

Northeast District Department of Health Board Meeting Minutes

April 12, 2018 – 3:00 PM

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

3:00 p.m. Public Hearing for the FY 2018 Budget

NDDH BOH Meeting

The meeting was called to order at 3:02 p.m. by Chair, Tammy Wakefield.

1. Roll Call

Present: Robert Kelleher, Brooklyn; Elaine Lippke, Borough of Danielson; Luther Thurlow, Canterbury; Arvind Shaw, Eastford; Robert Grindle*, Hampton; Tammy Wakefield, Killingly; David Griffiths, Killingly; Don Gladding*, Plainfield; Robert Kerr, Plainfield; Jay Sinha*, Putnam; Lana Salisbury, Sterling; Delpha Very, Thompson; Orla McKiernan-Raftery*, Thompson - Alternate; David Heck, Union - Alternate; Donna Grant*, Pomfret; Robert Andrews, Pomfret - Alternate.

* Don Gladding, Plainfield, arrived at approximately 3:15 p.m. (after the first vote).

* Donna Grant, Pomfret, arrived at approximately 3:20 p.m. (after the first vote).

* Orla McKiernan-Raftery, Thompson, left at approximately 5:11 p.m.

* Jay Sinha, Putnam, left at approximately 5:11 p.m.

* Robert Grindle*, Hampton, left at approximately 5:30 p.m.

Woodstock – Gail Dickenson – Absent with Notification.

Union – Nathan Swift – Absent with Notification.

Staff Present: Susan Starkey, Director of Health; Melissa Nichols, Finance Manager; Lynette Swanson, Senior Sanitarian.

Citizens Present: Derek May (left at 4:40 p.m. when the Board went into Executive Session)

At this time, Ms. Wakefield stated that two Communications items had been received regarding appointments: Donna Grant – Pomfret Regular Member; Robert Andrews – Pomfret Alternate Member.

Mr. Andrews spoke introducing himself. He is the Safety Manager at Day Kimball Hospital and he has been working on emergency preparedness with Derek May.

Ms. Grant was not present at this time.

THE PUBLIC HEARING ON THE BUDGET FOR 2018 was opened by Ms. Wakefield at 3:06 P.M.

There were no comments from the public.

Delpha Very requested discussion regarding salaries. Susan Starkey stated that there was a general one percent increase in Staff (non-union) salaries and a 2.4 percent increase in union salaries which was negotiated as part of their contract.

There was discussion regarding the Director of Health's salary which is usually set in January along with the performance evaluation. Therefore, the Director of Health will not have the same increase as the rest of the Staff in July. It is in the budget for next year as two percent because of the vote that the Personnel Committee and the Finance Committee made based on the evaluation for this year. Ms. Starkey explained that they are trying to fix it for next year so that all of the salaries are estimated going into the budget for fiscal year 2019. Ms. Very commented that, after reviewing past years' salaries, she feels that there is not fair and equitable treatment for some non-union members vs. other non-union members. She suggested that, if the team that took over during the Director of Health's leave of absence are not given more than one percent, they should be given a stipend or bonus and they should be brought up another step. She feels that there is a lot of inequity in the non-salary percentages over time. Ms. Starkey explained that they are trying to set a good wage level for all employees so that they can be retained. The Personnel Committee is working on having fair and equitable policies. Ms. Starkey explained that there has not been money in the budget for wage adjustments/compensations/bonuses, but she has brought it up to the Personnel Committee as something she would like to see in the future. Also, she would like for her salary to not be seen as different and separate from the rest of the Staff. She stated that an increase would apply to everybody and, if there were a wage adjustment because of a performance, then that would be available to everybody too. Ms. Starkey stated that she agrees with Ms. Very. Ms. Very stated that whether it is merit rating or straight percentage for non-union employees, she would have the Personnel and Finance Committees take that into consideration.

There were no other comments.

Ms. Wakefield closed the Public Hearing on the Budget for 2018 at 3:11 p.m.

Ms. Wakefield announced that the Public Hearing for the Budget had not been published in the manner in which it is required to be. Therefore, there will be a Special Meeting to hold a Public Hearing on April 27, 2018, at 9:00 a.m., at the NDDH (Conference Room), 69 South Main Street, Unit 4, Brooklyn, CT 0234.

She explained that the Board will have the ability to review and discuss the budget today, but the vote will need to take place at the Special Meeting on April 27th. The budget must be approved by April 30th.

2. Audience of Citizens (Opportunity for Public/Staff Participation) – None.

3. Minutes – January 11, 2018*

Motion was made by Robert Kerr to approve the Minutes of the January 11, 2018 meeting. Second by D. Griffiths. There was discussion.

Corrections:

- Jay Sinha noted that his name had been misspelled on pages 2, 4 and 5.

Motion carried with the noted correction (13-0-1). Robert Andrews abstained as he was not present at that meeting. Donald Gladding and Donna Grant were not present at the time of this vote.

4. Communications – See Above.

- A. Appointments
 1. Pomfret
 2. Woodstock

Donald Gladding arrived at approximately 3:15 p.m.

5. Financial Report – February, 2018

Melissa Nichols reported:

- Review of the Summary Sheet (pgs. 15 and 16 in the packets to Board Members) and Finance Information for February (pgs. 17 through 23 in the packets to Board Members). Summary is reported for year-to-date (July 1st to current date). Now (month eight) at 66 percent of the budget (for February's financial statements).
- The biggest change for February is that Health Quest has allowed \$1,200.00 to help offset the cost of the quarterly meetings. For FY 2019 they are allowing \$2,400.00. This is to cover the cost of personnel and copying.
- Overall, on target for February.
- Comparison of the Budget: Fiscal Year 2018 is at 85 percent for income as anticipated (up 3 percent from last year at this time). Total expenses are good at 65 percent which 1 percent off from average where it should be (72 percent last year at this time).

6. Director of Health's Report

Susan Starkey reported:

A. Issues

Review of Policy Issues for Board Consideration (page 25 in the packets to Board Members):

- FY 2019 Budget, Budget Projections and Fee Schedule
- FY 2018 REVISED Salon Ordinances
Potential budget impact for this year +\$6,175.00. (Permitting 65 additional people due to Ordinance change.) See Item 8.D.1. below.
- 2018 Continuity of Operations Plan – Policy Document (COOP-PD)
See Item 8.C.1. below.
- 2018 Director of Health Evaluation
Negative impact on the budget (-\$1,360.00). She explained that it is never on the budget to increase in January when the performance evaluation takes place.

Review of Operational Issues (pages 26 and 27 in the packets to Board Members):

- Technical Standards Training Event
CT Public Health Code On-Site Sewage Disposal Regulations and Technical Standards for Subsurface Sewage Disposal Systems Training Event was held at the NDDH Conference Room on March 26, 2018.
- Community Health Needs Assessment
Working with DataHaven to conduct Community Well-Being Telephone Survey oversampling of residents in NE CT rather than allowing statistics for Windham County or the State. Impact on the budget (-\$2,500.00). There was discussion as to whether it could be done another way since many people do not answer their phone if they do not know who the caller is. Ms. Starkey explained that they keep calling random phone numbers. She stated that this is one of the best survey designs (guided by investigators from Yale). She has seen grant funding being targeted to those who demonstrate need based on the kinds of questions that are being asked on the survey. Ms. Nichols added that it is paid every three years (when participating).

Donna Grant arrived at approximately 3:20 p.m.

Continuation of Ms. Starkey's Review of Operational Issues:

- Situational Updates
- Update on Changes to CT PH Regulations for Food Service
Changes in the FDA Code (and local changes regarding food service inspection) to go into effect January 1, 2019, rather than July 1, 2018. This will allow time to prepare manuals for different process for enforcement.
There was discussion regarding the change to reduce refrigeration temperature from 45 degrees to 41 degrees.
- QFO and Fast Class Training
A lot more people have been applying for Certified Food Protection Manager Training. New regulations will require that food service establishments have a certified individual working there. Impact to the budget based on three classes of 20 people (+\$6,300.00).
- Grants and Contracts
Putting on Airs Asthma Program (impact to budget +\$5,000.00).
Public Health Emergency Preparedness Coordinator. Improves regional capacity which is expected by the national and state levels (impact to budget +\$10,000.00).
New HealthQuest (impact to budget +\$600.00).
Killingly Housing Specialist.

Ms. Starkey summarized that all changes, different than anticipated on the budget, for this period (January to present) = total +\$24,215.00. Total, predicted over the past three Board meetings, estimated budget impact +\$15,618.00.

B. Environmental

Susan Starkey reported:

- She explained that classifications changed mid-year. She stated that the Environmental Health Staff is on track with getting things done. (Pgs. 29 through 33 in the packets to Board Members.)
- Environmental Health Services (pg. 34 in the packets to Board Members).
She noted that there were four anticipated blizzards in March, so although the numbers are less than expected, but we are still on track because the increased work done in the first two quarters is above what was expected.

C. Community Health – Summarized above in Ms. Starkey's Review of Operational Issues.

D. Strategic Plan – updates online per Board agreement November 2017.

Ms. Starkey reported on the five goals (this is a 7-page report entitled, "NDDH Strategic Plan 2015-2018, Update March 28, 2018," which was provided to Board Members at this meeting):

- Goal #1 – Information and Technology plans and practices will enhance data collection, analysis, reporting and service delivery.
Objectives of Goal #1: Customer Service Oriented NDDH Website; Online NDDH Bill Pay System; Community Access to Property Documents.
- Goal #2 – Quality Improvement activities will result in the delivery of excellent programs and services.
Objectives of Goal #2: Establish Quality Improvement Plan including Goals and Objectives that ensure the delivery of 10 Essential Public Health Services (an 8-page report entitled, "NDDH Scope of Services: Provision of the Ten Essential Public Health Services") was provided to Board Members at this meeting); Survey of Board

Members Skills; Deliver Excellent Food System Services; Deliver Excellent Building and Trade-Related Services.

- Goal #3 – Secure and manage funds sufficient to procure adequate resources and deliver quality services.
Objectives of Goal #3: Ensure Long-Term Fiscal Sustainability; Financial Reports allow BOH to make timely decisions; Establish goal funding mix (per Capita, Fines, Fees, Grants, Contracts, Donations) based on quality standards; Fair wage policy to promote employee satisfaction and retention.
- Goal #4 – Communicate timely information to a variety of audiences on a routine basis to plan, implement, deliver, evaluate and improve services.
Objectives of Goal #4: Create BOH Manual and Orientation Program; Routine Strategic Plan updates; Standardized reports for monitoring.
- Goal #5 – Build community capacity through partnerships.
Objective for Goal #5: Establish goals for NDDH Community Coalitions, Partnerships.

Ms. Starkey noted that many of the Goals and Objectives on the Strategic Plan are either completed or close to completion and she plans to create an updated Strategic Plan later this year with input (for enhancements) from all Board Members and members of the Community.

There was discussion regarding Goal #1, Objective #2 - availability of online payments with a credit card. There was also discussion regarding Goal #1, Objective #3 - well, septic and as-built documents will be put online.

Ms. Starkey explained the safety and security of the software system portal.

7. Report of Officers

Board Chair, Tammy Wakefield - No Report.

8. Committee Reports

A. Finance Committee – Materials Pending

Elaine Lippke stated that she had not attended the last Finance Committee meeting and that Orla McKiernan-Raftery would be able to answer questions:

1. Proposed FY 2019 Fee Schedule (a two-page document entitled, “Proposed FY 2019 Permit Fee Effective 7/1/2018” and a three-page Budget entitled, “Proposed Budget FY 2019 4.5.18” were provided to Board Members at this meeting. Ms. Nichols stated that it had also been sent to the Board Members on Friday, the day after the fifth budget was approved by the Finance Committee).

Ms. Lippke explained that the proposed overall increase for Subsurface Soil Fees/Registration and Inspection Fees/Miscellaneous Services Fees is 10.5 percent (\$461.00). The proposed overall increase for Food Service Fees is 10.77 percent (\$608.00). Eighty-four percent of the fees cover union salaries, overhead and the IT component which was added in this year.

Ms. McKiernan-Raftery stated that the goal is to cover the cost by the cost of the permit because it is the Staff that is carrying out that task. She explained that the costs are reviewed on an annual basis and that Ms. Nichols and Ms. Starkey make recommendations for any necessary increases to the Finance Committee. There are always going to be costs that are not completely covered. Ms. McKiernan-Raftery stated that she feels this is the best recommendation for this budget.

There was discussion. Ms. Starkey explained that she feels it is a good fee schedule because of the fact that there is consistency between the two measures: fees cover the cost - 84 percent of the salaries of those doing the work. Ms. Nichols referred to the comparison between FY 2018 and what is proposed for FY 2019.

There was discussion. Ms. Nichols and Ms. Starkey explained how the 22 percent overall increase in revenue, as shown in the new budget, was arrived at.

There was discussion regarding Worker's Compensation.

There was discussion regarding overall insurance. Ms. Nichols explained that while coverage for other insurances increased, health insurance did not. The plan was changed from silver to bronze which keeps the premium and the employees' contribution at the current rate. However, she explained that the deductible will change. She will provide an update on rates when they become available. Discussion continued regarding getting more quotes for better pricing.

2. Proposed FY 2019 Budget*

There was discussion. Ms. Nichols and Ms. Starkey explained how the 22 percent overall increase in revenue, as shown in the new budget, was arrived at.

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Ms. McKiernan-Raferly stated that the Finance Committee is requesting a \$1,212,291.00 Budget which represents an 8.4 percent increase. There was an approximate decrease in population of .4 percent. She stated that the Finance Committee is recommending to the Board today, the Town per Capita of \$4.91 as voted on at the January 11, 2018 Board Meeting of the NDDH, taking into account the decrease in the population will give income of Town per Capita of \$413,152.00. Ms. McKiernan-Raferly stated on the State side, it looks like we will level funded for TY 2018. Ms. Starkey stated that it is underfunded.

The amount that has been budgeted by Ms. Nichols and Ms. Starkey is at a per Capita rate of \$1.46.

Ms. McKiernan-Raferly stated that the 22 percent increase on the permit side is based on the number of permits as of the end of January and taking that into account with the recommended increase in rate prices, she feels that it is pretty conservative and that they are recommending it as it is the best option that they are providing at this stage.

Ms. McKiernan-Raferly stated that no lead funding is expected for FY 2019. They did get State per Capita-level funding which was a reduction due to no more lead funding. Similar contracts as last year. Ms. Nichols stated that the only one they do not have is Housing.

Ms. McKiernan-Raftery stated that they have requested that the Health Department work on providing an additional up to \$10,000.00 (either grant or contracting or combination of both) to help balance this budget. She will provide information regarding response when received.

Ms. McKiernan-Raftery reported on the following:

- There is an increase in QFO which will justify an increase in revenue for FY 2019.
- 4.5 percent increase in payroll which represents a 24-hour per week, part-time person to assist the Director of Health, Finance Manager and other Department Heads.
- Regarding salaries: non-union – 1 percent; Director of Health - percent; union – 2.8 percent.
- Health and Benefits - union representation 24.4 percent
- Medical Insurance Deductible - \$12,000.00 based on Ms. Nichols' analysis. They may be providing information at the June meeting regarding increasing the deductible which will require taking money out of the unassigned fund balance and assign it toward the Medical Insurance Deductible.
- No major changes to insurance.
- Maintenance – Vehicle fleet is aging so looking at increasing expenses for vehicle maintenance.
- Data – Looking into increasing the database, so they are requesting \$6,000.00 for next year.
- General – Looking at an increase of 17.3 percent (recording secretary and Board expense to cover a Board Retreat to be held here in FY 2019).
- Vehicle Reserve – Looking to put money into a reserve fund to be able to purchase a vehicle outright when the time comes. However, a vehicle will either need to be purchased/leased/financed in FY 2019.
- No Flu Vaccine Program in FY 2019.
- Continued annual reserve of approximately 30 percent (\$360,820.00) of the Proposed FY 2019 Budget.

There was discussion regarding the insurance deductible. There was discussion regarding the fleet of four vehicles. Derek May came up with a 3-year plan (which was approved by Ms. Starkey). There is currently no vehicle to tow the trailer, however, there was discussion earlier in the week regarding looking for a truck to tow it. There was discussion regarding insurance needing to be extended to a privately-owned vehicle (there are two people on Staff who have vehicles capable of towing it). There also is a mutual aid agreement with other Health Departments. Ms. Nichols will check to see if there is a non-owned vehicle rider on the insurance policy.

There was discussion regarding the plan for the annual drill exercise for mass dissemination of pharmaceuticals since there won't be a flu vaccine program. Derek May explained that they would probably do a site setup.

There was discussion regarding the salary increase for the Director of Health and Ms. Nichols explained that there will be a proposal because the Director of Health's evaluation is not run fiscally, so it doesn't happen in July like everyone else's, so there is an adjustment. Ms. Very asked for a breakdown of percentages over time for the non-union employees as she feels this will help in making a better judgment call. Ms. Nichols will provide.

3. Proposed FY 2020-2022 Budget Projection*

Elaine Lippke reviewed the Revised 3-Year Projected Budget:

- Projected the same income from the State (\$1.46 per Capita) going forward (could be anything based on the State's situation).
- Adjusted the per Capita for the Towns accordingly (7 percent).
- Bottom Line – 25 percent Reserve for the next three years has been achieved (as required).

There was discussion regarding the Towns being required to pay the per Capita as established by the Members that they have appointed to this Board. Ms. Nichols had researched every Town budget and NDDH usually works out to be less than one percent of each Town's budget. Discussion continued.

There was discussion regarding population.

Ms. Starkey suggested that a vote be taken on the fees.

Motion was made by a Tammy Wakefield to approve the Fee Schedule as proposed by the Finance Committee. Second by Donald Gladding. Motion carried unanimously (16-0-0).

B. Personnel Committee

1. DoH Evaluation procedure

David Griffiths stated he was happy that out of the fifteen towns, twelve had responded. He feels it is due to the reduced number of pages in the form and a better explanation of categories 1 through 5.

2. DoH Evaluation – Executive Session*

David Griffiths assumed the position of Chair and called for a motion to enter into Executive Session.

Ms. Nichols explained that State Statute requires that any personal information/performance evaluation be done in Executive Session.

Motion was made by Arvind Shaw to enter into Executive Session at 4:40 p.m. to discuss the Director of Health's Evaluation. Second by Delpha Very. Motion carried unanimously (16-0-0).

Included in Executive Session: Susan Starkey, Director of Health; Robert Kelleher, Brooklyn; Elaine Lippke, Borough of Danielson; Luther Thurlow, Canterbury; Arvind Shaw, Eastford; Robert Grindle, Hampton; Tammy Wakefield, Killingly; David Griffiths, Killingly; Don Gladding, Plainfield; Robert Kerr, Plainfield; Jay Sinha, Putnam; Lana Salisbury, Sterling; Delpha Very, Thompson; Orla McKiernan-Raftery, Thompson – Alternate; David Heck, Union - Alternate; Donna Grant, Pomfret; and Robert Andrews, Pomfret – Alternate.

Time noted when the Board Members and Susan Starkey came out of Executive Session: 5:11 p.m.

3. Vote*

Motion was made by Arvind Shaw to approve a two percent salary increase for the Director of Health to be effective as of July 1, 2018. Second by Elaine Lippke.

Discussion:

Ms. Starkey asked for an amended motion reducing the increase to one percent retroactive to January 14th. Ms. Lippke stated that it is what the Finance Committee came up with and it is what the Personnel Committee recommended. She suggested that the vote be taken and go from there. Discussion continued. Ms. Starkey expressed concern that this causes bad morale. She also suggested that everyone else's salary be increased to two percent and decreasing her increase to one percent. Discussion continued.

Ms. Grant stated that she feels that she is, reluctantly, going to support this motion knowing that, when the motions passes, it creates a deficiency between the percentage increase for the Director and the percentage increase for the Staff. She stated that she would follow it up with a motion to re-address the budget for Staff before April 27th being that one percent is less than the cost of inflation and that, if we are going with two percent for the Director, we should go with two percent for the Staff.

Motion carried unanimously (14-0-0). Orla McKiernan-Rafertry, Thompson, had left at approximately 4:40 p.m. Jay Sinha, Putnam, had left at approximately 5:11 p.m.

Motion was made by Donna Grant that the personnel portion of the Budget be re-examined for the cost impact of a two-percent increase (rather than a one-percent increase) for the balance of the non-union Staff so that there is equity among all non-union Staff in their increase for the current budget year. Second by Arvind Shaw. There was discussion.

Arvind Shaw made a friendly amendment to Ms. Grant's Motion: That it be funded through the Reserve. Delpha Very seconded the amendment to the motion.

Discussion:

Ms. Starkey stated that it does not matter where it comes from, it will be in the budget. Mr. Shaw explained that you won't have to do revenue projections. Someone stated that it is effective July 1st. Ms. Nichols clarified that she does not have to share them with the Finance Committee, she just needs to send it to the Board.

Motion, as amended, carried unanimously (14-0-0). There was discussion regarding whether there should be separate votes for the amendment and then for the motion as amended. Mr. Shaw stated that his friendly amendment was part of the original motion. Orla McKiernan-Rafertry, Thompson, had left at approximately 4:40 p.m. Jay Sinha, Putnam, had left at approximately 5:11 p.m.

Robert Grindle announced that he had to leave at approximately 5:30 p.m.

C. Quality Improvement Committee

1. Proposed COOP Plan*

Delpha Very reported that Linda Colangelo, Health Education and Communications Coordinator, had presented a draft of the Continuity OF Operations Plan Policy Document (COOP-PD) to ensure a strategic flow of operation in case of an emergency. The Plan was unanimously approved.

Motion was made by Delpha Very to accept the Continuity of Operations Plan Policy Document. Second by Arvind Shaw. Motion carried unanimously (13-0-0). Orla McKiernan-Raftery, Thompson, had left at approximately 4:40 p.m. Jay Sinha, Putnam, had left at approximately 5:11 p.m. Robert Grindle, Hampton, left at approximately 5:30 p.m.

2. Board Survey Suggestions

Discussion at March Meeting of the Quality Improvement Committee.

Delpha Very reported that they are making recommendations to the appointing Towns:

- To choose Board Members wisely identifying those with valuable skills and willingness to do the work.
NDDH Board Members could attend Board of Selectmen's or Council Meetings to give a brief overview of what is going on at NDDH.
- Remind ascending Towns to provide contact information.

Suggestions based on feedback from Board Members:

- Meetings should not be rescheduled or cancelled on short notice.

Regarding Rolls of Board Chair/Committee Chairs:

- There are a lot of new Members (including herself).

Ms. Very will submit a list of expectations/responsibilities to be distributed to all Board Members.

Discussion at April Meeting of the Quality Improvement Committee.

Delpha Very reported that they discussed the framework of the Strategic Plan. It was suggested that some of the Board work should be about the Strategic Plan in a continuous fashion.

3. Board Retreat – No discussion.

D. Ordinance Review Committee

1. Proposed Salon Ordinance Revisions* (Pgs. 45 – 52 in the packets to Board Members.)

Lana Salisbury and Lynette Swanson, Senior Sanitarian, reported that they met once in December and once in March. The current Ordinance is very skeletal. Major changes:

- Added independent contractors.
- Added enforcement actions which the previous Ordinance did not have.
- Added specifics for nail salons.
- They modeled the proposed Ordinance after Wallingford, making necessary changes.

There was discussion regarding independent contractors.

Ms. Salisbury explained that the Technical Standards/checklist (pg. 52) would need to be revised to reflect the new Ordinance. Ms. Swanson explained that it is the procedural aspect.

Ms. Swanson explained that the nail salons have been told that this is coming and a lot of them are enthusiastic about it. There was discussion regarding the effective date. The salons and independent contractors have all be contacted and there are 63 of them that will required to get separate permits which are renewable annually by January 31st. There was discussion regarding the Technical Standards specificity.

There was discussion regarding sending out notifications. Ms. Nichols explained that notification is sent six weeks in advance for billings, so services would be from June to December. Pro-rating may be more palatable. Ms. Salisbury read from the Ordinance that states, “permit fees shall not be pro-rated,” It was suggested to make a new fee category for independent contractors for calendar year 2018 and take it away for calendar year 2019. The new fee for FY 2018 is half rate and the one that goes into effect for next year (January 1st) is full rate.

Motion was made by Lana Salisbury to accept the Northeast District Department of Health Barbershop, Hairdressing, Cosmetology, Nail Salon and Spa Ordinance with an effective date of April 16, 2018. Second by David Griffiths. Motion carried unanimously (13-0-0). Orla McKiernan-Raftery, Thompson, had left at approximately 4:40 p.m. Jay Sinha, Putnam, had left at approximately 5:11 p.m. Robert Grindle, Hampton, left at approximately 5:30 p.m.

Motion was made by Donna Grant to implement a new, half-year fee category in the newly-adopted Northeast District Department of Health Barbershop, Hairdressing, Cosmetology, Nail Salon and Spa Ordinance for calendar year 2018 for independent contractors which will be removed for calendar year 2019 and, then, revert to a full-year schedule. Second by David Griffiths. Motion carried unanimously (13-0-0). Orla McKiernan-Raftery, Thompson, had left at approximately 4:40 p.m. Jay Sinha, Putnam, had left at approximately 5:11 p.m. Robert Grindle, Hampton, left at approximately 5:30 p.m.

9. Old Business

- A. Board Contact Information (included in packets to Board Members).

10. New Business

- A. Board & Committee Meeting Schedule April – December, 2018 (included in packets to Board Members).
NOTE: The July 5, 2018 Finance Committee Meeting has been cancelled.

11. Adjournment

Motion was made by David Griffiths to adjourn at 5:39 p.m. Second by Elaine Lippke. Motion carried unanimously (13-0-0). Orla McKiernan-Raftery, Thompson, had left at approximately 4:40 p.m. Jay Sinha, Putnam, had left at approximately 5:11 p.m. Robert Grindle, Hampton, left at approximately 5:30 p.m.

Respectfully submitted,
J.S. Perreault
Recording Secretary