



# Northeast District Department of Health

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## NDDH Board of Health Executive Committee Meeting Minutes

Date: Thursday – September 29, 2022

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

Attendees: Robert Kelleher, Elaine Lippke, Lana Salisbury, Susan Starkey  
Absent Excused: Ann Hinchman  
Guests: Amanda Gonzalez, Maureen Marcoux, Paulina Martinez, Melissa Nichols, Linda Buisson

1. Call to Order

The meeting was called to order at 3:03 pm.

2. Citizen Participation - None

3. Review of Minutes\*

August 16, 2022 DRAFT minutes. L. Salisbury motioned to accept the minutes as written. E. Lippke seconded the motion. R. Kelleher, L. Salisbury, and E. Lippke all in favor. Motion carried. (3-0-0)

4. Committee Responsibilities

E. Lippke stated that there used to be recruiting documents as well as a brochure that was sent to selectmen to assist them in choosing members to sit on the Board. L. Buisson to provide to the Committee.

5. Staff Input on Taped Meetings & Request for FOI Training

The Board of Health requested NDDH record staff meetings for Board viewing. P. Martinez explained that when this consideration was shared with the staff, they had concerns about being taped and felt people might not speak freely knowing the Board would be viewing the taped sessions. Further, staff members noted that if Board members wanted to join NDDH at a staff meeting, they could. Committee requested that Board members receive notification of when the next staff meeting will be held so that they can attend. The Director suggested that she ask the staff how they felt about that. E. Lippke said that the Board did not want to intrude, they were just interested. The Committee requested meetings be taped and made available for two weeks until replaced with the next meeting tape.

We are going to be moving staff meetings from Zoom to Teams. S. Starkey said Board members may not have Teams accounts. A. Gonzalez will investigate the steps for sharing taped Teams meetings and will put together a screenshot of simple instructions for the Board of Health.

There were more questions regarding Freedom of Information regarding taped meetings, the length of time the videos would be kept, etc. R. Kelleher said that there is a public contact at FOI that we should talk to about having him provide a presentation to both staff and the Board. L. Buisson will reach out to the State of CT Freedom of Information Office.

6. Slate for Subcommittee Members\*

The proposed SLATE was reviewed. There was some discussion about the same individuals being on the same committees and that it would be nice to have other Board representatives and alternates switch committees or join the same. C. Jordan, the alternate for Sterling is interested in being on the By-Laws Committee. It was suggested that P. Torcellini might be interested in joining the Finance Committee. L. Buisson was asked to reach out to him. It was suggested that if he was not interested, we ask R. Andrews, the Woodstock alternate, if he might be interested in joining Finance.

L. Salisbury motioned to recommend the proposed SLATE, with the addition of C. Jordan on the By-Laws Committee and knowing there may be additional changes such that the November 2022-November 2023 Committee Member SLATE is as follows:

Executive:

Robert Kelleher, Brooklyn (Board Chair)  
Lana Salisbury, Sterling (Vice-Chair)  
Elaine Lippke, Danielson (Finance Chair)  
Ann Hinchman, Pomfret (Personnel Chair)  
Susan Starkey, Director of Health (Secretary/Treasurer)

By-Laws:

Carla Jordan, Sterling alternate  
Rob Kerr, Plainfield  
Joseph Nash, Putnam  
Paul Torcellini, Eastford  
Delpha Very, Thompson alternate

Personnel:

Ann Hinchman, Pomfret (Chair)  
Gail Dickinson, Woodstock  
Donald Gladding, Plainfield  
David A. Griffiths, Killingly  
Lana Salisbury, Sterling

Finance:

Elaine Lippke, Danielson (Chair)  
Robert Kelleher, Brooklyn  
Orla McKiernan-Rafferty, Thompson  
Nate Swift, Union  
Luther Thurlow, Canterbury

E. Lippke seconded. R. Kelleher, L. Salisbury, and E. Lippke in favor. Motion carried. (3-0-0)

7. REAL Custom Training Report (Workforce Satisfaction)

P. Martinez advised the committee that NDDH decided to do a deep dive following the employee survey back in March. This resulted in having REAL Custom Training come in and meet with both supervisors and employees. Leadership was provided with a copy of the report findings on Tuesday, September 20 and it was emailed to the staff on Thursday, September 22, giving them time to review and discuss at the Friday, September 23 staff meeting. The report was sent to the Board Chair on Thursday, September 22. Leadership will meet with their individual departments for clarification and with the leadership team to review. The next leadership meeting is scheduled for October 13<sup>th</sup>. Leadership will meet with the Director of Health the following week to discuss recommendations.

L. Salisbury noted that there were several instances that said, “no communication with the Board.” She recommended that after Citizen Participation on the Board agenda, we add Employee Participation. Each meeting would include a five-minute presentation from a staff member. Staff members would briefly explain their job, including what the past day or week involved. In this way, the Board can get a sense of what various positions do on a day-to-day basis.

R. Kelleher requested that the Consultant Report be sent to all Board members to review before the November meeting and asked for a bullet list of items deemed most important by staff, supervisors, and the Director of Health.

8. Board Member Attendance Requirements

Executive Committee officers discussed visiting the selectmen of the towns whose representatives do not show up at meetings. They would like to bring a “road packet” regarding the requirements of Board members and the selection process for the same. L. Buisson will provide the necessary documentation. Officers will plan to visit Hampton and Putnam before the November meeting so that they may report back.

9. Board Survey Review with Suggestions for Improvements

There was some discussion about planning a Board Retreat to discuss possible improvements after the November Board meeting, but not around the Christmas holiday as people will be busy. We want people to attend.

10. Environmental Health Services: Staffing Needs

R. Kelleher suggested that this be tabled and discussed at a Finance Committee meeting. While we want to hire another EHS employee, we first need to review the budget and determine if we can find the funding. It is important to remember that if we hire someone, they will still need training to get certified in soil, food, and lead.

11. Explanation of Documents Executive Committee May Need to Sign Off On

M. Nichols provided a list of documents committee members may need to sign. She included pre-approved vendors that do not require Board signatures for payment. If there is an unbudgeted bill over \$5000, it will require the Board Chair’s signature. If the Board Chair is unavailable, the Vice-Chair may sign. This is a rare occurrence. Per capita applications must be signed by the Board Chair as well.

12. Itinerant Food Vendor Memorandum of Understanding (MOU) Follow Up

The state recently changed the law to allow itinerant food vendors / food trucks (IFV) permit reciprocity based on a statewide MOU. The staff have been trained in the database. IFVs will have to go to town offices to make certain they meet the town's requirements. Signing the MOU will not impact the budget as our itinerants will still pay us their fee. The Executive Committee was not opposed to S. Starkey signing the MOU.

13. By-Laws – Suggested Changes re Virtual Option at Meetings

At the last Board meeting, it was suggested we eliminate the virtual meeting option. If we want to make a change to the By-Laws, it needs to be presented to the Board 30 days in advance of the meeting.

L. Buisson will reach out to Board members for an unofficial vote. We do not want to prevent Board members from attending. If it is determined that they want this change, the By-Laws Committee will need to meet.

14. Robert's Rules of Order re Minutes

There was some discussion regarding whether NDDH meeting minutes are overly done. According to Robert's Rules of Order, minutes should be brief including motions and votes without a lot of discussion.

R. Kelleher is in favor of continuing the minutes as they are currently done as it provides discussion that shows how we came to conclusions. L. Salisbury and E. Lippke agreed to keep the format of the minutes as they are currently.

15. Confidentiality Agreements

R. Kelleher and S. Starkey discussed the Agreement and will include it on the agenda for the next Executive Committee meeting.

16. Adjournment\*

B. Kelleher motioned to adjourn without objection. L. Salisbury seconded. R. Kelleher, E. Lippke, and L. Salisbury all in favor. Motion carried. (3-0-0)

The meeting was adjourned at 4:47 pm.

Respectfully submitted,

*Linda Buisson*

Administrative Assistant

NDDH