



Northeast District Department of Health

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NDDH Board of Directors Meeting Minutes
Date: January 13, 2022 – 3:00 PM

Location: Quinebaug Valley Senior Center, 69 South Main Street, Conference Room / Zoom

A. Commencement/Roll Call

Meeting was called to order at 3:00 pm by Board Chair David A. Griffiths.

Present: R. Kelleher, Brooklyn; Luther Thurlow, Canterbury; Elaine Lippke, Danielson; P. Torcellini, Eastford (via Zoom); Heidi Clifford, Killingly; David A. Griffiths, Killingly; D. Gladding, Plainfield; Rob Kerr, Plainfield; Ann Hinchman, Pomfret; Lana Salisbury, Sterling; Orla McKiernan-Raftery, Thompson; Nathan Swift, Union; Sue Starkey, Director of Health

Guests: Austin Tanner, First Selectman-Brooklyn; Christopher Lippke, First Selectman-Canterbury; Delpha Very, alternate representative, Thompson

Absent: Robert Grindle, Hampton; Joseph Nash, Putnam; and Gail Dickinson, Woodstock were not in attendance.

NDDH Staff: Paulina Martinez (Human Resources); Melissa Nichols (Finance Manager); Amanda Sanelli (Public Health Program Manager); Linda Colangelo (Education & Communications Coordinator); Linda Buisson (Administrative Assistant)

B. Citizen's Participation – Linda Colangelo

L. Colangelo requested that the Personnel Issue on the agenda be tabled for the following reasons:

- The agenda is very busy and she does not believe that the issue will be afforded the proper time
- A legal document to be shared with Board today put her in a position of defense before she was given the opportunity to present her case
- The sharing of a document before the Board was notified of the issue created bias and allowed one to pre-form opinions without the knowledge of important details
- The memo has inaccuracies, misinformation and misconceptions
- She would like ample opportunity to present the Board with the facts
- Not all Board members may have all documentation

- Recommended another meeting to specifically address this issue with time for Board members to receive all relevant information and time to review and form their own opinions
- If the Board chooses to move forward today without tabling it, she respectfully requested that she be allowed into Executive Session

C. New Staff

1. Amanda Sanelli was introduced as the Public Health Program Manager. This is a step up from her previous position as Public Health Program Specialist.
2. S. Starkey advised Board of recent hires of Shelley Petell and Hailey Charette as new COVID Assistants. They both came on board on December 17, 2021.

D. Finance

1. Per Capita*

E. Lippke advised that justification for increasing the per capita rate is in the packet. The increase is for \$0.50 for FY23. This equals \$7.50 per person and is a 7.1% increase per projection. P. Torcellini said that Eastford has a tight budget and will struggle with a 7% increase. E. Lippke requested a motion to accept the per capita amount so that letters could be sent out to the towns so that when they do their budget planning, they will have this information for their deliberations. S. Starkey advised that in the 3-year projection for the NDDH budget, the per capita was supposed to go up by \$0.75. Finance Committee deliberations resulted in their reducing the request to \$0.50. We are hoping the Board recognizes that this is what's important to keep up with the costs.

M. Nichols stated the that 7.1% increase overall is for the entire district. She can provide information on what town's cost will be by going up \$7.50. Of note, Eastford will be paying less this year than last year but Woodstock will pay more. This number is determined by the increase or decrease of the town population. She will give L. Buisson a copy of document comparing last year and this year town increases / decreases to each Board member.

H. Clifford and O. McKiernan-Raftery requested documentation that can be shared with towns re the breakdown of costs, particularly those items that are shared – part budget/part Grant-funded.

S. Starkey advised Board that we have been under-funded for many years and are trying to catch up. She understands everyone's questions and concerns about raising the per capita and said that we need to do a better job explaining costs. Almost all our costs are related to paying the people who work here. The Grants pay for all the grant-funded people. The ones that are left are those that must deliver essential services such as the sanitarians, environmental health workers, including the front desk, HR, and finance. The most important cost is for good employees at NDDH.

D. Gladding motioned to increase the per capita by \$0.50 to \$7.50 for FY23 estimate. R. Kerr seconded. R. Kelleher, H. Clifford, D.A. Griffiths, D. Gladding, R. Kerr, A. Hinchman, L. Salisbury, O. McKiernan-Raftery and N. Swift all voted in favor.

P. Torcellini against. L. Thurlow did not vote. Motion carried (9-1-1).

2. Fair Fees - \$180*

E. Lippke discussed prospect of increasing fair fees to \$180 next year. There has been no increase the last two years. Finance recommends that we increase the fees. Fees take into consideration inflation and costs for additional qualified individuals for inspections. Fair fees for the last two years have been \$165.

A. Tanner questioned the itinerant license that was instituted in February 2019 and requires him, as a food vendor to pay twice. Once, for the itinerant license that the state doesn't honor so he needs a license for every food event he goes to out of the district; plus the itinerant license is supposed to be for anything in a district and he believes paying for a fair isn't fair because it's in the district. If he goes out of district, he must pay a fee for each food event. He has been fighting with his legislator at the Department of Health on this. He believes an itinerant license should allow him to go anywhere in the state. S. Starkey advised that she has been advocating in favor of what A. Tanner is saying for a statewide itinerant license. The governor is pushing for it as are the CT Association Directors of Health and many other groups, including restaurant associations.

N. Swift motioned to approve increasing Fair Fees to \$180. O. McKiernan-Rafertry seconded. R. Kelleher, L. Thurlow, P. Torcellini, H. Clifford, D.A. Griffiths, D. Gladding, R. Kerr, A. Hinchman, L. Salisbury, O. McKiernan-Rafertry and N. Swift all voted in favor. Motion carried (12-0-0).

3. Cargo Van*

E. Lippke advised that NDDH is looking to buy a brand-new vehicle with everything we want for \$35,000. The vehicle does have a tow package which would allow us to pull the trailer. M. Nichols advised that the finance rate is generally 3-5% but we do not have a final amount yet though she has put in a request for the same. We have often put down \$5000 for a new vehicle. Our 2005 Ford Ranger will be retired.

E. Lippke motioned to allocate up to \$35,000 for a cargo van. N. Swift seconded. R. Kelleher, L. Thurlow, P. Torcellini, H. Clifford, D.A. Griffiths, D. Gladding, R. Kerr, A. Hinchman, L. Salisbury, O. McKiernan-Rafertry and N. Swift all voted in favor. Motion carried (12-0-0).

4. Year-to-Date Financial Report – November 2021

E. Lippke advised that report easily shows budget versus actual. We are in a comfortable place.

E. Minutes: November 11, 2021

Motion was made by D. Gladding to accept the November 11, 2021 minutes as presented. N. Swift seconded. R. Kelleher, E. Lippke, D.A. Griffiths, D. Gladding, R. Kerr, A. Hinchman, L. Salisbury, O. McKiernan-Rafertry and N. Swift voted in favor. H. Clifford, L. Thurlow and P. Torcellini abstained. Motion carried. (9-3-0)

F. Communications - none

G. Reports

1. Personnel Committee

a. Telecommuting Policy Recommendation*

L. Salisbury said there was a need for a more specific telecommuting agreement. She worked with the Personnel Committee, S. Starkey and the Executive Committee to come up with the documents in the meeting packet. She wanted to advise the Board of a few changes.

On the document entitled Remote Work, Telecommuting and Flextime, Definitions, Telecommuting – the first sentence will be revised to read *Work outside the NDDH office or field assignment on an approved schedule such that telecommuters are available to staff and customers during business hours*. The last sentence under Eligibility and Limitations will be changed to read *If asked to report to work, employees must make every effort to do so within 90 minutes*. Under Telecommuting, the first sentence will be changed to read The Director of Health, in consultation with another executive supervisor shall determine positions with job duties that can be performed at alternate work locations and to designate those employees who are eligible to become or to continue as telecommuters.

L. Salisbury motioned to accept the Remote Work, Telecommuting and Flextime document as presented with amended changes. O. McKiernan-Raferly seconded. R. Kelleher, L. Thurlow, P. Torcellini, H. Clifford, D.A. Griffiths, D. Gladding, R. Kerr, A. Hinchman, L. Salisbury, O. McKiernan-Raferly and N. Swift all voted in favor. Motion carried (12-0-0).

L. Salisbury advised the Board that the Application form required a revision under Acknowledgement, item number 5 will be changed to read *If directed to come to the office, I will make every effort to do so within 90 minutes*. This is just a notification of a change and does not need a vote as it will not be part of the policy.

A.Tanner left the meeting at 4:27 p.m.

b. DoH Evaluation – Executive Session*

L. Salisbury advised the Board that there were thirteen responses to the DoH evaluation. O. McKiernan-Raferly motioned to table the DoH evaluation until the staff have completed an evaluation. H. Clifford pointed out that the By-Laws state that the DoH evaluation is required to be completed at this time. O. McKiernan-Raferly withdrew her motion.

O. McKiernan-Raferly motioned to go into Executive Session to discuss the DoH evaluation, inviting all Board members but not S. Starkey.

Board went into Executive Session at 4:44 p.m.

The Board returned from Executive Session at 4:54 p.m.

D.A. Griffiths requested adjourning the meeting but because the Board did not get through the entire agenda, suggested that the Board reconvene at another date to continue the same.

After much discussion, it was decided to schedule a Board meeting for Tuesday, January 25 at 3:00 in the NDDH Conference Room.

L. Colangelo asked the Board if she could send correspondence to the Board before the next meeting. She was told that she could bring anything she wanted to the full Board.

H. Adjournment

Motion was made to adjourn at 5:00 p.m. by E. Lippke. R. Kerr seconded. R. Kelleher, L. Thurlow, E. Lippke, P. Torcellini, H. Clifford, D.A. Griffiths, D. Gladding, R. Kerr, A. Hinchman, L. Salisbury, O. McKiernan-Raftery, and N. Swift voted in favor. Motion carried. (12-0-0)

Respectfully submitted,
Linda Buisson
Administrative Assistant
NDDH