



Northeast District Department of Health

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NDDH Board of Directors Meeting Minutes
Date: June 11, 2020 – 3:00 PM

Location: Zoom Video/Phone Conference

1. Commencement/Roll Call

This meeting was called to order at 3:05 pm by Board Chair David Griffiths.

Present:; Luther Thurlow, Canterbury; Elaine Lippke, Danielson; Paul Torcellini, Eastford; Robert Grindle, Hampton; David Griffiths, Killingly; Heidi Clifford, Killingly, Donald Gladding, Plainfield; Robert Kerr, Plainfield; Ann Hinchman, Pomfret; Lana Salisbury, Sterling; Orla McKiernan-Raftery, Thompson; Nathan Swift, Union; Jay Swan, Woodstock Selectman

Robert Kelleher, Brooklyn excused with notification.

Staff Present: Susan Starkey, Director of Health, Melissa Nichols, Finance/HR, Anna Griggs, Administrative Assistant, Linda Colangelo, Zoom Facilitator, Maureen Marcoux, Sanitarian, Sherry McGann, Sanitarian, Derek May, Emergency Preparedness, Janine Vose, RN, Public Health Nurse, Sherry Vallone, Complaints Investigator

2. Citizen's Participation – none

3. Minutes: May 28, 2020

Motion was made by R. Kerr to approve the minutes of the May 28, 2020 meeting. Seconded by R. Grindle. L. Thurlow, E. Lippke, P. Torcellini, D. Griffiths, H. Clifford, D. Gladding, A. Hinchman, L. Salisbury, O. McKiernan-Raftery, and N. Swift, motion passed.

4. Communications – none

5. Reports

- a. Executive Committee – Increase vacation bank to 160 hours.

A motion was made by R. Kerr and seconded by D. Gladding to increase the NDDH staff vacation bank to 160 hours. Discussion followed regarding extenuating circumstances due to COVID-19 and how many staff members were unable to take vacations time due to the amount of work during this pandemic. Board Members discussed the option of increasing the vacation bank to 160 hours, with both pros and cons being heard from the Board. D. Griffiths thanked the staff of NDDH for all their work during the COVID-19 pandemic. S. Starkey stated that employees would lose vacation hours they would have earned due to the current cap being 120 hours. E. Lippke commented that the policy should not be

changed. D. Griffiths asked if this vacation time would be at straight pay, the answer was yes, it would be. D. Gladding stated that it was important to take care of NDDH employees who have been working so hard. H. Clifford commented that changing this would go against what the Board is trying to do. D. Griffiths asked when staff was notified that this could be an option. Staff was told as vacation caps reached their max, the idea came from there. A motion was made by R. Kerr and seconded by D. Gladding to allow the cap for vacation accrual to be adjusted to 160 hours until the end of June 2020. L. Thurlow, D. Griffiths, R. Grindle and L. Salisbury voted in favor. E. Lippke, P. Torcellini, H. Clifford, A. Hinchman, O. McKiernan-Rafertry and N. Swift were opposed, motion did not pass.

b. Executive Committee – Staff Request for vacation payout.

E. Lippke made a motion for eligible employees to be able to receive a vacation payout not costing more than \$11,000 total. Eligibility requirements would be that the employee took at least five vacation days off between January 1 and June 30, 2020. The payout would apply to up to 60 vacation hours and the payout could not make the staff member's vacation bank fall below 80 hours. This was seconded by D. Gladding. Discussion ensued.

H. Clifford made a motion to amend the motion for vacation payout to include the eligibility stipulation of taking at least three vacation days between January 1 and June 30, 2020. This was seconded by N. Swift. L. Thurlow, E. Lippke, R. Grindle, D. Griffiths, D. Gladding, R. Kerr, A. Hinchman, L. Salisbury and O. McKiernan-Rafertry voted in favor, P. Torcellini was opposed, motion passed.

Chair David Griffiths called a vote on the modified motion for vacation payout to include the eligibility stipulation of taking at least three vacation days between January and June, along with the aforementioned stipulations.

E. Lippke, L. Thurlow, P. Torcellini, R. Grindle, D. Griffiths, H. Clifford, D. Gladding, R. Kerr, A. Hinchman, L. Salisbury, O. McKiernan-Rafertry, and N. Swift were in favor, motion passed.

6. Adjournment – Motion was made to adjourn at by R. Grindle, seconded by H. Clifford. L. Thurlow, E. Lippke, P. Torcellini, D. Griffiths, D. Gladding, R. Kerr, A. Hinchman, L. Salisbury, O. McKiernan-Rafertry, and N. Swift, motion passed.