



# Northeast District Department of Health

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## NDDH Board of Health Executive Committee Meeting Minutes

**Date: Tuesday – December 19, 2023 at 3:00 p.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

Guests: Maureen Nicholson (First Selectman, Pomfret), Melissa Nichols (Finance Manager)

### Call to Order

The meeting was called to order at 3:00 p.m.

### Review of Minutes – November 28, 2023, DRAFT

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

### Citizen Participation

None.

### Communications

- a. Town of Killingly letter. We are in receipt of Killingly's letter advising that they will be leaving NDDH.
- b. Town of Plainfield communication. L. Salisbury advised that she recently spoke to K. Cunningham (Plainfield First Selectman) and was informed that they have not found another health district to go to.
- c. DPH Communication  
Due to legal implications, E. Lippke motioned to go into executive session for discussion at 3:05 p.m. A. Hinchman seconded. Vote taken. A. Hinchman, E. Lippke, and L. Salisbury in favor. R. Kelleher abstained. Motion carried. (3-0-1)

A.Hinchman, L. Salisbury, E. Lippke, R. Kelleher, S. Starkey and M. Nichols were invited into the executive session.

B. Kelleher motioned to come out of executive session at 3:10 p.m. Vote taken. R. Kelleher, A. Hinchman, E. Lippke, and L. Salisbury in favor. Motion carried. (4-0-0).

### DOH Search Committee

Salary range for Director position \$97K-\$135K.

Suggested members of the Search Committee are: Stephen Faucher (NDDH Emergency Preparedness Coordinator), Lana Salisbury (NDDH Board Chair), Ann Hinchman (NDDH Personnel Chair), a town leader/member of NECCOG, and a community representative.

M. Nicholson will seek a volunteer from NECCOG. The Executive Committee will ask the full Board for suggestions for a community representative.

It was suggested that multiple interviews be held in a two-day period in hopes all members of the Search Committee can be in attendance.

S. Starkey suggested that the job description with salary range be posted soon. We will have to wait for applications to come in and find available dates for the interviews. This will take approximately four weeks. In that time, an appropriate community representative may be chosen.

### DOH Job Opening

#### a. Job Description

The revised job description was reviewed. The Executive Committee thought the description was too long.

R. Kelleher motioned to proceed with the hiring process and the advertisement based on the current job description for executive director. E. Lippke seconded. Vote taken. R. Kelleher, A. Hinchman, E. Lippke, and L. Salisbury in favor. Motion carried. (4-0-0).

The job advertisement should include *"We are seeking a dynamic, outgoing person with the ability to interact with town level officials."*

Once the resumes are in, the Search Committee will need to have a list of interview questions prepared to ask the viable candidates. All candidates are required to be asked the same set of questions.

The job announcement can be posted with indeed, the Department of Labor, and the Connecticut Association of Directors of Health.

### Finance

#### a. Town Per Capita

NDDH is trying to bring the projected per capita down to a \$9.25 fee (an increase of \$0.75 or a 9.7% increase from last year). Permit fees have a 9.6% increase. This remains a work in progress. Finance Committee is scheduled to meet again on Thursday, December 21 at 3:00 p.m. for further discussion. No vote taken.

b. Budget 2025

Nothing to report at this time. No vote necessary.

It was suggested that someone affiliated with NDDH attend the January 19, 2024 NECCOG meeting. E. Lippke suggested that C. Lippke, First Selectman of Canterbury / member of the NDDH Finance Committee report to NECCOG. R. Kelleher suggested NDDH Finance Manager attend as she will be able to answer any questions explaining the budget justifications and that most of the money focuses on paying qualified employees.

c. Power to Exercise – Banking Authorization

NDDH Finance Manager will prepare a new document. The Finance Committee will review and recommend changing the list of signatories and their roles.

RFP Review

Attorney Harrington suggested that the RFP not proceed until the new Director of Health is in place so that he/she could help with the study and provide input. The Bylaws state that there is a \$3000 spending limit on any unbudgeted expenditures without a Board vote.

Executive Committee needs to determine where to post the RFP and when to do so as well as a timeline for the process. M. Nicholson has a comprehensive listing of not only where the RFP could be posted but firms that we could send it to directly. Additionally, S. Regan is researching firms that we may submit to.

If the Board votes to proceed with the posting, the RFP Committee can be responsible to follow up. There is concern about how costly the RFP will be and whether it would exceed the \$3000 limit. S. Starkey advised the committee that there may be low cost alternatives; there are agencies that help support health departments and offer free assistance.

M. Nicholson's recollection was that the RFP Committee wanted to see the RFP go forward regardless of the attorney's recommendation. They did not feel the need to wait until a new director was in place. An interim director may be helpful in moving the process along.

S. Starkey suggested a letter be prepared with the estimated per capita rate with notification that someone would attend the January 19<sup>th</sup> NECCOG meeting justifying the increase and all the work completed to make progress on the RFP.

L. Salisbury stated that the Executive Committee needs to be prepared to provide recommendations to the full Board. This should include moving forward with the RFP or recommending something else. The executive committee could recommend to the Board that the RFP committee is authorized to post the RFP and to send it directly to firms of their choice, with the caveat that cumulative posting / advertising costs exceeding \$3000 require a Board vote as written in the Bylaws. E. Lippke pointed out that there will be a cost if posting it to a publication however, there would be no cost, other than postage, if sending it directly to firms. M. Nicholson suggested we ask P. Torcellini the above questions as he has some experience in this area that others do not possess.

S. Starkey recommended pursuing a consultant when there is a DoH interim Director of Health with an understanding of public health and NDDH rather than relying on a consultant with limited understanding. The contract needs specific work outcomes. We are waiting for assistance from the DPH to help clarify the specific goals. Clarification and communication are some of the specific issues. We need to clear on exactly what we want the consultants to do.

A. Hinchman motioned to hold off going forward with the RFP until the next Executive Committee meeting on January 2, 2024. E. Lippke seconded the motion. R. Kelleher, A. Hinchman, E. Lippke, and L. Salisbury in favor. Motion carried. (4-0-0).

#### New Business

E. Lippke noted that at the Finance Committee, when discussing the budget and town per capita, the question of why the state per capita came up. She suggested that Board members contact their town leaders to request that they prepare letters to the state representatives requesting an increase in the state per capita.

#### Next Meeting

Tuesday, January 2, 2024 at 3:00 p.m.

#### Adjournment

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

Meeting adjourned at 4:49 p.m.

Respectfully submitted,  
*Linda Buisson*  
NDDH Administrative Assistant  
Transcribed from audio tape