



Northeast District Department of Health

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NDDH Board of Health Executive Committee Special Meeting Minutes

Date: Tuesday – September 19, 2023 at 10:00 a.m.

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

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

Guests: Patti George, Jan Hawkins, Christopher Lippke, Orla McKiernan-Raferly, and Maureen Nicholson

NDDH Staff: Linda Buisson, Administrative Assistant

Call to Order

The meeting was called to order at 10:08 a.m.

Review of Minutes*

September 12, 2023, DRAFT minutes. E. Lippke motioned to accept the minutes as presented. B. Kelleher seconded the motion. Vote taken. R. Kelleher, L. Salisbury, E. Lippke, and A. Hinchman in favor. Motion carried. (4-0-0)

Equitable Treatment of Employees Impacted by Loss of Grant Funds*

L. Salisbury advised of the loss of two major grants: the loss of the Rural Health Grant for \$290,000 and the Block Grant for \$250,000 over a five-year period. Failure to get the Block Grant was due to failure at our end.

Due to the lack of anticipated grant funding, three positions were eliminated. Those positions included the second Public Health Nurse, the Public Health Programs Specialist, and the Education & Communications Coordinator. The Public Health Programs Specialist has been taking additional trainings to get certifications as an Environmental Health Specialist and will be moving into a vacant position in that department.

L. Salisbury noted the valued work of L. Colangelo, the Education and Communications Coordinator, throughout her many years with NDDH. Today's meeting included several considerations on how to provide her with a severance package.

L. Colangelo requested several things in a letter to the Board and all were considered. The Executive Committee discussed many variations to a possible plan in fairness to L. Colangelo without violating the Employee Manual regarding sick and vacation time payouts at the time of departure from the agency.

There were many options suggested and the cost for each considered. Financial numbers were considered in a variety of ways to provide a severance package. S. Starkey advised that NDDH does not have money in the budget to make such payment. NDDH has invested in short- and long-term disability insurance for all employees. The Committee suggested reinstating L. Colangelo from 9.14.23 through 12.31.23. This tentative plan would offer that she receive her regular salary and all benefits, including health insurance, while on a permanent leave of absence.

A. Hinchman motioned to have R. Kelleher present the package to the lawyer. The package consists of reinstating L. Colangelo beginning 9.14.23. Upon final approval, we would continue to pay her regular salary and her insurance coverage until 12.31.23. We would reimburse her for any expenses {deductibles} that are not applied to her insurance until 12.31.23. S. Starkey advised that L. Colangelo will not accrue any further sick or vacation time as after 30 days of medical leave, accruals come to an end.

L. Salisbury motioned to amend the motion with the following changes: Motion to have R. Kelleher present the offer of an end-of-employment package to the lawyer to make certain that we would not be breaking any laws. E. Lippke seconded the motion.

O. McKiernan-Raferly requested that L. Salisbury call L. Colangelo that a tentative package was being considered and needed approval from the attorney. She further asked that the Committee move quickly because L. Colangelo's benefits are ending and she has already been told that she needs to find benefits because she is not available readily to work full time. L. Salisbury will contact L. Colangelo.

R. Kelleher, L. Salisbury, E. Lippke, and A. Hinchman in favor of motion. Motion carried (4-0-0)

L. Salisbury suggested that upon getting the attorney's recommendation, a full Board meeting be held to advise members of the plan and to have a vote.

FOI Regarding Public Meetings*

There was some discussion about whether our meetings would be via Zoom. CT regulations for public meetings using electronic equipment was shared. The understanding is that if a Zoom meeting is held, it needs to be open not only to members of the Board to the public as well.

The Executive Committee determined that the question about making all meetings available by Zoom should be voted on by the entire Board. E. Lippke motioned to bring the above consideration to the Board for vote. A. Hinchman seconded. Motion carried (4-0-0)

Next Meeting

Monday, September 25, 2023 at 10:00 a.m.

Chris Lippke, Canterbury town official and Board member, suggested that the Executive Committee keep the NDDH Board fully informed of all decisions and actions being made at this level. They need to be aware as this will have a direct impact on them. He stated that town officials were brought into this through various inappropriate emails so they should be included in communications about where the organization is going and what the decisions of the Executive Committee are.

Adjournment*

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

The meeting was adjourned at 11:58 a.m.

Respectfully submitted,
Linda Buisson
NDDH Administrative Assistant