



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 Health Executive Committee Meeting Minutes
Date: Tuesday – September 12, 2023 at 4:00 p.m.
Location: NDDH Conference Room, 69 South Main Street, Unit 4, Brooklyn, CT

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

Absent Excused: Ann Hinchman

Guests: Christopher Lippke

NDDH Staff: Linda Buisson, Administrative Assistant

Call to Order

The meeting was called to order at 3:02 p.m.

Review of Minutes*

June 6, 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)

Upcoming Slate of Executive Committee Officers

There was a brief discussion regarding the Slate of Executive Committee Officers. Individuals listed: Lana Salisbury for Chair and Robert Kelleher for Vice-Chair, as well as the continuation of Elaine Lippke as Finance Chair and Ann Hinchman as Personnel Chair. Committee discussed their agreement to remain officers. The Slate will go forward to the Board for a vote.

Committee Vacancies

There was some discussion about filling committee vacancies. There are currently two vacancies on the Finance Committee. Two new Board representatives and one new alternate will be introduced at the Board meeting. Committee is hoping two of the new representatives might be interested in filling those vacancies.

It was suggested that recruitment for committees be discussed at Board meeting.

Union Contract

Contract has been agreed upon by impacted parties. L. Salisbury will present details at Board meeting.

NDDH Pension Change to Pension Plus Social Security

Negotiating Committee felt that both Union and non-Union employees should be offered the same pension plus social security plan. Suggested plan is that pension will be 4.8% and social security will be 6.2% for a total of 11%. This will go to the Board for a vote.

Board Self-Assessment Survey Results

Survey results were given to all Committee members for review. R. Kelleher requested copies be provided to all Board members at Thursday's meeting.

It was noted that not all Board members regularly attend meetings and that more members need to fully participate. It is often the same people doing the work and following up.

It was suggested that before Board meetings, town representatives call their town leaders to discover what the town leader would like discussed or whether they have any complaints. Another idea was for the representative to reach out to their town leader after the Board packet is sent to see if the town leader wanted them to get further information / explanation on anything in the packet.

Director of Health will plan to visit town leaders.

Workforce Satisfaction Update

S. Starkey explained that getting the new pension and social security plan in place is important as is the Union contract regarding pay and benefits. NDDH is hoping the new contract helps us to retain employees.

NDDH continues to work on communications, roles and responsibilities and trust. We are having more one-on-one meetings and team meetings. We are making progress in all areas.

R. Kelleher would like to see something definitive for work satisfaction such as what the problems are and how they are being resolved.

S. Starkey explained that workforce satisfaction, at the Board level, has to do with wages and benefits. At the operational level, the things most important were minimal: a way to communicate whether an employee was working or not working; a way to schedule the conference room; assistance for supervisors on how to do a performance evaluation, etc. The Environmental Health staff wanted better training materials so that they understood how to do their jobs. The most complicated part of this is the many gray areas.

An example of NDDH trying to assist staff is the setting up of a food inspection database so that we would have a comprehensive and correct list of food establishments, their classifications, and when inspections are due.

It was suggested that a workforce satisfaction survey be sent to employees.

The possibility of implementing an EAP program was briefly discussed. This may be discussed at an upcoming Personnel Committee meeting.

Other Business

No other business.

Adjournment*

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

The meeting was adjourned at 4:11 p.m.

Respectfully submitted,
Linda Buisson
NDDH Administrative Assistant