



Northeast District Department of Health

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Executive Committee October 18, 2019 10:30 AM Meeting Minutes

1. Meeting was called to order by David Griffiths at 10:30 AM.
 - a. Attendance: David Griffiths, Elaine Lippke and Susan Starkey.
 - b. Excused Robert Kelleher.
2. Elaine Lippke made a motion to change the agenda to add meeting minutes vote. Motion passed unanimously.
3. Elaine Lippke made a motion to accept the minutes of the 2/26/2019 Executive Committee Meeting. Motion passed unanimously.
4. Consideration of a proposed NDDH 2020 – 2024 Strategic Plan for recommendation to the Board at the November meeting. The committee:
 - a. Reviewed and concurred with the Director of Health and Leadership Team's assessment of NDDH 10 Essential Service delivery.
 - b. Reviewed the draft Strategic Plan to ensure that Essential Services will be delivered and staff and Board concerns are addressed. It was noted that:
 - i. Objectives cover a two to three-year period; updates will be made in 2022.
 - ii. Customer service will be measured in a variety of ways.
 - c. Reviewed the draft 2020-2024 Strategic Workplan and discussed:
 - i. The need to be flexible with timeframes as they are based on best estimates.

- ii. These strategic issues are foundational. It will take time and effort to put them into place—but efficiency and quality will be improved when they are put in place.
 - iii. The activities in this strategic plan are not just “paperwork”- they will lead to the introduction of new technologies to improve services and new ways to measure performance and ensure that NDDH is meeting the needs of the community.
 - iv. The need to involve current staff in strategic activities as their expertise is needed. This will mean that staff will have to prioritize and balance their workload. The Performance Management System will include steps to build consensus on priorities and goals.
- d. Agreed to recommend the Strategic Plan and Workplan to the Board at the November 14, 2019 meeting.

5. Sub-Committees:

Sue reported that members of the Personnel and Finance Committee expressed interest in staying on their committees. It was proposed that Delpha Very and Robert Kerr be assigned to the By-laws committee and Bob Andrews, the alternate from Woodstock, and Paul Torcellini, the alternate from Eastford, be invited to join the By-laws committee.

It was noted that there are several towns without representation. Plan is to send out an email from David to asking the chief elected officials from Canterbury, Eastford, Hampton, and Putnam to appoint members. Phone calls will be made if necessary.

6. The meeting was adjourned at 12:16.