



Northeast District Department of Health

69 South Main Street, Unit 4, Brooklyn, CT 06234
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NDDH Board of Directors Meeting Minutes

Date: November 14, 2019 – 3:00 PM

Location: Brooklyn Town Hall
4 Wolf Den Road
Brooklyn, CT 06234

1. Commencement

This meeting was called to order at 3:03pm by Bob Kelleher.

Present: Bob Kelleher, Brooklyn; Elaine Lippke, Danielson; Robert Grindle, Hampton; Heidi Clifford, Killingly; Donald Gladding, Plainfield; Rob Kerr, Plainfield; Lana Salisbury, Sterling; Nathan Swift, Union.

Excused with notification: David Griffiths, Killingly; Donna Grant, Pomfret; Delpha Very, Thompson

Absent: Gail Dickinson, Woodstock; Paul Torcellini, Eastford

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

Citizens: Jason Cote, Auditor

2. Auditor's Report: It was a clean audit; The best audit you can have, no significant deficiencies.

- a. Motion was made by E. Lippke, seconded by N. Swift to accept the auditor's report. B. Kelleher, R. Grindle, H. Clifford, D. Gladding, R. Kerr, L. Salisbury all in favor, motion passed.
- b. Motion was made by E. Lippke, seconded by H. Clifford to amend the agenda adding 3a, finance committee recommendations. B. Kelleher, R. Grindle, D. Gladding, R. Kerr, L. Salisbury, N. Swift all in favor, motion passed.

3. Finance Committee Recommendations:

- Create an Assigned Compensation Reserve fund.
Motion was made by E. Lippke, seconded by R. Grindle. B. Kelleher, H. Clifford, D. Gladding, R. Kerr, L. Salisbury, N. Swift all in favor, motion passed.
- Allocate \$21,860 to the Compensation Reserve Fund.
Motion was made by E. Lippke, seconded by N. Swift. B. Kelleher, R. Grindle, H. Clifford, D. Gladding, R. Kerr, L. Salisbury all in favor, motion passed.

- Create an Assigned Unemployment Reserve Fund.
Motion was made by E. Lippke, seconded by R. Kerr. B. Kelleher, R. Grindle, H. Clifford, D. Gladding, L. Salisbury, N. Swift all in favor, motion passed.
- Allocate \$5,000 to the Unemployment Reserve Fund.
Motion was made by E. Lippke, seconded by D. Gladding. B. Kelleher, R. Grindle, H. Clifford, R. Kerr, L. Salisbury, N. Swift all in favor, motion passed.
- Motion was made by E. Lippke, seconded by D. Gladding to revise motion two with the correct amount of \$26,860. B. Kelleher, R. Grindle, H. Clifford, R. Kerr, L. Salisbury, N. Swift all in favor, motion passed.

4. Approval of Meeting Minutes

- a. Motion was made by N. Swift, seconded by H. Clifford to accept the meeting minutes of the September 12, 2019 Board of Health Meeting. B. Kelleher, E. Lippke, D. Gladding, R. Kerr, L. Salisbury all in favor, R. Grindle abstained, motion passed.
- b. Motion was made by N. Swift, seconded by E. Lippke to accept the strategic planning meeting minutes from September 12, 2019. D. Gladding, H. Clifford, R. Kerr, L. Salisbury all in favor, B. Kelleher, R. Grindle abstained, motion passed.

5. Communications

- Bob Kelleher, Town of Brooklyn, reappointed for a 3-year term ending October 12, 2022
- Fall Prevention email, NDDH was commended for Fall Prevention program activities
- Kendra Curran letter to NDDH upon her departure to the Air Force
- Memo regarding the need to send a 2020 schedule of meetings to Town Clerks by the end of the year.

6. Reports

- a. Director of Health pointed out that Environmental Health has been doing a great job despite understaffing and need for new staff training over busy summer months.

7. Unfinished Business

a. Strategic Plan Update

1. Motion was made by N. Swift, seconded by H. Clifford to accept the draft Strategic Plan with the following amendments: B. Kelleher, E. Lippke, D. Gladding, R. Kerr, L. Salisbury, R. Grindle all in favor, motion passed.
 - Page 5 Our Values:
 - Replace the word “customers” with “community” in the second sentence of the community section
 - Strike the second sentence in the Trust section and end the paragraph with the statement “we are there when you need us”.
 - In the accountability section strike the word “are” and replace with “work hard to be”, remove the comma after excellent.
 - In the contentment section strike the word “contentment” and replace with “peace of mind”. Strike the second sentence and have the first

sentence read “Public health programs promote conditions that assist you in achieving a safe and healthy life”.

- Strike the words “moral” “and empowering” in the ethics section. Add “public health” in the sentence beginning “enforce”.

- Page 6 Mission, Vision, Goals and Objectives:
Strike “happy” under Our Vision

8. New Business

- a. Committee Slate was presented, along with discussion that the Executive Committee will work on Union negotiations, others are welcome to participate as well.
- b. Motion was made by R. Grindle, seconded by H. Clifford to accept the modified slate of committee members.
- c. Slate was modified as follows.

By-Laws:

Bob Andrews, Woodstock Alternate

Rob Kerr, Plainfield

Delpha Very, Thompson

Personnel:

Heidi Clifford, Killingly

Donald Gladding, Plainfield

Robert Grindle, Hampton

Lana Salisbury, Sterling

Finance:

Robert Kelleher, Brooklyn

Elaine Lippke, Danielson

Orla McKiernan-Raftery, Thompson Alternate

Nate Swift, Union

- d. B. Kelleher, E. Lippke, D. Gladding, R. Kerr, L. Salisbury, N. Swift all in favor, motion passed.

9. Adjournment – Motion was made to adjourn at 4:37 pm by Elaine Lippke. Seconded by R. Grindle. B. Kelleher, H. Clifford, D. Gladding, R. Kerr, L. Salisbury, N. Swift all in favor. Meeting adjourned at 4:37 pm.