



Northeast District Department of Health

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NDDH Board of Health Executive Committee Meeting Minutes

Date: Monday – January 3, 2022

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

Attendees: David A. Griffiths, Robert Kelleher, Elaine Lippke, Lana Salisbury, Susan Starkey

1. Call to Order

Meeting was called to order at 10:30 a.m. E. Lippke motioned to accept the agenda but to amend it by removing item number 5, Other Business. R. Kelleher seconded. All in favor. Motion carried (4-0-0).

2. Citizen Participation

D. A. Griffiths directed S. Starkey to read an email from L. Colangelo. The email was sent on January 3 at 1:35 a.m. this morning and was sent to herself, P. Martinez, D. A. Griffiths, L. Salisbury, E. Lippke, R. Kelleher and L. Buisson re Second Request for Summary of Board's Position & to attend 1/3/22 meeting remotely. Importance – High. The email read as follows:

Good morning, Happy New Year to all. I would like to attend today's 10:30am Executive Committee meeting remotely. Paulina, is it possible to set up a Zoom meeting so I can attend?

Here is a summary to attempt to clear up some confusion:

- **Monday, November 15, 2021** – I attended the Executive Committee meeting at the request of the Chair. I was asked to think about the Committee's offer to reinstate 45 of the 90 sick time hours I lost when I was not allowed to work from July 12-30, 2021. I also asked if my telecommuting agreement could be extended indefinitely. The Board suggested that it would be reviewed every 6 months.
- **Friday, November 19, 2021** – I participated via Zoom under Citizen Participation. I asked the Committee to consider reinstating my full 90 hours of sick time and expressed my disappointment that my October 20, 2021 letter had not been shared with members of the Executive Committee or full Board.
- **Friday, December 17, 2021** – I attended again as a citizen and asked for an update as I had not heard anything from the Committee. Chair David Griffiths indicated that I was supposed to get back to the Committee regarding their decision. I had already

replied to the Board on November 19th. As I began to explain, my answer was cut short, and it is now reflected in the DRAFT December 17th minutes that “He did not hear back from her.” This is misleading.

- **Item 4 on the November 19 minutes** reads: “Executive Session re Personnel Issue – D. Griffiths formally asked that Paulina put the Committee’s decision in writing. R. Kelleher summarized the Board’s position and what was communicated to L. Colangelo. She is to consider the same and get back to the Committee on Monday. Attorney Harrington suggested NDDH work up the Draft while it is fresh in mind, but nothing needs to be formalized. Be certain to label the document as a Draft.”
 - As I mentioned in my December 27, 2021, 10:30am email below. I NEVER received any summary of the Board’s position or a request to get back to you. Sue’s email of 12/27/21 at 11:54am (I have attached a picture of it below) states that the Committee’s decision should have been written in the meeting minutes, but it was not. She asked that Bob’s summary of the Committee position be documented and the information forwarded to me.
- Paulina’s email of 12/29/21 at 10:23 pm states that “there is no official record of the Executive Session discussion. The items you were to consider were those discussed during executive session.”
- I replied on 12/30/21 at 4:33pm asking how I am supposed to reply if there is no official record of your discussion and I was not privy to your executive session conversation.

I would think that the November 19 minutes should be amended to include the Committee’s decision. The December 17 minutes should reflect that I was never notified of the Committee’s action or a request to consider it.

As of today, I still don’t know what the Executive Committee decided about reinstatement of my sick time, and I don’t know if a decision has been made about my telecommuting agreement.

Is anyone able to provide answers and confirm that I can participate briefly this morning to address these concerns?

L. Colangelo

D. A Griffiths notes that we did not officially put in writing what R. Kelleher suggested we do. R. Kelleher recalls that when they came out of Executive Session, he did not summarize 1, 2, 3, 4, 5. He said that what was communicated to L. Colangelo in Executive Session was what their position was and that they were waiting for an answer. There was no summary and there wouldn’t be as it was discussed in Executive Session. L. Colangelo was in attendance in Executive Session. D. A. Griffiths notes that L. Colangelo wanted to be involved in today’s meeting and asked if it was too late to involve her. E. Lippke noted that this was not what today’s meeting was about but L. Colangelo could have joined via citizen participation. Perhaps she thought she could discuss her issues under citizen participation or other business.

S. Starkey stated that there was no Zoom meeting. L. Colangelo could have come to the meeting. An email went out to her today telling her that today's meeting was not to discuss the personnel issue but that she will be invited when we discuss the same.

3. Review of Minutes

a. December 17, 2021 DRAFT minutes. E. Lippke motioned to accept the December 17 minutes as written. L. Salisbury seconded the motion. All in favor. Motion carried (4-0-0).

4. Legal Counsel Communication

R. Kelleher motioned to go into Executive Session to discuss a legal memo from Attorney Michael Harrington. E. Lippke seconded. All in favor. Motion carried. (4-0-0).

Meeting resumed at 11:50 a.m.

E. Lippke motioned to recommend that the letter from the attorney to the Board be dispensed to the Board as part of the Board packet. L. Salisbury seconded. All in favor. Motion carried. (4-0-0).

E. Lippke said that L. Colangelo will be told that she is free to send to the Board any correspondence or any paperwork. D. A. Griffiths will reach out to L. Colangelo via telephone and advise her of the same. Additionally, he will let her know that we are scheduling an Executive Committee meeting to discuss the personnel issue.

Committee members discussed the need for another Executive Committee meeting to discuss the personnel issue. The committee chose to have the next Executive Committee meeting on Thursday, January 6 at 3:00 p.m. The agenda will be to discuss a personnel issue and L. Colangelo will be invited to attend.

R. Kelleher reminded the committee that the rule is that if they call an Executive Committee meeting and L. Colangelo attends, she then has the opportunity to decide whether she wants the meeting public or private. That is her choice. Or the committee could go into Executive Session which she would not have the right to attend. D. A. Griffiths said that the committee needed to determine if they were willing to discuss the details of what they were going to be offering to the full Board.

5. Adjournment*

E. Lippke motioned to adjourn. L. Salisbury seconded. All in favor. Motion carried. (4-0-0)

Meeting adjourned at 12:00 noon.

Respectfully submitted,
Linda Buisson
Administrative Assistant
NDDH