



# Northeast District Department of Health

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## NDDH Board of Health Executive Committee Meeting Minutes

**Date: Tuesday – March 28, 2023**

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

Attendees: Robert Kelleher, Elaine Lippke, Lana Salisbury, Ann Hinchman and Maureen Marcoux (Acting Director)

NDDH Staff: Amanda Gonzalez, Public Health Programs Manager; Melissa Nichols, Finance Manager; Linda Buisson, Administrative Assistant

Guests: David A. Griffiths and Orla McKiernan-Raftery

### Call to Order

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

Citizen Participation - None

### Review of Minutes\*

January 27, 2023, DRAFT minutes. E. Lippke motioned to accept the minutes as presented. A. Hinchman seconded the motion. Discussion ensued. An amendment was requested of the minutes. L. Salisbury requested that wording in the fourth paragraph under *Review Director of Health Evaluation* be changed. R. Kelleher moved to amend the minutes to say that it is unnecessary to prepare a new contract. We have the existing original new hire letter and are extending it by a year. R. Kelleher asked if the committee was in favor of this amendment. Vote was taken. R. Kelleher, L. Salisbury, A. Hinchman, and E. Lippke all in favor. Motion carried. (4-0-0)

### Status of Proposed Letter from Board to Local State Senators and Representatives

In September 2022, the Board wanted to send a letter to local state senators and representatives. R. Kelleher, L. Salisbury, L. Colangelo and A. Gonzalez met to collaborate on the letter. The letter was prepared but deemed too long, did not stress the original intent, and was never sent.

L. Salisbury shared a new letter that she prepared. The committee was informed that the hold up with food certifications is at the state level. M. Marcoux confirmed that this is correct.

R. Kelleher suggested that the committee meet with Mae Flexer, Dr. Jeff Gordon, and others. If we had 2-3 more food inspectors, we would be able to go out and complete more inspections.

R. Kelleher suggested simplifying the letter. It should be from the Board and focus on food inspection certifications. L. Salisbury will work with L. Colangelo to prepare another letter after fact checking some information. The Executive Committee plans to present the letter to the Board in April.

M. Nichols reported that over the next 4 weeks, while the DoH (S. Starkey) is out, the Leadership Team plans to maintain “business as usual” and has reviewed the chain of command. Any staff issues will be brought to the direct supervisor, the acting DoH, and then the Board Chair/Executive Committee. Each department will review deadlines/projects. Supervisors will support/assist in prioritizing projects while completing everyday work. The Leadership Team requested to meet with the Executive Committee weekly. The team will give status reports by department and advise if assistance is needed from other district directors or the Board.

The Executive Committee expressed concern that M. Marcoux may have too much work as Acting Director and the only Registered Sanitarian. R. Kelleher stated that the committee supports her and if it becomes too challenging, to let them know.

NDDH has Memorandum of Agreements (MOA) with other health districts. Copies were requested to be sent to the Executive Committee to review. The leave of absence memorandum will be sent to town leaders, DPH, NDDH Board, staff, and other community groups on 3/29/23. L. Colangelo will prepare the memo and the email language, but the correspondence will be emailed from the Acting Director’s email account. NDDH had a staff meeting on Monday, 3/27/23, to advise staff of the director’s leave. There will be another meeting on Friday, 3/31/23, as a follow up. No issues are anticipated.

NDDH has eight banking signatories. M. Marcoux will now carry the 24/7 on-call burden. If she is unavailable, J. Vose (Public Health Nurse) and S. Faucher (Emergency Preparedness Coordinator) will provide necessary services as needed.

#### Reaction of Member Towns Following NDDH Presentation to NECOGG

R. Kelleher asked if the Board needed to react to the bad publicity following the NECOGG meeting. R. Kelleher contacted town officials. He spoke with B. Seney (Putnam), A. St. Onge (Thompson), M. Nicholson (Pomfret), M. Calorio (Killingly), K. Cunningham (Plainfield), L. Cooper (Sterling), J. Swan (Woodstock) and A. Tanner (Brooklyn). He did not contact C. Lippke (Canterbury), A. Cahill (Hampton), D. Richards (Eastford), or D. Eaton (Union). He will share reactions in executive session.

O. McKiernan-Rafoery assured NDDH staff that the Board is behind them.

#### Progress and Status of Food Establishment and Septic System Inspections

An EHS report was distributed to the committee showing how many and what percentage of food inspections have been completed YTD FY23. The report includes other inspection information, as well as complaints. The report shows that 126 food inspections (17%) have been completed, including an additional ninety temporary events.

There was an inquiry regarding which food class establishments should be a priority. M. Marcoux stated that Class 4 is first. It includes nursing homes, etc. It usually has the fewest issues. Class 3 would be next. It is the bigger restaurants, and we typically visit any that have had issues in the past, more so than those without a history of any violations. Class 2 restaurants are fast food enterprises. Class 1 includes gas stations and similar stores.

A Workforce Satisfaction Update report was distributed to the committee to read and come back with questions at the next meeting.

### FOI Request Protocols

M. Nichols is managing the FOI protocols until the DoH returns. Some steps will defer to the director, such as identifying circumstances wherein we are not required to divulge information.

HR duties have been split between A. Gonzalez (workforce development), M. Nichols (payroll and tracking), and L. Buisson (personnel policies and conflict resolution).

### Personnel Committee – Updated Evaluation Forms

L. Salisbury reported a new evaluation form is being prepared. There are new questions and suggestions on the evaluation process. The next Personnel Committee meeting is scheduled for May. The Personnel Committee hopes the evaluation will be ready for Board approval by the June meeting. A comment was made that there was insightful information when written comments were expressed versus simply checking a box. It was good to get Board members' input. L. Salisbury advised that Board members will be asked to fill out the evaluation with their town official.

O. McKiernan-Raftery suggested that community partners (hospitals, etc) also fill out the evaluation. It was decided that it might be something to consider in the future.

### Director Evaluation and Goal Setting for Remainder of Year – Executive Session\*

R. Kelleher motioned to go into Executive Session at 4:25 pm for the purpose of discussing the director's evaluation and goal setting. E. Lippke seconded the motion. R. Kelleher, L. Salisbury, A. Hinchman and E. Lippke all in favor. Motion carried. (4-0-0)

E. Lippke motioned to invite Board members in attendance (D.A. Griffiths and O. McKiernan-Raftery) to join them in Executive Session. R. Kelleher seconded. R. Kelleher, L. Salisbury, A. Hinchman and E. Lippke in favor. Motion carried. (4-0-0)

A. Hinchman voted to go out of Executive Session. E. Lippke seconded the motion. R. Kelleher, L. Salisbury, E. Lippke, and A. Hinchman in favor. Motion carried. (4-0-0). Executive Session ended at 5:20 pm.

### Weekly Executive Committee Meetings Scheduled

The next two committee meetings are scheduled for Tuesday, April 4 at 10:30 am and Monday, April 10 at 10:30 am. Town clerks will be alerted of the additional meetings and agendas will be sent as required.

The Union requested to meet on Friday, April 14 and Friday, April 21 at 1 pm with NDDH. We will need at least one representative from the Executive Committee in attendance. The current Union contract was distributed to the committee.

### Adjournment\*

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

The meeting was adjourned at 5:29 pm.

Respectfully submitted,  
*Linda Buisson*  
NDDH Administrative Assistant