



# 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)

NDDH Board of Directors Meeting Minutes  
Date: June 13, 2019 – 3:00 PM

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

## 1. Commencement

This meeting was called to order at 3:00 PM by David Griffiths.

## 2. Roll Call / Citizen Participation

Present: Robert Kelleher, Brooklyn; David Griffiths, Killingly; Paul Torcellini, Eastford; Donald Gladding, Plainfield; Robert Kerr, Plainfield; Lana Salisbury, Sterling; Nathan Swift, Union.

Excused with notification: Elaine Lippke, Danielson; Donna Grant, Pomfret; Delpha Very, Thompson.

Absent: Luther Thurlow, Canterbury; Robert Grindle, Hampton; Gail Dickinson, Woodstock; Barney Seney, Jr., Putnam.

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

Citizens: None

## 3. Minutes: April 11, 2019

Motion was made by N. Swift to approve the Minutes of the April 11, 2019 meeting. Seconded by D. Gladding. Robert Kelleher, Robert Kerr, David Griffiths, Paul Torcellini and Lana Salisbury voted in favor. Motion passes 7-0-0.

## Minutes: May 15, 2019

Motion was made by N. Swift to approve the Minutes of the May 15, 2019 meeting. Seconded by D. Gladding. Robert Kelleher, Robert Kerr, David Griffiths, Paul Torcellini and Lana Salisbury voted in favor. Motion passes 7-0-0.

## Communications

- Heidi Clifford, Killingly, was appointed for a three-year term expiring April 30, 2022.

#### 4. Reports

##### a. Finance

Motion was made by R. Kelleher to approve financial adjustments to the budget reserve accounts including approval of two new accounts under the assigned fund – one for tuition reimbursement for \$5,000 and one for IT Data technology for \$10,000; to change the name from Health Education Programs to Health Programs and designate as an assigned fund; to add HVAC to Capital Plan; to decrease the accrued vacation fund from \$25,000 to \$20,000; and to establish the Health Insurance Deductible Fund under the reserve for \$7,300. Seconded by R. Kerr. David Griffiths, Paul Torcellini, Donald Gladding, Lana Salisbury and Nathan Swift voted in favor. Motion passes 7-0-0.

#### 5. Unfinished Business

##### a. Board Retreat

It was agreed that the Board of Health and the Staff should work on the NDDH Strategic Plan at the Board of Health Meeting on September 12, 2019. John Miller will be asked to facilitate. Funds may need to be budgeted and the meeting may run longer than usual.

#### 6. New Business

##### a. Nominating Committee

Motion was made by R. Kelleher to constitute a Nominating Committee which would include D. Griffiths, R. Kerr and N. Swift. Seconded by P. Torcellini. Robert Kerr, David Griffiths, Donald Gladding, Lana Salisbury and Nathan Swift voted in favor. Motion passes 7-0-0.

##### b. Appointment of Medical Advisor

Motion was made by D. Gladding to appoint Dr. Xeller as Medical Advisor. Seconded by N. Swift. Robert Kelleher, Robert Kerr, David Griffiths, Paul Torcellini and Lana Salisbury voted in favor. Motion passes 7-0-0.

##### c. Vial of Life

Kits were offered to all Board of Health Members to take & distribute at Town Halls and use as an opportunity to discuss NDDH services with Town Officials.

#### 7. Adjournment – Motion was made to adjourn at 3:52 by R. Kerr, seconded by D. Gladding. All approved. Meeting adjourned at 3:52pm.