

NDDH Board of Directors Meeting Minutes

Date: January 9, 2014 – 3:00 PM

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

Present: Patrick McCormack, Brooklyn; Luther Thurlow, Canterbury; Elaine Lippke, Borough of Danielson; Robert Grindle, Hampton; Jonathan Cessolini, Killingly; Don Gladding, Plainfield; Jay Sinha, Putnam; Neil Cook, Sterling; Nathan Swift, Union; H. Douglas Porter, Woodstock

Absent: Arvind Shaw, Eastford; Tammy Wakefield, Killingly; Robert Kerr, Plainfield; Lawrence Groh, Thompson

Staff Present: Susan Starkey, Director of Health; Orla McKiernan-Raftery, Finance Manager; Elizabeth Suggs, Executive Administrative Assistant

Medical Advisor: Douglas Waite

Chairperson Patrick McCormack called the meeting to order at 3:07 pm.

Roll call was taken.

Audience of Citizens: None

Minutes:

November 14, 2013

Neil Cook made a motion to accept the minutes.

Elaine Lippke seconded the motion.

Luther Thurlow abstained.

Motion carried.

Communications:

Resignation of Dr. Douglas Waite as Medical Advisor

Letter from Town of Killingly appointing J. Cessolini as representative

Management Reports:

Finance Report - Orla McKiernan-Raftery

- General Budget Financial Statements for the period ending November, 2013 were distributed with the Board packet.
- General Budget Financial statements for quarters 1 and 2 through December 31, 2013 were distributed after the board packet and in advance of the board meeting.

General Budget fiscal year through 12/31/2013

Income

- Total received to date is \$683,685
- Permit Revenues:
 - YTD is \$166 K, 23% higher than previous year.
 - Food service permits YTD are \$106 K and 29% higher than previous year.

Expenses

- Payroll & Benefits Expenses:
 - Payroll total is \$196K, \$28K higher than prior year due to 3 payroll periods in January.
 - Benefits total is \$70K. Health is \$4.5K higher than prior year for the same reason.
- Total Expenses YTD of \$344,845

Net surplus income of \$338,840.

Director Report – Susan Starkey

The Director of Health report was distributed with the Board packet. The orientation reception was held and representatives from many towns attended. Sue will be contacting each of towns to meet with them individually.

Potential candidates for Interim Medical Advisor have been contacted.

Complaints regarding the late fee have been received from several customers.

Complaints and requests for fees to be waived should be forwarded to the Board, not the individual Board members. State law does not dictate that Board members have to provide contact information to the public.

Progress has been made on the document management system; the old files have been converted and will soon be uploaded to the new system.

Creation of a strategic plan is under way; a documented plan will be presented at the April meeting.

Committee Reports:

Personnel Committee – The Committee met and tabulated the Director of Health surveys. All of the responses cast the Director in a favorable light. A formal report of the review will follow.

Finance Committee – The Committee met prior to the Board meeting. 3 accounts have been over-expended by a small amount and a transfer from one account to cover the over-expenditures was recommended. The Committee recommends transferring a total of \$1400 to the Environmental, Business Owners Insurance and Advertising accounts from “Other Consulting”.

Elaine Lippke made a motion to transfer the funds, seconded by Earl Semmelrock. Transfer approved.

The proposed town per capita was discussed.

Doug moved to approve flat per capita, keeping it at a rate of \$4.08 and sending a letter to the member towns.

Motion seconded by Luther Thurlow.

Motion passed.

After a review of the Director of Health's salary, the Committee recommended increasing her salary by \$7,000.00.

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

Seconded by Elaine.

Increase approved.

Section 10 of the NDDH By-Laws require the annual appointment of a CPA at the January meeting. Our current CPA is in the last year of a 3 year contract.

Doug moved to continue with our contracted CPA.

Jay Sinha seconded the motion.

Motion passed, CPA appointed.

Old Business:

None

New Business:

None

Adjournment:

Motion made by Elaine Lippke, seconded by Nate Swift.

Meeting adjourned at 3:49 p.m.

Respectfully Submitted,

Elizabeth Suggs

Executive Administrative Assistant