

NDDH Board of Directors Meeting Minutes

Date: January 8, 2015 – 3:00 PM

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

Present: Patrick McCormack, Brooklyn; John Tucker, Canterbury (Alt); Elaine Lippke, Borough of Danielson; Arvind Shaw, Eastford; Tammy Wakefield, Killingly; Don Gladding, Plainfield; Robert Kerr, Plainfield; Earl Semmelrock, Pomfret; Jay Sinha, Putnam; Neil Cook, Sterling; Nathan Swift, Union; H. Douglas Porter, Woodstock

Excused: Paul Lenky, Thompson

Absent: Robert Grindle, Hampton; Jonathan Cessolini, Killingly

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

Chairperson Patrick McCormack called the meeting to order at 3:06 pm.

Roll call was taken.

Audience of Citizens: None

Minutes:

November 13, 2014

Elaine Lippke made a motion to accept the minutes.

Don Gladding seconded the motion.

Doug Porter requested that “effective June 30, 2015” be added to follow “...and Chairperson” under Communications.

Motion carried.

Communications:

Town of Canterbury appointment letter for L. Thurlow and J. Tucker

Management Reports:

Finance Report – Bethany Desjardin

- General Budget Financial Statements for the period ending November, 2014 were distributed with the Board packet.

General Budget fiscal year through 12/31/2014

Revenue

- State and Town Funds:

Town *per Capita* invoices were distributed for second half of fiscal year 2014 and all funds have been received.

- Permit Revenues:

YTD is \$94.6K, just ahead of the of YTD budget amount of \$94.2K, up 3% on prior year. Categories most increased from last year include:

- New Soil Testing
- B100s
- Well Permits
- Plan reviews
- Food Service Permits

Expenses

YTD total is \$207.9K, \$11K over budget, \$59.8 more than last year.

- Benefits: YTD total is \$100K. Health is \$15K over budget.
- Total Expenses YTD of \$371K

Overall Net Surplus at month end of \$237K

Director Report – Susan Starkey

The Director of Health report was distributed with the Board packet. The department is down one Environmental Health Specialist. The position has been advertised and several resumes received, with 2 being minimally qualified. The department received funding from DPH to promote Family Health History Month; a label with links and information was affixed to the packs of tissues that were distributed at the Holiday Dazzle Light parade. January is Radon Awareness Month; the department has test devices available which were provided by DPH, free of charge. NDDH hosted a housing conference that was well attended by representatives from a variety of agencies. A new housing prosecutor has been assigned to the area. A Housing Rehabilitation Specialist has been brought on and begun work. In addition to working with the town of Killingly, he will also be working for the town of Mansfield until a replacement can be found. Sue would like to bring back some of the Advisory Committees, such as Food Service and Building and Trade.

Committee Reports:

Personnel Committee – The Committee met to review and discuss Paid Time Off policies, as well as to complete the review of the Director of Health evaluation. Overall, it was a positive evaluation and the Committee recommends an increase to the Director's salary.

Finance Committee – The Committee met prior to the Board meeting. The town per capita estimate was discussed. It is the recommendation of the Committee that we expect *per Capita* may increase by up to 3%.

Doug moved to send a letter to the First Selectmen indicating that we anticipate our *per Capita* to increase by up to 3%.

Motion seconded by Neil Cook.

Discussion followed.

9 in favor, 3 opposed

Motion passed.

Section 10 of the NDDH By-Laws require the annual appointment of a CPA at the January meeting. Due to time constraints during the Committee meeting, the issue was not discussed. Doug proposed moving the appointment of the CPA to the April meeting.

The Committee reviewed the recommendation from the Personnel Committee regarding an adjustment to the Director of Health's salary.

Doug moved to increase the Director's salary by \$7K.

Seconded by Elaine.

Increase approved.

Old Business:

None

New Business:

Members of the Board noted the large Board packets and requested a summary of larger documents, such as the financial reports.

Adjournment:

Motion made by Nate Swift, seconded by Jay Sinha.

Meeting adjourned at 3:51 p.m.

Respectfully Submitted,

Elizabeth Suggs

Executive Administrative Assistant