



Northeast District Department of Health

69 South Main Street, Unit 4, Brooklyn, CT 06234
860-774-7350 / Fax 860-774-1308 www.nddh.org

NDDH Board of Directors Meeting Minutes

Date: April 8, 2021 – 3:00 PM

Location: Zoom Video/Phone Conference

1. Public Hearing: FY2022 Budget.

There were no citizens present for discussion of the NDDH FY 2022 budget. Public hearing was closed at 3:05 pm.

2. Commencement/Roll Call

This meeting was called to order at 3:03 pm by Board Chair David A. Griffiths.

Present: Luther Thurlow, Canterbury; Elaine Lippke, Danielson; Paul Torcellini, Eastford; Heidi Clifford, Killingly; David A. Griffiths, Killingly; Rob Kerr, Plainfield; Ann Hinchman, Pomfret; Lana Salisbury, Sterling; Delpha Very, Thompson alternate; Nathan Swift, Union; Sue Starkey, Director of Health

D.Gladding, Plainfield, joined the meeting at 3:43 p.m. G. Dickinson, Woodstock, joined the meeting at 3:45 p.m.

NDDH Staff: Melissa Nichols, Finance/HR; Linda Colangelo, Education and Communications Coordinator; Linda Violette Buisson, Administrative Assistant

Robert Kelleher, Brooklyn was absent, excused.

Robert Grindle and Joseph Nash were not in attendance.

3. Citizen's Participation – none.

4. Minutes: January 14, 2021

Motion was made by R. Kerr to approve the minutes of the January 14, 2021. Seconded by N. Swift. The following revisions were identified: Page 4, Finance Committee, Section b, line 3 change *increase to* \$1.25 to read *increase of* \$1.25. Page 6, Section e, Fair Fees, the dollar amount should be \$165, not \$160.

Motion was revise by R. Kerr to approve the minutes of the January 14, 2021 meeting with discussed revisions. Seconded by N. Swift. P. Torcellini, D. A. Griffiths, H. Clifford, D. Gladding, R. Kerr, A. Hinchman, L. Salisbury, N. Swift, and G. Dickinson in favor. E. Lippke, L. Thurlow and D. Very abstained. Motion carried. Result: 9-0-3.

5. Communications

Woodstock First Selectman reappointed Dr. Gail Dickinson as their Board representative and Robert Andrews as their alternate.

Dr. Perry Mandanis wrote that NDDH “knocked it out of the park with COVID vaccination organization, correspondence, and implementation”. He proceeded to give special thanks to Amanda for her assistance in helping him to navigate the VAMS website and to understand the process.

6. Reports

A. Executive Committee

There was no meeting. Nothing to report.

B. Board of Health Member Updates

No one had any updates to share.

C. Director of Health

The Grant and Strategic Plan are available on our website and the link was provided in the Board packet along with the NDDH Activities report and the quarterly Environmental Health Services report. There were no questions or discussion on either. L. Colangelo did a presentation for National Public Health week. S. Starkey praised the NDDH workforce for all their hard work.

D. Finance Committee

a. YTD FY21 Financial Report

Finance Committee is satisfied with the budget.

b. FY22 Fee Schedule*

E. Lippke motioned to accept the FY22 fee schedule. L. Thurlow seconded. P. Torcellini said that in the past, we analyzed the numbers considering staff time and costs of that staff time. He asked if these were also reflected. S. Starkey replied that it was done, and the rates still apply. M. Nichols explained that we used the same formula as in the past to make certain that NDDH is covering their costs and that is the reason why we did not feel the need for an increase this year.

L. Thurlow, E. Lippke, P. Torcellini, D.A. Griffiths, H. Clifford, D. Gladding, P. Kerr, A. Hinchman, L. Salisbury, D. Very, N. Swift and G. Dickinson were all in favor. Motion carried. 12-0-0.

c. Per Capita Rate*

S. Starkey noted that she received a letter from the Town of Thompson Finance Committee because they were concerned about the rate. She let them know the process, advised him that the Board would be voting on this today, and that it was a public meeting.

E. Lippke motioned to accept the per capita rate of \$7 per person. H. Clifford seconded. L. Thurlow, E. Lippke, P. Torcellini, D.A. Griffiths, H. Clifford, D. Gladding, R. Kerr, A. Hinchman, L. Salisbury, N. Swift, and G. Dickinson all voted in favor. D. Very abstained. Motion carried. 11-0-1.

d. FY22 Proposed Budget*

S. Starkey advised the Board that she received an email this morning from B. Kelleher stating that while he would be unable to be in attendance, he was voting to approve the FY22 proposed budget.

E.Lippke motioned to accept the FY22 budget as presented. D.A. Griffiths seconded. B. Kelleher, L. Thurlow, E. Lippke, P. Torcellini, D.A. Griffiths, H. Clifford, D. Gladding, R. Kerr, A. Hinchman, L. Salisbury, D. Very, N. Swift and G. Dickinson all voted in favor. No one opposed. No one abstained. Motion carried. 13-0-0.

E. Personnel Committee

L. Salisbury advised the Board that R. Grindle has resigned from the Personnel Committee and A. Hinchman has joined the committee. The Committee received the revised Employee Manual from the attorney's office. They will review the same and send any notes or suggestions to L. Violette Buisson to consolidate.

L. Salisbury asked the Board if they might be interested in recognizing or rewarding staff for all their hard work during COVID-19. Some discussion among the Board ensued. It was suggested that a letter go to each employee, thanking them for their hard work, acknowledging how difficult the year has been, and how much they are appreciated.

F. Reopening Committee.

D. A. Griffiths reported that we are looking for bids to have protection put up for our staff and the public coming in. We have one bid so far at an approximate cost of \$5300 to do some renovation work. The committee is hoping to reopen on May 2, 2021. S. Starkey stated that we must make necessary safety precautions. Staff are working on a new state funding opportunity that will pull us away from trying to find contractors and look for someone to renovate the office. We will have to work with the contractor's schedule which is beyond our control. A May 2 goal is very optimistic. We will keep working on it, but our priorities are staffing and applying for these funds. M. Nichols advised the Board that any renovations done inside the building need to be approved by the Town of Brooklyn if it costs over \$2500. We are working on that as well. P. Torcellini agreed with S. Starkey regarding the priorities. He noted that if it takes a couple of weeks or a month longer to get the work completed to reopen, it will not look poorly on the public health office. He thinks it is important to get the doors open but he believes that mission critical activities should take priority.

7. Unfinished Business - None

8. New Business

S. Starkey met with the Finance Committee and discussed the FY22 budget that was just approved. There will be American Rescue Act funds going out to the towns. Some monies will be going to schools and some to towns. The money is supposed to be used for public health foundation work over the course of four years. The State of Connecticut does not have counties, so they are sending all the monies to municipalities. They are not sending it to health districts. We are told to ask the towns for some money. The towns are getting a lot of money. There will be different people asking for a portion of it. NDDH will be asking for some money as well. We are putting that in a statement for all the town leaders so that they will be aware. This is the statement that will be in the per capita letter:

NDDH has been informed by State officials that *American Rescue Act* funding will be sent to municipalities and local health districts will request a portion of those funds for allowed for public health activities from member municipalities. NDDH is awaiting guidance from the CT Office of Policy and Management in order to create a plan for the use of ARA funds. We plan to work with member municipalities before finalizing our budget and funding requests.

This means we are aware that towns will receive money and we will request a portion of it, but we will be reasonable and work with them to come up with a fair price.

It was pointed out that because of the way the formulation is being done, some towns will receive no funding. This has to do with the way the Title X funds formulation got appropriated.

S. Starkey said we need to be careful with our funding requests as some towns did not receive this additional funding. It would not be fair to ask those towns for money

D. A. Griffiths asked Sue if we had lost or gained any personnel. S. Starkey responded that we lost two people that work in the Environmental Health section. We have found another registered sanitarian who will start in a couple of weeks. We need to begin the search process to fill the second opening. To hire the registered sanitarian, we had to raise the salary. The salary that we are paying is a lot higher than what we have ever paid in the past.

9. Adjournment – Motion was made to adjourn at 4:42 p.m. by D. A. Griffiths. L. Salisbury seconded. L. Thurlow, E. Lippke, P. Torcellini, D. A. Griffiths, H. Clifford, D. Gladding, R. Kerr, A. Hinchman, L. Salisbury, D. Very, N. Swift and G. Dickinson all in favor. Motion carried. 12-0-0.

Respectfully submitted,

Linda Violette Buisson
Administrative Assistant, NDDH