

## NDDH Board of Directors Meeting Minutes

Date: November 13, 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; Arvind Shaw, Eastford; Jonathan Cessolini; Killingly; Rob Kerr, Plainfield; Tony Falzarano, Putnam (Alt); Neil Cook, Sterling; Orla McKiernan-Raftery, Thompson (Alt); Nathan Swift, Union; H. Douglas Porter, Woodstock

Absent: Robert Grindle, Hampton; Don Gladding, Plainfield

Excused: Jay Sinha, Putnam; Paul Lenky, Thompson

Staff Present: Susan Starkey, Director of Health; Bethany Desjardin, Finance Manager; Linda Colangelo, Health Education and Communications Director; Elizabeth Suggs, Executive Administrative Assistant

Also Present: Jason Cote and Susan Jones of Hoyt, Filippetti & Malaghan, LLC

Chairperson Patrick McCormack called the meeting to order at 3:00 pm.

Roll call was taken.

### Audience of Citizens:

Linda Colangelo explained her background and role at NDDH. She presented a review of NDDH activities in 2014.

### Minutes:

September 11, 2014

Nate Swift made a motion to accept the minutes.

Doug Porter seconded the motion.

Motion carried.

### Communications:

Letter from Town of Thompson appointing Orla McKiernan-Raftery as alternate

Resignation of Patrick McCormack as Board Representative and Chairperson effective 6/30/2015

### Management Reports:

#### Finance Report – Bethany Desjardin

- General Budget Financial Statements for the period ending September 30, 2014 were distributed with the Board packet.

Jason Cote of Hoyt, Filippetti & Malaghan, LLC presented the audit. For the third consecutive year, NDDH has not been subject to a state single audit. The auditors report hold an unmodified opinion. Arvind Shaw recognized the hard work of the staff in producing another surplus and clean audit.

Doug moved to accept the audit report, seconded by Tammy Wakefield.

Orla McKiernan-Raferly abstained.

Motion passed, audit accepted.

#### Director Report – Susan Starkey

The Director of Health report was distributed with the Board packet. The Environmental Health report has been streamlined to make it easier to compare data. Another environmental staff member has resigned. A full-time Finance Manager, Bethany Desjardin, has been hired, as well as a new Secretary/Receptionist, Tracy Farrow. An Ebola Community Conversation was held, with representatives from various agencies in attendance. NDDH will host a housing conference to address housing related issues that are affecting our area. NDDH has been awarded grant funding which will allow us to bring in a part-time housing rehabilitation coordinator.

Report of Officers: None

#### Committee Reports:

Finance Committee – The Committee met jointly with the Personnel Committee to discuss a new earned time policy. New hires as of May 1, 2014 will have new pooled earned time, receiving 25 days instead of the 28 days that current employees earn. The Committee has recommended the Board approve the revisions to the policy and call it “Earned Time Off”.

Motion made by Doug Porter, seconded by Earl Semmelrock.

Discussion followed.

12 in favor, none opposed, 1 abstention.

Personnel Committee – The Director of Health Evaluation form was distributed. Evaluations should be returned by December 1, 2014. The Committee will meet to review the evaluations and present their findings at the January meeting.

Doug moved to enter Executive Session to discuss a legal matter related to a permit issue. Motion seconded by Jonathan Cesolini.

Executive Session entered at 4:31 and closed at 4:46 pm.

Doug moved to direct the Director of Health to enter into an agreement to settle an issue that has come to attention, in accordance with a letter drafted by our attorney, dated November 13, 2014, not to exceed \$2000.00

Seconded by Rob Kerr.

Motion passed.

Earl Semmelrock abstained.

Old Business:

None

New Business:  
None

Adjournment:  
Motion made by Doug Porter, seconded by Jonathan Cesolini.  
Meeting adjourned at 4:49 p.m.

Respectfully Submitted,

Elizabeth Suggs  
Executive Administrative Assistant