

NDDH Board of Directors Meeting Minutes – FINAL

Date: November 8, 2018 – 3:00 PM

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

This meeting was called to order at 3:02 PM by Chair, Tammy Wakefield

1. Roll Call

Present: Robert Kelleher, Brooklyn; Luther Thurlow, Canterbury; Elaine Lippke, Borough of Danielson; Heidi Clifford, Borough of Danielson; Robert Grindle, Hampton; David Griffiths, Killingly; Tammy Wakefield, Killingly; Donald Gladding, Plainfield; Robert Kerr, Plainfield; Barney Seney, Putnam; Lana Salisbury, Sterling; Delpha Very, Thompson; Nathan Swift, Union

There was no representation from Arvind Shaw, Eastford; Donna Grant, Pomfret; Gail Dickinson, Woodstock.

Staff Present: Melissa Nichols, Finance Manager; Anna Griggs, Administrative Assistant.

2. Audience of Citizens (Opportunity for Public/Staff Participation)

There was no Citizen Participation. The Board was introduced to NDDH's new public health nurse Janine Vose.

3. Minutes:

September 13, 2018

Motion was made by D. Griffiths to approve the Minutes of the September 13, 2018 meeting. Seconded by R. Kerr, with corrections to reflect N. Swift voting. R. Kelleher, L. Thurlow, E. Lippke, R. Grindle, T. Wakefield, D. Gladding, L. Salisbury, and N. Swift voted in favor, none opposed, B. Seney and D. Very abstained, motion passed.

4. Communications

- Letter from Tina McCarthy, Epidemiologist with CT DPH, stating that she is moving on to a new position and commending NDDH for its great work.

5. Financial Report – Motion was made to accept the FY2018 auditor's report, including budget revisions. Motion was made by D. Griffiths, seconded by D. Gladding. R. Kelleher, L. Thurlow, E. Lippke, R. Grindle, T. Wakefield, R. Kerr, B. Seney, L. Salisbury, D. Very, and N. Swift voted in favor, none opposed, none abstained, motion passed.

6. Director of Health's Report – Reports attached of summary of services, grants and contracts and 2018 update to the strategic plan. Lynette Swanson, senior sanitarian was present to give a brief summary of services and answer any Board questions.

7. Report of Officers – Committee member appointments. Motion was made to accept the draft slate of committee members for 2019. Motion was made by R. Kelleher, seconded by E. Lippke. L. Thurlow, R. Grindle, T. Wakefield, D. Griffiths, D. Gladding, R. Kerr, B. Seney, L. Salisbury, D. Very and N. Swift voted in favor, none opposed, none abstained, motion passed.
8. Report of Committees –
 - A. Finance Committee:
 9. Motion made to allocate committed acquisition of district vehicle funds (\$16,600) to the FY19 budget. Account line item vehicle \$10,000, telephone \$4,200 and data technology advancement \$2,400. Motion was made by D. Griffiths and seconded by B. Seney. R. Kelleher, E. Lippke, L. Thurlow, R. Grindle, T. Wakefield, D. Gladding, R. Kerr, L. Salisbury, D. Very and N. Swift voted in favor, none opposed, none abstained, motion passed.
 10. Motion made to transfer \$4,000 from the committed acquisition of district vehicle funds to the vehicle maintenance line item in FY19. Motion was made by B. Seney, seconded by D. Griffiths. R. Kelleher, E. Lippke, L. Thurlow, R. Grindle, T. Wakefield, D. Gladding, R. Kerr, L. Salisbury, D. Very and N. Swift voted in favor, none opposed, none abstained, motion passed.
 - B. Personnel Committee: None
 - C. Quality Improvement Committee:

BOH briefly went over 2018 BOH self-survey data. Discussion began about a potential Board retreat, and when that might take place.

D. By-Laws Committee:

Motion was made to accept the new By-Laws revisions, and change the language in the personnel policy to “may”. Motion was made by B. Seney, seconded by R. Grindle. D. Griffiths. R. Kelleher, E. Lippke, L. Thurlow, T. Wakefield, D. Gladding, R. Kerr, L. Salisbury, D. Very and N. Swift voted in favor, none opposed, none abstained, motion passed.

11. Old Business – None
12. New Business – None
13. Adjournment –
14. Motion was made by E. Lippke to adjourn at 4:25 PM. Seconded by D. Griffiths. R. Kelleher, L. Thurlow, R. Grindle, T. Wakefield, D. Gladding, R. Kerr, L. Salisbury, D. Very and N. Swift voted in favor, none opposed, none abstained, motion passed.