



## Northeast District Department of Health

---

**69 South Main Street, Unit 4, Brooklyn, CT 06234**  
860-774-7350 / Fax 860-774-1308 [www.nddh.org](http://www.nddh.org)

### **Draft QI Committee Meeting Minutes 4/8/2019** **10:00 AM 69 S Main St, Unit 4, Brooklyn, CT**

A. Attendance: Delpha Very, Elaine Lippke, Sue Starkey

B. Minutes:

- E. Lippke made a motion to change the Agenda to state that we are voting on the 1/14/19 minutes, not the March 11, 2019 Minutes as stated in the Draft Agenda. Motion passed unanimously.
- E. Lippke made a motion to accept the March 11, 2019 Minutes. Motion passed unanimously.

C. Old Business: Retreat:

- The retreat will be held at the NDDH office. The facilitator will try to cover four topics starting with the highest priority issues. There have been 19 confirmations of attendance. We will offer a variety of foods that can be kept out and available for attendees throughout the event. Healthy food selections will be offered. There were requests for: coffee, seltzer, water, fruit, yogurt, nuts, cheese, bagels and donuts and possibly grinders. NDDH staff will shop for refreshments and set-up the room for the event. Delpha offered to help if anything else needs to be picked up.
- Committee will report on the event at the April 11, 2019 Board meeting.
- Reminder will be sent to guests a week prior to the event.
- Will ask the facilitator if he needs any materials or requests any room arrangement.
- Nothing will be thrown at anybody during the event.
- First Selectmen will be invited if their Board members are not attending.
- It is anticipated that John will do a follow-up to address his findings at the June meeting-will check to be sure.

D. New Business: None

E. Adjourned at 11:00 A.M.