



Northeast District Department of Health

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NDDH QI Committee Minutes: November 12, 2018 DRAFT
Time: 2:00-3:30p.m. Location: NDDH, 69 South Main Street, Unit 4, Brooklyn, CT

1. Attendance: Elaine Lippke, Luther Thurlow, Sue Starkey. Excused: Delpha Very. Absent: Arvind Shaw
2. Minutes of the October 15, 2018 meeting. Luther Thurlow made and Elaine Lippke seconded a motion to accept the Minutes. Motion passed.
3. 2018 BOH Survey Update
 - a. The Board discussed the Survey and agreed that a retreat was needed. Plan is to hold it on a Saturday from 9 A.M. -1 P.M. Food will be needed. We will need a facilitator and must plan to pay for facilitation. Sue will look into this and bring back information about possible choices, cost and availability. UCONN and QVCC are possible sources.
 - b. The facilitator will be given background information including the possibility of structuring the meeting to address:
 - Objectives of the Board
 - What can you give or do as a Board member?
 - What do you need to be successful?
 - What does Board want to achieve?
 - Letting Board members get to know each other.
 - What do Board members and community want from the health department? Elaine suggested linking bankers to food service establishments so they can lend them money to buy updated equipment.
4. NDDH Quality Improvement Program: Board Responsibilities
The QI Plan in its current Draft form lists policies established and activities conducted by the Board to ensure quality NDDH services. There was some discussion about what is policy work and what is operations. It was suggested that this might be an area for discussion at the retreat. Sue explained that the Board is responsible for creating policies and the Director is responsible implementing those policies. Sue suggested that Committees review relevant policies and bring recommendations for revisions to the Board to be sure they are updated. This will also be a useful method to help Board members understand the work of the Board—in accordance with the suggestions seen in prior Board survey results. As an example, Sue provided a list of policies regarding Financial practices. The Board created the policies, the Director makes sure the staff comply with the policies and the Auditor provides an independent analysis of whether the policies are being followed. Sue pointed out that some policies are out-of-date—however, only the Board has the authority to change those policies. Sue will bring recommendation to the Finance committee for updates to the auditor list of policies. Sue suggested that Finance, Personnel and other committees look at current policies over the course of 2019 and bring recommendations for revisions to the Board.
5. 2019 Meetings: plan is to keep the same schedule of second Monday of the month from 2-3:30.
6. Meeting was adjourned at 3:30 P.M.