



Northeast District Department of Health

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NDDH Board of Health Executive Committee Meeting Minutes

Date: Friday – January 27, 2023

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

Attendees: Robert Kelleher, Elaine Lippke, Lana Salisbury, Ann Hinchman and Susan Starkey

Guests: Linda Buisson, Transcriptionist

1. Call to Order

The meeting was called to order at 1:56 pm.

2. Citizen Participation - None

3. Review of Minutes*

September 29, 2022 DRAFT minutes. E. Lippke motioned to accept the minutes as written.

L. Salisbury seconded the motion. Request for discussion. There was a brief discussion and review of items that are included in the minutes such as the recording of staff meetings, follow up on whether any Board members had gone to Putnam and Hampton, what documentation is provided to new Board members, and the signing of the Memorandum of Understanding for Itinerant Vendors. No further discussion ensued. Vote on motion taken. R. Kelleher, L. Salisbury, A. Hinchman and E. Lippke all in favor. Motion carried. (4-0-0)

4. Review Director of Health Evaluation*:

The Committee discussed that the director needed to improve her ability to communicate. The director noted that she will listen more, talk less, and try to be more direct and concise when speaking, and will submit a rebuttal to the evaluation.

The director requested specific information on what the communication issues are so that she can find a means to correct them. This can be addressed at each Board meeting. S. Starkey will meet with Board members to clarify the issues, create a plan of action to address the issues that include measurable goals and provide the information to the Personnel Committee or the Executive Committee so that it can be incorporated in a standardized evaluation form.

Next December, the goals will be reviewed to see whether the objectives have been met. The Executive Committee agreed that the main issue is communication, whether it be in written or verbal form.

R. Kelleher advised that it is unnecessary to prepare a new contract. We have the existing original new hire letter and we are extending that for a year.

A. Hinchman motioned to give S. Starkey a cost-of-living increase of 2%. L. Salisbury seconded. R. Kelleher, L. Salisbury, A. Hinchman and E. Lippke all in favor. Motion carried. (4-0-0)

5. Possible Fifth Member of Executive Committee

There was discussion surrounding whether it would be beneficial to add a fifth member to the Executive Committee. The consideration was that if a new member was added, it might be someone from the ByLaws committee, therein having a member from all NDDH committees involved. This was tabled and may be revisited at a future meeting.

6. Set Meeting Calendar for 2023

The committee decided to set up a schedule of meetings for 2023. Meetings will be held at least a couple of weeks before Board meetings so that they may report back to the Board on any issues. Going forward, meetings will take place on the following days / dates / time:

Tuesday	March 28	3:00 pm
Tuesday	May 23	3:00 pm
Tuesday	August 22	3:00 pm
Tuesday	October 24	3:00 pm
Tuesday	December 19	3:00 pm

7. Adjournment*

E. Lippke motioned to adjourn. L. Salisbury seconded. R. Kelleher, E. Lippke, A. Hinchman and L. Salisbury all in favor. Motion carried. (4-0-0)

The meeting was adjourned at 3:57 pm.

Respectfully submitted,
Linda Buisson
Administrative Assistant
NDDH