept the slate.  
Seconded by Nate Swift.  
Motion passed.

B. Finance Committee

To balance the budget, the Finance Committee recommended the following transfers:

- \$22,940 from Health Insurance Deductible to offset Health Insurance
- \$1,021 from Health Insurance Deductible to Workmans Comp
- \$168 from Pension to Workmans Comp
- \$104 from Pension to Medicare
- \$135 from Pension to Social Security match

- \$6 from Accountant to Attorney Consulting
- \$121 from Business Insurance to Vehicle Insurance
- \$1,628 from Vehicle Maintenance to Facility Management
- \$140 from Other Equipment to Facility Management
- \$2,923 from Computers to Facility Management

- \$5,599 from CTG to Payroll
- \$462 from BeWell to Payroll
- \$26,707 from MRC to Payroll

- \$300 from Office Equipment Rental to QFO/FAST
- \$72 from Office Equipment Rental to Miscellaneous

Doug made a motion to accept the Finance Committee's recommendation.  
Seconded by David Griffiths.  
Passed: All in favor, none opposed, no abstentions

The Finance Committee recommended changing the following account designations:

HVAC changed to Capital Plan  
Health Education 2, MRC Regional, Ebola and Housing Rehab changed to  
“assigned”.

Doug moved to accept the Finance Committee’s recommendations.  
Motion passed: All in favor, no abstentions.

The Finance Committee also recommended transferring expired grant funds from ACHIEVE and ACHIEVE Hope into HealthQuest.

Doug moved to transfer the funds.  
Seconded by Nate Swift.  
Passed: All in favor, no abstentions.

The Finance Committee also discussed the Complaint Investigator position. The Committee chose to end the position at the end of September and is continuing discussions regarding a clerical aide.

C. Personnel Committee

Report read by Nate Swift.  
Doug Porter moved to accept the report.  
Seconded by Donna Smith.  
Motion passed.

D. By-Laws Committee

Report read by Don Gladding.  
Luther moved to accept the report.  
Seconded by Nate Swift.  
Motion passed.

E. Quality Improvement Committee

Report read by Luther Thurlow.  
Don Gladding moved to accept the report.  
Seconded by Doug Porter.  
Motion passed.

F. Board Survey Review Committee

The Executive Committee will set a review date and invite other members to the review meeting.

9. Old Business

10. New Business

A. Appointment of Medical Advisor: Dr. Xeller\*

Doug made a motion to accept Dr. Xeller as Medical Advisor  
Seconded by David Griffiths  
All in favor, none opposed.  
Motion passed.

Motion made by Arvind to go into Executive Session to discuss a Personnel issue.  
Seconded by Luther.  
Executive Session began at 4:55 pm.  
Executive Session ended at 5:22 pm.

11. Adjournment

Motion to adjourn made by David Griffiths, seconded by Nate Swift.  
Meeting adjourned at 5:23 pm.

**AMENDMENT: Accepted November 10, 2016**

*Doug Porter made a secondary motion to amend the minutes for June 9, 2016. After lengthy discussion, the Board reconfirmed the June 9<sup>th</sup> direction from the Board to the Director of Health to make the Health Education and Communication Coordinator position exempt, that is a salary position.*

I have personally reviewed the tape for the June 9<sup>th</sup> and September 8<sup>th</sup> meetings. At the 1:29 minute point of the June 9<sup>th</sup> recording, there was a discussion of the Health Education and Communication Coordinator position. The Board gave the Director of Health a directive to immediately implement the change of the position from non-exempt (hourly) to exempt (salary) as approved in the budget recommended by the finance committee and approved by the Board.

At the 41:15 mark on the September 8<sup>th</sup> recording, the Board discussed and confirmed the mandate given to the Director of Health concerning this position.

Respectfully submitted,

*Elizabeth Suggs*

Elizabeth Suggs  
Executive Administrative Assistant