

NDDH Board of Directors Meeting Minutes - Final

Date: September 13, 2018 – 3:00 PM

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

This meeting was called to order at 3:00 PM by Chair, Tammy Wakefield

NDDH BOH Meeting

1. Roll Call

Present: Robert Kelleher, Brooklyn; Luther Thurlow, Canterbury; Elaine Lippke, Borough of Danielson; Arvind Shaw, Eastford; David Griffiths, Killingly; Tammy Wakefield, Killingly; Donald Gladding, Plainfield; Robert Kerr, Plainfield; Lana Salisbury, Sterling; Nathan Swift, Union; Gail Dickinson, Woodstock.

Donna Grant, Pomfret, arrived at approximately 3:30 PM.

There was no representation from Hampton, Putnam or Thompson.

Staff Present: Susan Starkey, Director of Health; Melissa Nichols, Finance Manager; Anna Griggs, Administrative Assistant.

2. Audience of Citizens (Opportunity for Public/Staff Participation)

There was no Citizen Participation.

3. Minutes:

June 14, 2018

Motion was made by R. Kerr to approve the Minutes of the June 14, 2018 meeting.

Seconded by D. Griffiths. No corrections/changes were noted. R. Kelleher, L. Thurlow, E. Lippke, A. Shaw, Wakefield, D. Gladding, D. Grant, L. Salisbury, and N. Swift voted in favor, none opposed, G. Dickinson abstained, motion passed.

July 2, 2018

Motion was made by N. Swift to approve the Minutes of the July 2, 2018 meeting.

Seconded by E. Lippke. No corrections/changes were noted. A. Shaw, D. Griffiths, T. Wakefield, D. Gladding, R. Kerr, D. Grant and L. Salisbury, voted in favor, none opposed, G. Dickinson, R. Kelleher and L. Thurlow abstained, motion passed.

4. Communications

- Letter from the Town of Plainfield reappointing Robert Kerr to the Board
- Letter from the Town of Plainfield reappointing Donald Gladding to the Board
- Letter from Robert Andrews stating his resignation from the Board

5. Financial Report – written update provided – no presentation
6. Director of Health’s Report – written update provided. The Board discussed collaborative Hepatitis A prevention efforts.
7. Report of Officers – None
8. Report of Committees –
 - A. Finance Committee:

Fiscal Year 2018 Budget Adjustment Recommendations – Motion was made by E. Lippke, and seconded by A. Shaw to accept the given FY 2018 budget adjustment recommendations. R. Kelleher, D. Grant, L. Thurlow, T. Wakefield, D. Griffiths, D. Gladding, R. Kerr, L. Salisbury, N. Swift and G. Dickinson voted in favor. None opposed, none abstained, motion passed.

Enter Audit Contract – Motion was made by E. Lippke to enter the audit contract as proposed, with services in place, and an invitation going out to bid. A. Shaw seconded. R. Kelleher, D. Grant, L. Thurlow, T. Wakefield, D. Griffiths, D. Gladding, R. Kerr, L. Salisbury, N. Swift and G. Dickinson voted in favor. None opposed, none abstained, motion passed.

2018 Surplus to Vehicle Reserve – Suggestion was made to assign any FY18 surplus to the vehicle reserve fund. S. Starkey suggested considering using surplus for staff wage adjustments in the future. Motion was made by R. Kelleher to assign any surplus funds from FY18 to NDDH vehicle reserve fund. Seconded by N. Swift. D. Grant, L. Thurlow, E. Lippke, A. Shaw, T. Wakefield, D. Griffiths, D. Gladding, R. Kerr, L. Salisbury and G. Dickinson voted in favor. None opposed, none abstained. Motion passed.
 - B. Personnel Committee: None
 - C. Quality Improvement Committee:

BOH Introductions – Members of the Board and NDDH staff present went around the room, sharing a brief introduction of themselves with the group.
 - D. Nominating Committee:

Slate of Officers – Chair, T. Wakefield, Vice Chair, D. Gladding. D. Grant moved and D. Gladding seconded the motion to approve the slate of officers as proposed. N. Swift, L. Thurlow, E. Lippke, A. Shaw, T. Wakefield, D. Griffiths, R. Kerr, L. Salisbury and G. Dickinson voted in favor. None opposed, none abstained, motion passed.
9. Old Business – None
10. New Business – None
11. Adjournment –

Motion was made by D. Griffiths to adjourn at 3:54 PM. Seconded by D. Grant. R. Kelleher, L. Thurlow, E. Lippke, A. Shaw, T. Wakefield, D. Gladding, R. Kerr, L. Salisbury, N. Swift and G. Dickinson voted in favor, motion passed.