

NDDH Board of Directors Meeting Minutes

Date: January 14, 2016 – 3:00 PM

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

Present: Luther Thurlow, Canterbury; Elaine Lippke, Borough of Danielson; Arvind Shaw, Eastford; Robert Grindle, Hampton; Tammy Wakefield, Killingly; Don Gladding, Plainfield; Robert Kerr, Plainfield; Earl Semmelrock, Pomfret; Jay Sinha, Putnam; Neil Cook, Sterling; Delpha Very, Thompson; Nathan Swift, Union; H. Douglas Porter, Woodstock

Absent: Rick Ives, Brooklyn; Jonathan Cesolini, Killingly

Staff Present: Susan Starkey, Director of Health; Melissa Nichols, Finance Manager

Also Present: Jason Cote of Hoyt, Filippetti and Malaghan

Chairperson Tammy Wakefield called the meeting to order at 3:00 pm.

1. Sign In

2. Audience of Citizens

3. Minutes:

November 12, 2015

Motion made by Jay Sinha to accept the minutes as presented.

Motion seconded by Neil Cook.

All in favor, none opposed, no abstentions; minutes accepted.

4. Communications:

Letter of Appointment: D. Very, Town of Thompson

5. Finance Manager Report:

Melissa Nichols presented the financial report.

The Audit was presented by Jason Cote. Clean audit.

Recommended: fewer line items on the budget; file deposit slips with bank statements.

Doug Porter moved to accept the audit as presented.

Motion seconded by Robert Grindle.

All in favor, none opposed, no abstentions; audit accepted.

6. Director Report

The Director of Health report was distributed with the Board packet.

7. Report of Officers

None

8. Committee Reports:

Personnel Committee – The Committee met to review the Director of Health evaluations. 8 evaluations were completed and returned, with an average score of 1.3 out of 3.

Elaine made a motion to increase the Director's salary by 1.5%, effective immediately. Seconded by Don Gladding.
12 in favor, none opposed, 1 abstention; motion passed.

Finance Committee – The Committee met prior to the Board meeting.

Luther Thurlow made a motion to send a letter to the towns indicating that we anticipate our *per Capita* to increase by up to 5%.
Motion seconded by Nate Swift.
All in favor, none opposed, no abstentions; motion passed.

By-Laws Committee – The Committee is scheduled to meet on March 10th at 3 pm.

Quality Improvement Committee – The Committee is scheduled to meet on April 26th.

Food Service Advisory Committee – The Committee is scheduled to meet on May 9th.

Building and Trade Advisory Committee – The Committee is scheduled to meet on March 17th.

9. Old Business:

None

10. New Business:

11. Adjournment:

Motion made by Neil Cook, seconded by Jay Sinha.
Meeting adjourned at 4:41 p.m.

Respectfully Submitted,

Elizabeth Suggs
Executive Administrative Assistant