



Northeast District Department of Health

69 South Main Street, Unit 4, Brooklyn, CT 06234

50 / Fax 860-774-1308 www.nddh.org

NDDH Board of Directors Special Meeting

Date: January 11, 2024 – 3:00 pm

Location: NDDH, 69 South Main Street, Conference Room

Meeting was called to order at 3:05 p.m. by Board Chair, Lana Salisbury.

Attendance

Present: Robert Kelleher, Brooklyn; Christopher Lippke, Canterbury; Elaine Lippke, Danielson; Paul Torcellini, Eastford; David A. Griffiths, Killingly; Patti George, Killingly alternate; Don Gladding, Plainfield; Rob Kerr, Plainfield; Ann Hinchman, Pomfret; Anne Lamondy, Putnam; Lana Salisbury, Sterling; John Murdock, Union; Gail Dickinson, Woodstock

Absent Excused: Sean Regan, Killingly; Orla McKiernan-Raftery, Thompson

Absent: Allan Cahill, Hampton

Guests: Mary Calorio, Killingly Town Manager; Maureen Nicholson, Pomfret 1st Selectman; Kevin Cunningham, Plainfield 1st Selectman; Steve Knauf

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.

L. Salisbury noted that this is our last meeting with S. Starkey. She acknowledged her work ethic and her exemplary dedication to public health care.

Approval of Minutes – November 16, 2023

A. Hinchman motioned to accept the minutes. R. Kelleher seconded the motion. R. Kelleher, C. Lippke, E. Lippke, P. Torcellini, D.A. Griffiths, P. George, D. Gladding, R. Kerr, A. Hinchman, A. Lamondy, L. Salisbury, J. Murdock, G. Dickinson in favor. None opposed. No abstentions. Motion carried (13-0-0)

Communications

a. Summary of Town Withdrawal Letters

L. Salisbury stated that there are five towns that have sent in letters of intent to withdraw from the district. Towns include Canterbury, Hampton, Killingly (with Danielson Borough), Plainfield and

Putnam. Killingly and Canterbury may rescind based on performance between now and July 1, 2024.

- b. J. Warner recently received her Food Certification and Subsurface Level 2 Certification. I. Combs is currently working on getting his Food Certification and will be working with a FITO soon.
- c. Other
 - L. Salisbury continues to be in touch with DPH regarding any assistance they may be able to provide us. Multiple people from DPH will be meeting on January 17th and we should receive details on an assistance package following that. L. Salisbury suggested that no big decisions be made regarding the agency until we hear from DPH with their intentions.

Reports

a. Executive Committee

- Recap of December 19 Meeting
 - There was a discussion about putting together a Search Committee for the Director of Health position.

A revised draft job description was discussed but as we wanted to get the position posted, the committee opted to post the current job description. It may be revised to include details in the future. Additionally, the position has been posted with Indeed, the CT State Department of Labor website, and CADH.

The RFP was forwarded to our attorney for review. He suggested that we not issue the RFP until a new Director is appointed. The Executive Committee voted to table the RFP until a new Director is in place.

L. Salisbury and M. Nichols will attend the 1.19.24 NECCOG meeting. M. Nicholson was able to advise that NDDH is on the agenda.

b. Finance Committee

- J. Murdock – new Finance member appointment
 - E. Lippke motioned to approve the addition of John Murdock to the Finance Committee.
 - D. Gladding seconded the motion. R. Kelleher, C. Lippke, E. Lippke, P. Torcellini, D.A. Griffiths, P. George, D. Gladding, R. Kerr, A. Hinchman, A. Lamondy, L. Salisbury, J. Murdock, G. Dickinson in favor. None opposed. No abstentions. Motion carried (13-0-0)
- FY25 Per Capita
 - E. Lippke advised that the Finance Committee planned to recommend a FY25 per capita estimate of \$9.25. Due to an error by the state regarding population, the need for a \$9.35 per capita was discussed. After much discussion, the Finance Committee agreed to present a possible per capita rate of \$9.30 for vote by the Board.

D.A. Griffiths motioned to increase the FY25 per capita estimate to \$9.30. D. Gladding seconded the motion. R. Kelleher, E. Lippke, D. Gladding, R. Kerr, A. Hinchman, A. Lamondy, L. Salisbury, and J. Murdock in favor. C. Lippke, P. Torcellini, D.A. Griffiths, P. George and G. Dickinson opposed. Motion carried (8-5-0)

M. Calorio (Killingly Town Manager) stated that the towns would like to see justification as to where money is being spent. Towns are interested to see what is driving the NDDH budget. If that could be sent with the per capita estimate, it would be appreciated by all town leaders.

- FY25 Budget – tabled until the January 25, 2024 Finance meeting.
- FY24 Fairs and Reinspection Fees
C. Lippke motioned to increase the Fair Fee to \$190 and the Fair Reinspection Fee to \$145. P. Torcellini seconded the motion. R. Kelleher, C. Lippke, E. Lippke, P. Torcellini, D.A. Griffiths, P. George, D. Gladding, R. Kerr, A. Hinchman, A. Lamondy, L. Salisbury, J. Murdock, G. Dickinson in favor. None opposed. No abstentions. Motion carried (13-0-0)

Comments concerning the impact of raising fair fees versus raising the per capita ensued, with employees' participation. Extended discussion wandered from the intent of the motion and had to be brought back on track.

- Banking Authorization Powers
A revised Power to Execute Banking Authorization document was prepared so that daily operations will continue to run smoothly in the absence of a health director. D.A. Griffiths motioned to approve the banking authorization form. P. Torcellini seconded. R. Kelleher, C. Lippke, E. Lippke, P. Torcellini, D.A. Griffiths, P. George, D. Gladding, R. Kerr, A. Hinchman, A. Lamondy, L. Salisbury, J. Murdock, G. Dickinson in favor. None opposed. No abstentions. Motion carried (13-0-0)
- YTD Financial Report – no discussion

c. Personnel

A. Hinchman advised that the Personnel Committee is on a mission to hire a new director. They determined that the Search Committee should be comprised of five members: two Board members – L. Salisbury, Board Chair and A. Hinchman, Personnel Chair; one NDDH employee; one town official; and a business owner in the district.

G. Dickinson suggested business owner Doug Porter. Someone suggested that President of the Chamber of Commerce be considered. All viable candidate suggestions are to be sent to L. Buisson.

A new Director job description was presented at the Personnel meeting but was determined to be too long. It was asked if a town official from a town considering withdrawal would be allowed to be on the Search Committee. C. Lippke advised that all municipalities would have full voting rights regardless of whether they were considering withdrawal.

The Search Committee members will be discussed at the February Executive Committee meeting.

d. RFP Committee

- Update, Discussion & Possible Action

P. Torcellini noted that the Board voted to go forward with the RFP based on approval of the attorney. The Executive Committee was unsure if there would be any cost for advertising. There will need to be a full Board vote if we are going to do have an unbudgeted expense over \$3000. C. Lippke advised the RFP may be sent to consulting groups. Listing of groups was provided to L. Buisson to contact. Additionally, RFP may be posted to NDDH website and the State of CT website for RFPs. Those are all free. The original RFP timeline may need to be updated.

C. Lippke motioned that the Board approve submitting the RFP to the selected consulting groups, posting to the NDDH web page, and advertising it through the State of CT contract portal for RFPs. A. Lamondy seconded the motion. R. Kelleher, C. Lippke, E. Lippke, P. Torcellini, D.A. Griffiths, P. George, D. Gladding, R. Kerr, A. Hinchman, A. Lamondy, L. Salisbury, J. Murdock, G. Dickinson in favor. None opposed. No abstentions. Motion carried (13-0-0)

P. Torcellini stated that it is important for town leaders to see that the discussed RFP is going forward and that the Board is being proactive with this.

e. Director of Health Report – no discussion

Unfinished Business

a. Office Lease End Date – August 2026 – Next Steps. This is on the Town of Brooklyn agenda for discussion tonight. The Board will be updated as information becomes available.

New Business

M. Nicholson (Pomfret 1st Selectman) inquired as to what the percent increase to the NDDH budget is for FY25. M. Nichols advised that there was an 11% *decrease* in the budget, partly due to grant monies. M. Nicholson requested that as there is a proposed per capita, towns should be provided with a marked-up budget draft. Additionally, she asked that this be presented at the January 19th NECCOG meeting.

Adjournment

Motion to adjourn at 4:45 p.m. by D.A. Griffiths. D. Gladding seconded. R. Kelleher, C. Lippke, E. Lippke, P. Torcellini, D.A. Griffiths, P. George, D. Gladding, R. Kerr, A. Hinchman, A. Lamondy, L. Salisbury, J. Murdock, G. Dickinson in favor. None opposed. No abstentions. Motion carried (13-0-0)

Respectfully submitted,
Linda Buisson
NDDH Administrative Assistant