



# Northeast District Department of Health

69 South Main Street, Unit 4, Brooklyn, CT 06234  
860-774-7350 / Fax 860-774-1308 [www.nddh.org](http://www.nddh.org)

## EXECUTIVE COMMITTEE SPECIAL MEETING MINUTES

**Date:** Monday, September 25, 2023

**Time:** 10:00 am to 12:30 pm

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

1. Attendance: Lana Salisbury, Chair; Robert Kelleher, Vice-Chair; Elaine Lippke, Finance Committee Chair; Ann Hinchman, Personnel Committee Chair; Susan Starkey, Director; Board members David Griffiths and Sean Reagan from Killingly.
2. Approval of the Minutes of the September 19, 2023  
R. Kelleher motioned to accept the Minutes of the September 19, 2023 Executive Committee Meeting; E. Lippke seconded. L. Salisbury clarified that the Block grant request was for \$500K, the correct title for the referenced second public health nurse is School Liaison and no corrections to the Minutes were required. R. Kelleher reported the need to clarify policies for Zoom Meetings. The motion passed with L. Salisbury, R. Kelleher, E. Lippke, and A. Hinchman in favor.
3. Review of Legal Documents  
E. Lippke made a motion to enter executive session to Review Legal Documents. A. Hinchman seconded. Motion passed with L. Salisbury, R. Kelleher, E. Lippke, and A. Hinchman in favor.  
  
The committee voted to invite L. Salisbury, R. Kelleher, E. Lippke, and A. Hinchman to the executive session. All others left the room. At [approximately] 12:20pm, the doors were opened. R. Kelleher made and E. Lippke seconded a motion to come out of the Executive Session. The motion passed with L. Salisbury, R. Kelleher, E. Lippke, and A. Hinchman in favor. R. Kelleher made a motion that he talk to the attorney to prepare a document based on the decisions made in Executive Session. The motion passed with L. Salisbury, R. Kelleher, E. Lippke, and A. Hinchman in favor.
4. Plans & Possible Agenda for a Special Board Meeting was tabled.
5. Next Meeting:  
The Committee discussed the need to reconvene soon and allow time for the attorney to prepare documents. S. Starkey said she is not available on Friday the 29. Dates were discussed. R. Kelleher made and E. Lippke seconded a motion to meet on Friday, September 29, 2023, at 10:00a.m. The motion passed with L. Salisbury, R. Kelleher, E. Lippke, and A. Hinchman in favor.
6. E. Lippke made and R. Kelleher seconded a motion to adjourn. The motion passed with L. Salisbury, R. Kelleher, E. Lippke, and A. Hinchman in favor. Meeting adjourned at 12:30 pm.