



Northeast District Department of Health

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NDDH Board of Health Executive Committee Special Meeting Minutes

Date: Tuesday – November 28, 2023 at 10:00 a.m.

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

Attendees: Lana Salisbury, Board Chair; Robert Kelleher Board Vice-Chair; Ann Hinchman, Personnel Chair; and Elaine Lippke, Finance Chair; Susan Starkey, Director of Health

Call to Order

The meeting was called to order at 10:01 a.m.

Review of Minutes – October 24, 2023, DRAFT

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

Communications

L. Salisbury advised that she heard back from Attorney Harrington regarding the draft RFP. She distributed copies of his reply to the Executive Committee and forwarded it to all members of the RFP Ad Hoc Committee.

NECCOG is having its annual meeting on Friday, December 8 from noon until 2:00 pm at Parson's Lodge in Pomfret. S. Starkey is unable to attend but shared the invitation with the Executive Committee in the event one of the members was interested in attending.

L. Salisbury continues to have contact with the DPH and is awaiting updates.

Citizen Participation - None

Search Committee

Per the NDDH Bylaws, the Search Committee process starts with recommendations from the Personnel Committee.

A. Hinchman noted that the next Personnel Committee is scheduled for Wednesday, December 6. She said the committee would prepare a list of recommendations regarding who should be on the search committee. She thought it imperative that an NDDH employee be on the committee.

S. Starkey advised that she is currently looking for the last director job announcement. She will try to provide a listing of those individuals that were on the last search committee as well as recommendations suggesting where to post the job announcement. In addition, she offered to assist with some of the questions to be asked at the interview.

The director job description needs to be reviewed and updated. S. Starkey will request director job descriptions from other agencies as a guide. If accessible, we need the DPH wage analysis to help with determining the pay range. Salaries now need to be included in job announcements.

The Personnel Committee will review the most recent wage analysis available and bring a possible salary range before the Board. Salary range will depend on whether the candidate is brand new or experienced.

Director of Health Activities for Smooth Transition

The Executive Committee requested that the creation of policies and procedures be put on hold while the search for a director takes place and the agency transitions with S. Starkey's exit. The new director may want to put their own policies in place. No major decisions should take place during the transition period, with the exception being financial decisions.

The Personnel Committee will try to bring search committee recommendations to the December 19 Executive Committee meeting. There was a question of whether two employees should be on the committee, one Union and one non-Union or whether one individual who understands the needs of the agency would be sufficient.

The Executive Committee expressed the need to fill the search committee with individuals that are engaged and willing to do the work to find the right candidate for the Director position.

The Personnel Committee will focus on how many people should be on the search committee, what positions the people might hold (Board member, town official, etc.), updating the job description, determining a salary range and where to advertise.

New Business - None

Next Meeting

The next Executive Committee meeting will be December 19, 2023 at 3 p.m. Agenda items will include Review of 11/28 Minutes, Communications, and Personnel Committee Search Update

Adjournment

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

The meeting was adjourned at 10:42 a.m.

Respectfully submitted,
Linda Buisson
NDDH Administrative Assistant