



Northeast District Department of Health

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NDDH Board of Health Executive Committee Meeting Minutes

Date: Monday – April 17, 2023

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

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

Absent Excused: Ann Hinchman

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 10:38 a.m.

Committee decided to move the 4/24/23 Executive Committee Special meeting to 4/25/23 at 3:00 p.m. Town clerks will be notified of the change.

Review of Minutes*

April 10, 2023, DRAFT minutes. E. Lippke motioned to accept the minutes as presented. L. Salisbury seconded the motion. Vote taken. R. Kelleher, L. Salisbury, and E. Lippke all in favor. Motion carried. (3-0-0)

NDDH Department Updates

M. Marcoux, Acting Director

- DPH-State Food Inspector, Zack, will be testing K. Stafko/D. Moe on Tuesday, April 18th. Zack sent educational materials to help with training. DPH will send an official letter regarding certification results.
- On Wednesday, 4/19/23, EHS staff (except for J. Warner) will be attending a lead recertification class in Willimantic. This is a yearly requirement.
- M. Marcoux received a DPH email inquiry regarding which departments have FITOs and reported that NDDH does not have one.
- The letter to the DPH Commissioner and two Deputy Commissioners was emailed on Friday, April 14, 2023. M. Marcoux received receipt acknowledgement from all three individuals.

J. Vose, Public Health Nurse

- There is a school nurse meeting scheduled for this week. I. Combs and J. Fuller will be providing QPR Suicide Prevention training. NDDH plans to open the training to more individuals such as firefighters, school counselors, etc.
- J. Vose and J. Fuller are preparing a memorandum to send to nursing homes, reminding them of abatement and evacuation that may be necessary in the event asbestos is found during any renovations or repairs.

M. Nichols, Finance Manager

- The first Union negotiation meeting was held on Friday, April 14th. The next meeting will take place on Friday, April 21 at 1 p.m.

A. Gonzalez, Public Health Programs Manager

- Community Health is looking into a new Immunization grant to educate and promote vaccinations. Work plan is due 4/28/23. The start date is September 2023. Grant income \$275K (\$75K for media costs). One of the Grant requirements: NDDH would need to do a rapid community assessment.
- A. Gonzalez is still looking for an update on the Rural Health grant that we were supposed to receive in September 2022.
- For educational purposes, A. Gonzalez distributed a document regarding lobbying restrictions on grant recipients.

Commissioner Letter Update*

L. Salisbury distributed a revision of the DPH Commissioner letter so that it could be sent to legislators. There is an introductory paragraph and a change to the second paragraph taking out any mention of Senate Bill 1066.

At the 4/13 Board meeting, it was agreed that the letter could be sent sight unseen if the Executive Committee voted in favor to do so. L. Salisbury motioned to approve sending the letter. E. Lippke seconded the motion. R. Kelleher, L. Salisbury, and E. Lippke voted in favor. Motion carried (3-0-0).

The letter will be sent on behalf of Robert Kelleher, Board Chair. The Acting Director of NDDH will be copied, as well as both R. Kelleher and L. Salisbury. If there is any feedback, the Acting Director will take the lead. The Director of Health will be updated on return.

Personnel Matter: Status Update on Director of Health - Executive Session*

R. Kelleher noted that it may be necessary for us to ask Eastern Highlands for support if the Director does not return by 4/25/23 as M. Marcoux may only serve as Acting Director for 29 days. NDDH has a Memorandum of Understanding with Rob Miller. M. Marcoux is to reach out to R. Miller and discuss availability if his assistance is needed. R. Kelleher will be copied. If R. Miller is on vacation or unavailable, NDDH could reach out to Patrick McCormack (UNCAS) or Stephen Mansfield (LLHD) for assistance. DPH will be notified of any changes. NDDH will investigate if additional funds will be needed during Acting Director coverage.

E. Lippke motioned to go into Executive Session for the purpose of discussing the personnel matter concerning the Director of Health at 11:16 am. L. Salisbury seconded the motion. R. Kelleher, L. Salisbury, E. Lippke all in favor. Motion carried. (3-0-0)

E. Lippke voted to go out of Executive Session. L. Salisbury seconded the motion. R. Kelleher, L. Salisbury, and E. Lippke in favor. Motion carried. (3-0-0). Executive Session ended at 11:29 pm.

Adjournment*

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

The meeting was adjourned at 11:30 pm.

Respectfully submitted,
Linda Buisson
NDDH Administrative Assistant