



Northeast District Department of Health

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NDDH Board of Health Executive Committee Meeting Minutes

Date: Tuesday – April 25, 2023

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

Attendees: Robert Kelleher, Elaine Lippke, Lana Salisbury, and Jorge Martinez

Absent Excused: Ann Hinchman, Linda Buisson

Guest: Alan Cahill, Hampton 1st Selectman

NDDH Staff: Maureen Marcoux, Registered Sanitarian; Melissa Nichols, Finance Manager; Janine Vose, Public Health Nurse; Amanda Gonzalez, Public Health Programs Manager; (via Zoom)

Call to Order

The meeting was called to order at 3:05 p.m.

Review of Minutes*

April 17, 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

- K. Stafko has passed her food certification.
- D. Moe continues to work toward receiving his food certification.
- J. Warner and I. Combs have completed and passed the written food inspector examination course and will begin shadowing food inspectors. The next step will be to go out with a FITO, and then the State.
- K. Stafko and D. Moe have signed up for a State lead class in May.
- J. Warner will be going for her lead certification the end of June.
- M. Marcoux, B. Otto, K. Stafko and D. Moe were recertified in lead last week.
- Cargill Falls lead inspections continue.

J. Vose, Public Health Nurse

- Had a school nurse meeting last week with I. Combs and J. Fuller providing QPR (Question-Persuade-Refer) suicide prevention training. We plan to offer the course to school counselors and first responders as it is a requirement of their jobs.
- There are currently approximately 50 open lead cases in CT. More are expected since the national standard legal level for lead has been lowered from 5 to 3.5.

M. Nichols, Finance Manager

- Completed March Finance year-to-date report.
- Union negotiations are on Friday, April 28 at 1:30 p.m.
- Staff meeting is on Friday, April 28 at 12:15 p.m.

A. Gonzalez, Public Health Programs Manager

- Working to complete ELC2 deliverables.
- Immunization Grant work plan has been extended until May 24th. We are checking to make certain that we do not need to hire new employees for this grant.
- Block Grant has been changed to a competitive grant with a work plan due on June 2nd.
- Our dental screening program charges a fee for each student screened. We offer this to district schools. Eastford, Killingly, Putnam and Woodstock participate. Pomfret Community plans to take advantage of this program next year, meanwhile Eastford will partake every other year.
- Several community events / presentations are taking place this week.
- Have been providing a lot of tick / tick-borne illness information to the community.
- Lead awareness campaign has been on social media.
- Rural Health grant update is pending.

Legislator Letter Update

L. Salisbury reported that the letter went out last week. We have received no feedback.

Acting Director Coverage

NDDH received notification on Monday, April 25th that the DoH will be out on an extended leave. Per DPH rules, M. Marcoux was allowed to serve as Acting Director for only 30 days. That term expires today. Rob Miller, DoH of EHHD, will serve as our Acting Director. Memorandums will go out to town leaders, staff, CADH, and the DPH Commissioner. R. Miller will deal with enforcement, any questions, and environmental health. He will not sign off on checks or grants.

Possible Future Meetings

The Executive Committee decided to meet every other week, rather than every week. There is a regular Executive Committee already on the schedule for Tuesday, May 23 at 3:00 p.m.

Two new Special meetings are scheduled: Tuesday, May 9 and Tuesday, June 6, both at 3:00 p.m.

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

R. Kelleher stated that he is going to reach out to Attorney Michael Harrington. He reported that when he last spoke with Attorney Harrington, he was advised that if we were planning to go into

Executive Session to discuss the status of the DoH, the DoH should be notified in a direct letter, and asked whether she wanted it to be public or private. It would be her choice.

It was asked when short-term disability would begin. M. Nichols advised that short-term disability can run anywhere from ten days to six months. All accrual banks need to be zeroed out before beginning STD. Long-term disability starts six months and after. The short-term rate is at 60% for benefits.

When asked what the DoH's accruals are currently, M. Nichols noted that two weeks ago, S. Starkey had fourteen weeks' worth of accruals in her bank.

Workforce Development / Supervisors is putting a plan together to keep track of what is being completed to the best of our ability. We cannot advise or change things but can provide a plan. That said, workforce plans and grants need to be considered as items are coming up for the next fiscal year.

Union negotiations continue with the Executive Committee and Union representatives. The next meeting is this Friday at 1:30 p.m.

Adjournment*

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

The meeting was adjourned at 3:49 p.m.

Respectfully submitted,
Linda Buisson
NDDH Administrative Assistant