



Northeast District Department of Health

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NDDH Board of Health Executive Committee Meeting Minutes

Date: Monday – April 10, 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; Linda Buisson, Administrative Assistant; Amanda Gonzalez, Public Health Programs Manager; Janine Vose, Public Health Nurse (via Zoom)

Call to Order

The meeting was called to order at 10:32 am

Review of Minutes*

April 4, 2023, DRAFT minutes. E. Lippke 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

- The State will be testing K. Stafko, and D. Moe together on Tuesday and Wednesday of this week and again two days next week for their food certification.

L. Buisson, Administrative Assistant

- Focused on preparing meeting agendas, attending meetings, and transcribing minutes.
- Able to continue other duties without issues.

J. Vose, Public Health Nurse

- NDDH completed a Hep B series for medical responders at Loos & Company. Clinic was fee-based.
- There is a school nurse meeting scheduled for next week. I. Combs and J. Fuller will be providing QPR Suicide Prevention training.
- Last Tuesday, J. Vose spoke with the Putnam Lions Club and may have recruited some new members to be MRC (Medical Reserve Corp) volunteers.

M. Nichols, Finance Manager

- Reported that while reviewing payroll, employees worked additional hours the past two weeks and time was returned to employees' time off banks during DoH leave of absence.
- E. Lippke to do annual review of banking information following this Committee meeting.
- The FY24 Proposed Budget packet was sent to Board members this morning.
- Finance Committee meeting for Thursday, April 13 has been cancelled as it is unnecessary to meet.
- DoH emails continue to be monitored and processed accordingly.

A. Gonzalez, Public Health Programs Manager

- Community Health updates remain status quo. (Grants)
- Shared letters with the Committee from Senator Flexor to S. Starkey, along with S. Starkey's response. The letters were concerning issues regarding lead/mold.
- A. Gonzalez and J. Warner have completed their subsurface training and will be taking the exam on Wednesday, April 12th, at SCSU.

Representative Letter Update*

L. Salisbury distributed a revised letter to the DPH Commissioner and two Deputy Commissions. The letter specifically refers to Senate Bill 1066. The Committee discussed what they deemed should be included as the most important, bullet pointed items. It was questioned whether the wording regarding Bill 1066 might need to be removed if copying the legislators, so it does not appear that we are lobbying. We are only hoping to advocate.

Suggested bullet points include:

- Offer the initial food service training more than once a year
- Work closely with the Connecticut Association of Directors of Health (CAHD) and the Connecticut Environmental Health Association (CEHA) to find additional ways to create efficiencies in the food service certification process
- Simplify the qualification process for out-of-state inspectors who meet FDA requirements

The Committee agreed that they would like to send the letter in this legislative session. The revised letter will be brought before the Board for a vote to send. The Committee will distribute the letter to the Board at the April 13 meeting. It will fall under Unfinished Business on the agenda.

Schedule Additional Executive Committee Meetings

The Committee decided to schedule two additional Special meetings. The meetings will take place on the following dates / times:

Monday	April 17	10:30 am	NDDH Conference Room
Monday	April 24	10:30 am	NDDH Conference Room

Town clerks will be notified of the additional meetings immediately.

Update on Director of Health Status – Executive Session*

E. Lippke motioned to go into Executive Session for the purpose of discussing personnel at 11:38 am. A. Hinchman seconded the motion. E. Lippke left prior to the vote. R. Kelleher, L. Salisbury, A. Hinchman all in favor. Motion carried. (3-0-0)

L. Salisbury voted to go out of Executive Session. A. Hinchman seconded the motion. R. Kelleher, L. Salisbury, and A. Hinchman in favor. Motion carried. (3-0-0). Executive Session ended at 12:41 pm.

Adjournment*

R. Kelleher motioned to adjourn. L. Salisbury seconded. R. Kelleher, A. Hinchman and L. Salisbury all in favor. Motion carried. (3-0-0)

The meeting was adjourned at 12:42 pm.

Respectfully submitted,
Linda Buisson
NDDH Administrative Assistant