



Northeast District Department of Health

69 South Main Street, Unit 4, Brooklyn, CT 06234
860-774-7350 / Fax 860-774-1308 www.nddh.org

NDDH Board of Directors Meeting **Date: June 8, 2023 – 3:00 pm**
Location: NDDH, 69 South Main Street, Conference Room / Zoom

Meeting was called to order at 3:00 p.m. by Board Chair, R. Kelleher.

Attendance

Present: Robert Kelleher, Brooklyn; Christopher Lippke, Canterbury; Elaine Lippke, Danielson; Paul Torcellini, Eastford; Sean Regan, Killingly; Don Gladding, Plainfield; Robert Kerr, Plainfield; Ann Hinchman, Pomfret; Lana Salisbury, Sterling; Delpha Very, Thompson; David Eaton, Union; Gail Dickinson, Woodstock; Susan Starkey, Director of Health;

Guests: Mary Calorio (Killingly Town Manager); Patty George (Killingly Council Member); Carla Jordan (Sterling alternate representative); *from NDDH:* Steve Faucher (Emergency Preparedness Coordinator); Stephanie Hynes (COVID Assistant); Maureen Marcoux (EHS-Registered Sanitarian); Amanda Gonzalez (Public Health Programs Manager); (Melissa Nichols (Finance Manager); Linda Buisson (Administrative Assistant)

Excused: David Griffiths (Killingly); Orla McKiernan-Raftery (Thompson); Nate Swift (Union)

B. Kelleher opened the meeting by welcoming S. Starkey back following her leave. He noted that he appreciated the work done by staff in her absence.

L. Salisbury motioned to move item #8, Nominating Committee to before item #6, Reports.

A. Hinchman seconded. R. Kelleher, C. Lippke, E. Lippke, P. Torcellini, S. Regan, R. Kerr, D. Very, A. Hinchman, L. Salisbury, and G. Dickinson in favor. None against. Motion carried (10-0-0)

L. Salisbury motioned to add NDDH Open House to the agenda. A. Hinchman seconded. R. Kelleher, C. Lippke, E. Lippke, P. Torcellini, S. Regan, R. Kerr, A. Hinchman, L. Salisbury, D. Very, and G. Dickinson in favor. None against. Motion carried (10-0-0)

3:06 pm - D. Eaton joined the meeting.

Approval of Minutes – April 13, 2023

E. Lippke motioned to accept the April 13, 2023 minutes as presented. R. Kerr seconded the motion.

D. Very noted that Orla McKiernan-Raftery is listed as a Putnam representative. She is a Thompson representative. P. Torcellini had two corrections. Under section 1b, in the third paragraph, he is listed as having voted both for and against. He voted against. Secondly, he requested that under unfinished business, A. Tanner be identified as the Brooklyn first selectman.

E. Lippke revised motion to accept the April 13, 2023 minutes as amended. R. Kerr seconded the motion. R. Kelleher, C. Lippke, E. Lippke, P. Torcellini, S. Regan, R. Kerr, A. Hinchman, L. Salisbury, D. Very, D. Eaton, and G. Dickinson in favor. None against. Motion carried (11-0-0)

Communications

- In April, letters were sent to the selectmen of Canterbury, Hampton and Putnam advising them of Board representative vacancies.
- In April, CT DPH sent a letter certifying Kimberly Stafko as a food inspector.
- In April and May, CT DPH sent letters certifying both J. Warner and A. Gonzalez in Subsurface Phase 1.

3:12 pm - D. Gladding joined the meeting.

Nominating Committee

R. Kelleher appointed R. Kerr to be part of the Nominating Committee. G. Dickinson and P. Torcellini volunteered to join the committee.

NDDH Open House - 50th Anniversary

On Friday, June 30th from 1:00-4:00 pm, NDDH will have a 50th Anniversary Open House with healthy snacks, cake, and coffee available. The Board agreed to use \$300 from the Board fund line item toward the event. A congratulatory General Assembly Legislative Citation is coming from Senator Mae Flexor's office as well as a Certificate of Special Congressional Recognition from Congressman Joe Courtney. We plan to schedule a radio interview with WINY the last week in June as well as issue a press release and post on social media.

Reports

Executive Committee

- Union Negotiations.
Negotiations are ongoing and cannot be discussed at this time.
- April 28 NECCOG Meeting.
R. Kelleher attended the meeting with the support of several NDDH staff members. The upset from the increased per capita had settled down.
- Letters to DPH and Local Legislators.
We have not gotten responses to the letters, only receipt acknowledgements from DPH officials. If anyone is interested in receiving a copy of the letters, they will be provided.
- Status Update on Director of Health – Executive Session.
No discussion necessary. S. Starkey thanked the Executive Committee, the Board, the leadership team, and staff for all their work in her absence.
 - Acting Director Coverage.
R. Kelleher noted that both M. Marcoux and R. Miller stepped up to fill the acting director role in the director's absence. S. Starkey thanked both M. Marcoux and R. Miller for covering during her leave.

Finance Committee

- YTD Financial Report.

The report, covering through to April 2023, is in the packet. There were no questions or discussions.

- Year-End Discussion.

The auditor will be here by the end of the month to review contracts and grant contracts.

- FY24 Fee Schedule

- Grants.

We have submitted our grant funding for FY24.

- QPR Fee Based Program

QPR stands for Question, Persuade and Respond. It is suicide prevention training and is required for school nurses/counselors, EMS, and ambulance personnel. We have held two classes and have done a cost analysis so that we may offer the training for a fee.

- Additional Fee Approval to Fee Schedule

- Tick Submissions

DPH's website directs people to bring ticks to their local health departments for submission of testing. NDDH would like to charge a minimal fee (\$8 or less) to cover the cost of mailing. Test results will come to the public health nurse, and she will contact the individuals as needed.

D. Gladding motioned to approve a fee amount of no more than \$8 for tick submissions.

R. Kelleher seconded the motion. R. Kelleher, E. Lippke, S. Regan, D. Gladding, A. Hinchman, R. Kerr, D. Eaton, and G. Dickinson in favor. C. Lippke, P. Torcellini, L. Salisbury, and

D. Very voted against. Motion carried (8-4-0). If it is later determined that this is a financial burden, the fee cost will be revisited.

- Vacation Buyout

E. Lippke motioned to authorize a vacation buyout up to \$25K. R. Kerr seconded. R. Kelleher, C. Lippke, E. Lippke, P. Torcellini, S. Regan, D. Gladding, R. Kerr, A. Hinchman, L. Salisbury, D. Very, D. Eaton, and G. Dickinson in favor. None against. Motion carried (12-0-0). The Personnel Committee will review the vacation policy when they meet in October.

- Staff Luncheon

P. Torcellini motioned to approve spending \$200 from the Board fund line item for a thank you staff luncheon. R. Kerr seconded. R. Kelleher, C. Lippke, E. Lippke, P. Torcellini, S. Regan, R. Kerr, D. Gladding, A. Hinchman, L. Salisbury, D. Very, D. Eaton, and G. Dickinson in favor. None against. Motion carried (12-0-0)

Personnel Committee

- DoH Evaluation Form revised

The revised form was reviewed. There was a recommendation to add a Do Not Know column. Plan is for Board to include town leaders when completing and to make the form fillable. E. Lippke motioned to accept the revised DoH Evaluation form. P. Torcellini seconded. R. Kelleher, C. Lippke, E. Lippke, P. Torcellini, S. Regan, D. Gladding, R. Kerr, A. Hinchman, L. Salisbury, D. Very, D. Eaton, and G. Dickinson in favor. None against. Motion carried (12-0-0).

R. Kelleher asked that the Personnel Committee prepare a letter to town officials to make them aware that their representatives will be contacting them. A. Hinchman will work on the letter.

S. Starkey reminded Board members that summer is when the Board completes their self-assessment survey. Assessment questions include how NDDH is doing, whether we are fulfilling our mission, etc. This may be done with town officials and can start necessary conversations. She offered to go to the town leader meetings with Board members, and/or bring staff members to the meeting.

- Employee Manual Recommendations

- Work Hours Revised

The Personnel Committee suggested that page 7 of the Employee Manual under Work Hours be revised to read as follows:

*NDDH work hours are Monday through Friday and are based on agency needs.
Individual employee hours will be determined by their supervisor.*

*The agency is open to the public Monday through Thursday from 8 am to 4 pm
and Friday from 8 am to 12 pm. All individual employee work hours are based
on agency needs and determined by the supervisor.*

A. Hinchman motioned to approve the changes to Work Hours. P. Torcellini seconded.
R. Kelleher, C. Lippke, E. Lippke, P. Torcellini, S. Regan, D. Gladding, R. Kerr,
A. Hinchman, L. Salisbury, D. Very, D. Eaton, and G. Dickinson in favor. None against.
Motion carried (12-0-0)

- NDDH Benefit Plan.

Tabled. Union contract is being negotiated.

Director of Health Report (in packet)

S. Starkey notified the Board that she is back in the office with limited hours – 30 hours per week and the hours will increase and would be in the office all five days. She is available 24/7 for emergencies.

NDDH's lease on the building expires in August 2026. This will be added to our strategic plan.

In response to questions about lead poisoning and investigation numbers, S. Starkey explained that complaints are calls into the office regarding lead concerns. The lead portion of the report has to do with laboratory reports received. Environmental Health and Nursing respond to these events and the response can continue for months or years.

Unfinished Business

Facility Status

- Damages from Burst Pipe

- Detailed Loss Items to Town. Town is responsible for damage to the building. NDDH insurance is responsible for loss of any supplies or wages. Loss information was sent to our insurance company last week. The town's portion of our building needs to be gutted and abatement completed before work will be done to repair walls in our portion of the building. Anticipated start date is mid to late July.

- 2019 Communicable Disease Documents. RC-075 form was completed and forwarded to the CT State Librarian to get permission to dispose of the water damaged documents. We are waiting for written approval.

- Conference Room Rug

A. Tanner, Brooklyn first selectman, will have the conference room looked at and get quotations for either rug replacement or replacing the floor with tiles.

- New Generator project is about a year out before it is started. The circuitry for running the generator can be separated to more than one meter.

Food Inspections

It was asked whether EHS has had the opportunity to catch up on food inspections as that has been a concern. The goal is to have the three food inspectors each do five inspections each week. The new FDA codes and form require all food inspectors, even those who have done it for years, to relearn the process and requirements.

Adjournment

Motion was made to adjourn at 4:52 p.m. by E. Lippke. R. Kerr seconded. R. Kelleher, C. Lippke, E. Lippke, P. Torcellini, S. Regan, D. Gladding, R. Kerr, A. Hinchman, L. Salisbury, D. Very, D. Eaton, and G. Dickinson in favor. None against. Motion carried (12-0-0)

Respectfully submitted,
Linda Buisson
NDDH Administrative Assistant