



Northeast District Department of Health

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NDDH Board of Health Executive Committee Meeting Minutes

Date: Tuesday – June 6, 2023 3:00 p.m.

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

Committee Attendees: Robert Kelleher, Lana Salisbury, Elaine Lippke, and Ann Hinchman, Susan Starkey, Director of Health

NDDH Staff: Maureen Marcoux, Registered Sanitarian; Melissa Nichols, Finance Manager; Amanda Gonzalez, Public Health Programs Manager; Linda Buisson, Administrative Assistant

Call to Order

The meeting was called to order at 3:00 p.m.

Review of Minutes*

April 25, 2023, DRAFT minutes. E. Lippke motioned to accept the minutes as presented.

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

NDDH Department Updates

M. Marcoux, Registered Sanitarian - EHS

EHS food certified staff will each attempt to do five inspections per week. Several pre-operational inspections have recently been completed.

M. Marcoux and B. Otto continue to be busy with subsurface / soils throughout June.

M. Marcoux explained the difference between septic and sewer and who's responsibility it is to do inspections, either NDDH or Water Pollution Control.

J. Warner and I. Combs are currently taking lead training classes.

There are currently three food certified environmental health staff members, M. Marcoux, B. Otto and K. Stafko. D. Moe continues to take steps to become certified. This summer, we plan to have I. Combs and J. Warner shadow twenty-five food inspections so that they are on track to be food certified. The director is also a certified food service inspector.

There is a new public swimming area (Hygeia Reservoir) in Killingly that will require bathing water testing by EHS.

A. Gonzalez, Public Health Programs Manager

Community Health continues to work on ELC2 deliverables. This includes key informant interviews. A. Gonzalez has interviewed four town leaders from Pomfret, Canterbury, Eastford and Union and hopes to interview additional towns in our district. Notes from the meetings are in the process of being transcribed.

We completed the PHEP grant on Friday. The Block Grant was due June 2nd but has been extended to the end of the month. The Rural Health / Immunization grants are due to start September 1, 2023.

Per Capita

a. Discuss Release Date of Per Capita Rate to Towns

M. Nichols explained the process for keeping the towns informed on per capita. In January, the estimate letter is sent following Board approval. In April, the per capita is put in place and an email sent to town leaders. On June 1st, the first installment letter is sent to town leaders along with an invoice and CT town population rates. The first installment is due August 15th. On November 1st, the second installment letter is sent out with all remaining monies due December 15th.

b. Press Release re Approved Increase Rate
No discussion necessary.

Union Negotiations – Executive Session*

Tabled. The May 26th meeting was cancelled. Union requested the next meeting be Friday, June 16 at 2 p.m. E. Lippke and R. Kelleher are available and will plan to attend.

Report on April 28 NECCOG Meeting

R. Kelleher attended and spoke at the meeting on behalf of NDDH. Members of the leadership team supported him. Emotions had calmed since the last meeting and there were no negative comments.

A. Hinchman stated that she was contacted by a town leader who suggested that NDDH hire a facilitator come in and work on the organizational development of the agency. A. Hinchman explained that internal managers were beginning to work on that very thing. The Board and NDDH managers did not think it was necessary to pay for an outside person to come in. We have identified areas that need to be changed. NDDH would like to make their own organizational changes. S. Starkey suggested that we send town leaders a follow-up letter about some of the things we are doing; communications and discussions between town leaders and Board members would be helpful.

Acting Director Coverage

The State of Connecticut is processing Amanda Gonzalez's credentials for approval. Once approved, she will be added to the list of NDDH Acting Directors.

Personnel Matter: Status Update on Director of Health

S. Starkey returned as Director of Health on June 5, 2023. She will be working 30 hours a week for the next few weeks. Her schedule will have her in office five days a week. She is working on goals / objectives, including getting out into the communities and starting conversations. She will report weekly highlights to the Executive Committee. She will remain available 24/7 in the event of an emergency.

S. Starkey thanked both the Executive Committee and the leadership team for keeping everything going. She is appreciative that progress continued to be made in her absence.

S. Starkey advised that the Annual Board Self-Assessment Survey is usually done in the summer. It was suggested that Board members attend town meetings with her, A. Gonzalez, and the survey to ask how the agency is doing and whether there are any issues.

R. Kelleher recommended that the environmental or enforcement staff meet with town officials such as the building official, fire marshals, zoning, etc. This might be helpful with the bigger towns, having three towns meeting together, to see if they have any complaints / comments about us.

S. Starkey will check to see if the State Housing Prosecutor can attend. R. Kelleher stated that we need to take the initiative to show the towns that we are interested. Towns are interested in enforcement. M. Marcoux reminded the committee that EHS cannot enforce zoning regulations.

It was suggested that NDDH write an email to thank you R. Miller for assuming Acting Director duties while S. Starkey was out.

Adjournment*

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

The meeting was adjourned at 4:03 p.m.

Respectfully submitted,
Linda Buisson
NDDH Administrative Assistant