



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 Special Meeting

Date: November 9, 2023 – 3:00 pm

Location: NDDH, 69 South Main Street, Conference Room

Meeting was called to order at 3:04 p.m. by Board Chair, Lana Salisbury.

Attendance

Present: Robert Kelleher, Brooklyn; Christopher Lippke, Canterbury; Elaine Lippke, Danielson; Paul Torcellini, Eastford; Sean Regan, Killingly; Patti George, Killingly alternate; Don Gladding, Plainfield; Robert Kerr, Plainfield; Ann Hinchman, Pomfret; Anne Lamondy, Putnam; Lana Salisbury, Sterling; Orla McKiernan-Raftery, Thompson; John Murdock, Union; Gail Dickinson, Woodstock

Absent: Allan Cahill, Hampton; David A. Griffiths, Killingly

Guests: Mary Calorio, Killingly Town Manager; Maureen Nicholson, Pomfret 1st Selectman; Lincoln Cooper, Sterling 1st Selectman; Cherie Monte, WINY; Carla Jordan, Sterling alternate representative

NDDH Staff: Steve Faucher, PHEP; Melissa Nichols, Finance Manager; Stephanie Hynes, Community Health; Isaac Combs, Brittany Otto, and Jenn Warner, EHS staff; Linda Buisson, Administrative Assistant

No citizen participation.

Auditor Report

Jason Cote and Susan Jones, certified public accountants from Hoyt, Filippetti & Malaghan LLC were in attendance to review the auditors report. J. Cote stated that it was a clean report with no issues.

E. Lippke motioned to accept the auditor's report. A. Hinchman seconded. R. Kelleher, C. Lippke, E. Lippke, P. Torcellini, S. Regan, P. George, D. Gladding, R. Kerr, A. Hinchman, A. Lamondy, L. Salisbury, O. McKiernan-Raftery, John Murdock, Gail Dickinson in favor. None opposed. No abstentions. Motion carried (14-0-0)

J. Cote and S. Jones exited the meeting at 3:20 pm.

Approval of Minutes – September 14, 2023

E. Lippke motioned to accept the minutes. G. Dickinson seconded. R. Kelleher, C. Lippke, E. Lippke, P. Torcellini, S. Regan, D. Gladding, R. Kerr, A. Hinchman, A. Lamondy, L. Salisbury, John Murdock, Gail Dickinson in favor. None opposed. O. McKiernan-Raftery and P. George abstained. Motion carried (12-0-2)

Approval of Minutes – November 2, 2023

D. Gladding motioned to accept the minutes. A. Hinchman seconded. R. Kelleher, C. Lippke, E. Lippke, P. Torcellini, S. Regan, D. Gladding, R. Kerr, A. Hinchman, A. Lamondy, L. Salisbury, John Murdock, Gail Dickinson in favor. None opposed. O. McKiernan-Raftery and P. George abstained. Motion carried (12-0-2)

Communications

- D. Moe, EHS staff member resigned on October 20, 2023. An exit interview was held.
- Anne Lamondy was appointed Putnam Board representative until September 18, 2026.
- Patti George was appointed the Killingly alternate representative until October 4, 2025.
- Notification letter from K. Cunningham that Plainfield is leaving NDDH after June 2024 to go to Uncas. It was reported that Uncas will not be taking on the town of Plainfield.
- Notification from A. Cahill that Hampton is exploring leaving NDDH in June 2024.
- Receipt of a letter from L. Colangelo thanking the Board for her severance package.
- L. Salisbury has spoken with S. Knauf, a former NDDH EHS employee. He is interested in volunteering to come in and develop training for new sanitarians.

Executive Committee Reports

- *Follow up on Legal Discussion.* Nothing further was discussed after reading L. Colangelo's letter of thanks.

- *Vote of No Confidence*

R. Kelleher said that due to the receipt of a letter from the Northeast Connecticut Council of Governments advising that its membership adopted a vote of "no confidence" in Susan Starkey, Director of NDDH and the resulting recommendation of the NDDH Executive Committee by unanimous vote, that the Board adopt a vote of "no confidence."

R. Kelleher motioned that the Board hereby vote that it no longer has confidence in the ability of the Director, Susan Starkey, to effectively manage and direct the affairs of the district. C. Lippke seconded.

R. Kelleher, C. Lippke, E. Lippke, S. Regan, A. Hinchman, A. Lamondy, L. Salisbury, John Murdock, Gail Dickinson in favor. None opposed. P. Torcellini, D. Gladding and R. Kerr abstained. Motion carried (11-0-3)

- *DPH Update*

L. Salisbury was contacted by the office of the DPH and has been requested to be part of a Zoom meeting that will include Deputy Commissioner Morrissey and C. Chaparro, Section Chief of the Office of Local Health to discuss NDDH and its challenges. C. Lippke suggested that other Board members be included in the Zoom meeting. L. Salisbury stated a preference for holding the meeting in the manner suggested by DPH.

Finance Committee

- *YTD Financial Report.* E. Lippke reviewed the report. We are currently at 25% of the budget. It was suggested we keep an eye on "other consulting" costs as those include items such as FITO training.

Personnel Committee

- *Director of Health Evaluation*

The evaluation was distributed at the meeting. A. Hinchman advised that this year, rather than regular Board members completing the evaluation on their own, they are all encouraged to meet with their town leaders and complete the form together. Along with completing the fillable boxes, there is the addition of space for comments from both the Board member and town leader. It has been noted in the past that while the evaluation results sometimes come back very positive when filling in boxes, the comments sometimes appear to have a different view.

It was suggested that town leaders get their own evaluation to complete. A. Hinchman thinks an evaluation by town leaders would require a separate form. This is something that can be considered for future evaluations but for this year, we will use the form distributed and that Board members complete it while engaging with their town leaders.

- *Employee Manual Suggested Changes*

- Revised Retirement Plan. A. Hinchman pointed out that this change was put in once the Union contract was signed. Per the new contract, page 11 – Retirement Plan now reads as follows: *Employees are enrolled in the US Social Security Program and the NDDH Retirement/Pension Plan (the SEP IRA). Participation in the SEP-IRA PLAN is by employer-only contribution. NDDH makes a contribution each payroll to the Retirement /Pension Plan Fund on behalf of enrolled employees. Details are available from the Financial Manager, Director of Health, or Human Resource Manager.*

- Vacation. Suggested change is eliminating the requirement for advance notification and be changed to the following: *NDDH will endeavor to allow employees to use their vacation as desired. Supervisors are responsible to maintain adequate staffing levels and may limit the approval of vacation requests to meet operational needs. All vacation requests must be approved by the employee's supervisor ~~at least two weeks in advance.~~ Advance notice is preferable and may increase the likelihood of time being approved. If any conflicts arise in vacation requests, preference will be given to the employee with the longest length of continuous service.*

R. Kerr motioned to accept the changes as written. D. Gladding seconded. R. Kelleher, C. Lippke, E. Lippke, P. Torcellini, S. Regan, P. George, D. Gladding, R. Kerr, A. Hinchman, A. Lamondy, L. Salisbury, O. McKiernan-Raftery, John Murdock, Gail Dickinson in favor. None opposed. No abstentions. Motion carried (14-0-0)

Some discussion followed.

P. Torcellini moved to amend the motion to remove the final sentence. R. Kelleher seconded. R. Kelleher, C. Lippke, E. Lippke, P. Torcellini, S. Regan, P. George, D. Gladding, R. Kerr, A. Hinchman, A. Lamondy, L. Salisbury, O. McKiernan-Raftery, John Murdock, Gail Dickinson in favor. None opposed. No abstentions. Motion carried (14-0-0)

- Tuition Reimbursement Allowances. It was suggested that the following changes be made:

*Full-time employees are eligible for tuition reimbursement after successful completion of the introductory period. Reimbursement is contingent upon funding availability and prior approval of the Director and is reserved for courses related to public health and enhancing the employee's work. ~~Up to 75% of "direct" tuition costs~~ **Employees may be reimbursed up to \$750 per course and \$1,500 per year** ~~(based on in-state per credit tuition costs of the Connecticut State University System)~~ for tuition, lab fees, books, and materials ~~up to a maximum per fiscal year per employee as set annually by the Board of Directors is reimbursable.~~ A grade of "B" or above, "Pass" or "Completed" is required. Receipts and a copy of all grades must be submitted within 90 days of course completion.*

Before proceeding to vote, an additional change was suggested, changing the following sentence to include the words "up to a maximum of": **Employees may be reimbursed up to \$750 per course and up to a maximum of \$1,500 per year** for tuition, lab fees, books, and materials.

A. Hinchman motioned to approve the above changes to the manual. D. Gladding seconded. R. Kelleher, C. Lippke, E. Lippke, S. Regan, P. George, D. Gladding, R. Kerr, A. Hinchman, A. Lamondy, L. Salisbury, O. McKiernan-Raftery, John Murdock, Gail Dickinson in favor. P. Torcellini opposed. No abstentions. Motion carried (13-1-0)

Director of Health Report (in packet). No questions or discussion.

RFP Committee

Speaking for the RFP Committee, P. Torcellini distributed a page from the working copy of the RFP entitled Scope of Work. The Board felt that we were headed in the right direction but wanted to review the entire RFP and reconvene for further discussion next week. The Board felt it is imperative to keep things moving. It was suggested that the RFP be submitted to legal counsel for review.

R. Kelleher motioned to hold a Special Board meeting on Thursday, November 16 at 3:00 p.m. to discuss the RFP. C. Lippke seconded. R. Kelleher, C. Lippke, E. Lippke, P. Torcellini, S. Regan, P. George, D. Gladding, R. Kerr, A. Hinchman, A. Lamondy, L. Salisbury, O. McKiernan-Raftery, John Murdock, Gail Dickinson in favor. None opposed. No abstentions. Motion carried (14-0-0)

M. Nicholson stated that towns need to know if the Director's contract will be renewed in January as that may affect their decision to stay or leave NDDH. Additionally, towns are asking for what the per capita rate will be before they finish their budgets. E. Lippke advised that the Finance Committee has a Special meeting scheduled for November 30th to discuss the upcoming budget.

New Business

o *2024 Board Meeting Schedule*

The schedule of five is set per NDDH Bylaws. In lieu of everything currently taking place, it was suggested to add two additional meetings (in February and March) to the 2024 schedule. The revised 2024 Board meeting schedule is as follows:

Thursday	January 11, 2024
Thursday	February 8, 2024
Thursday	March 7, 2024
Thursday	April 11, 2024

Thursday June 13, 2024
Thursday September 12, 2024
Thursday November 14, 2024

○ *Committee Member SLATE (November 2023-November 2024)*

SLATE was reviewed and request for additional members to join committees was extended. C. Lippke and P. George volunteered to be added to the Finance Committee.

E. Lippke motioned to accept the Committee Member SLATE as presented with the addition of the two volunteers to the Finance Committee. P. Torcellini seconded. R. Kelleher, C. Lippke, E. Lippke, P. Torcellini, S. Regan, P. George, D. Gladding, R. Kerr, A. Hinchman, A. Lamondy, L. Salisbury, O. McKiernan-Raftery, John Murdock, Gail Dickinson in favor. None opposed. No abstentions. Motion carried (14-0-0)

Committee members for 2024 will be as follows:

Executive Committee: Lana Salisbury, Sterling (Board Chair); Robert Kelleher, Brooklyn (Vice-Chair); Elaine Lippke, Danielson (Finance Chair); Ann Hinchman, Pomfret (Personnel Chair); Susan Starkey, Director of Health (Secretary / Treasurer)

ByLaws Committee: Rob Kerr, Plainfield; Paul Torcellini, Eastford; Anne Lamondy, Putnam; Carla Jordan, Sterling alternate; Bob Andrews, Woodstock alternate

Personnel Committee: Ann Hinchman, Pomfret (Chair); Gail Dickinson, Woodstock; Donald Gladding, Plainfield; David A. Griffiths, Killingly; Lana Salisbury, Sterling

Finance Committee: Elaine Lippke, Danielson (Chair); Robert Kelleher, Brooklyn; Rob Kerr, Plainfield; Christopher Lippke, Canterbury; Patti George, Killingly alternate

Adjournment

Motion to adjourn at 4:56 p.m. by D. Gladding. S. Regan seconded. R. Kelleher, C. Lippke, E. Lippke, P. Torcellini, S. Regan, P. George, D. Gladding, R. Kerr, A. Hinchman, A. Lamondy, L. Salisbury, O. McKiernan-Raftery, John Murdock, Gail Dickinson in favor. None opposed. No abstentions. Motion carried (14-0-0)

Respectfully submitted,
Linda Buisson
NDDH Administrative Assistant