



Northeast District Department of Health

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NDDH Board of Health Executive Committee Meeting Minutes

Date: Tuesday – April 4, 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: Melissa Nichols, Finance Manager; Janine Vose, Public Health Nurse; Linda Buisson, Administrative Assistant; Amanda Gonzalez, Public Health Programs Manager (via Zoom)

Call to Order

The meeting was called to order at 10:33 am

Citizen Participation - None

Review of Minutes*

March 28, 2023, DRAFT minutes. L. Salisbury motioned to accept the minutes as presented.

A. Hinchman seconded the motion. Vote was taken. R. Kelleher, L. Salisbury, A. Hinchman, and E. Lippke all in favor. Motion carried. (4-0-0)

NDDH Department Updates

M. Marcoux, Acting Director

- NDDH received notification from State of CT (Food Division) regarding a plan to evaluate both K. Stafko and D. Moe during the next couple of weeks for food certification.

L. Buisson, Administrative Assistant

- Attended, prepared, transcribed and posted meeting minutes and agendas
- Sent all agendas to town clerks for public notification

J. Vose, Public Health Nurse

- Reported there have been a couple of Medical Reserve Corp. trainings for *Stop the Bleed*. The groups that attended are trained to be *Stop the Bleed* instructors in the community. A couple volunteers will be starting classes in Eastford.

M. Nichols, Finance Manager

- Reports FY24 public hearing notice was placed in the Norwich Bulletin
- Health Insurance Open Enrollment: staff has the option to sign up for our health insurance or make changes to the health insurance, Sunlife, and/or life insurance.

- All Director emails are being reviewed. Emails that require attention are being forwarded to the Acting Director, then distributed. Emails worked on will be more easily accessible when the Director returns for review.
- R. Kelleher responded to town leaders and anyone with questions regarding the Director's leave.
- On April 1 staff meeting / luncheon, supervisors updated employees that we will go forward "business as usual".
- Upcoming meetings include:
 - Finance Committee – Thursday, April 6 – 3:00 pm
 - Executive Committee – Monday, April 10 – 10:30 am
 - Finance Committee – Thursday, April 13 – 2:00 pm (if needed)
 - Board Meeting – Thursday, April 13 – 3:00 pm
 - Union Negotiations – Friday, April 14 – 1:00 pm
 - 2nd Union Negotiations-Friday, April 21—1:00pm
- M. Marcoux or A. Gonzalez will be representing NDDH at DPH (virtual) meeting regarding updates for directors on April 5th

A. Gonzalez, Public Health Programs Manager

- Conversed by email to Deanna D'Amore, President of CADH and Norwalk Public Health Director, after notifications were sent to all stakeholders regarding our director's leave. Deanna advised she would inform the CADH Board. There are two types of CADH meetings: a monthly meeting and a weekly meeting. A NDDH representative only needs to attend the monthly meeting. The weekly meeting is an advocacy meeting.
- Working on ELC2 (Epi Lab Capacity) grant deliverables. Completion in June 2023.
 - Created a flyer using COVID funding specific to lead as more people were in their homes during quarantine.
 - Started a specific lead campaign on fishing and the dangers of the lead weights. This was a hot topic that the community liked.
 - We plan to work on maternal-child health and how it has been affected by COVID.
- Celebrating Public Health Week. We are posting different topics every day on Facebook.
- PHEP (Emergency Preparedness) Grant. S. Faucher has attended two trainings and has two more scheduled that will be specific to pod setup and an After-Action Plan when a situation such as a pandemic occurs. NDDH has MOUs with Plainfield, Killingly and Putnam. In the Spring, we will do exercises with MRC (Medical Reserve Corp).
- L. Colangelo remains our lead with the Block Grant, connecting people to trails.
- Still looking for updates on the Rural Health Grant that was supposed to start in August 2022.
- There are immunization funds available Sept 2023-\$275K. On Friday, we sent a letter of interest in the funding. Funds are allocated based on per capita population in district.

Representative Letter Update*

Several months ago, the Board suggested we contact legislators to ask for their assistance in getting the food certification process revised. A letter was written to the Commissioner for which we did not receive a response. L. Salisbury and L. Colangelo have been working on a letter to send to legislators, asking them to listen to our concerns. The most recent revision to the letter was distributed. It was brought to our attention that there has been some movement on Bill 1066. Some of our concerns are being addressed. The Commissioner is supporting the elimination of the requirement that a food inspector needs to be employed before getting their certification.

A discussion ensued regarding exactly who to send a letter to and what the letter should say. After much dialogue between the Executive Committee and NDDH staff, it was decided that a letter will be written to the Commissioner, with copies going to the two Deputy Commissioners, as well as legislators.

L. Salisbury will work with L. Colangelo to revise the letter. A. Gonzalez will reach out to both Patrick McCormack, Uncas Health Director, and Deanna D'Amore, Board President of CADH, to get their input on our letter and what we need regarding food inspector certifications. L. Salisbury will try to bring the revised letter to the next Executive Committee meeting on Monday, April 10th for review and discussion.

Update on Director of Health Status – Executive Session*

A. Hinchman motioned to go into Executive Session at 11:43 am. L. Salisbury seconded the motion. R. Kelleher, L. Salisbury, A. Hinchman and E. Lippke all in favor. Motion carried. (4-0-0)

R. Kelleher 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 12:15 pm.

Adjournment*

R. Kelleher 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 12:19 pm.

Respectfully submitted,
Linda Buisson
NDDH Administrative Assistant