



# Northeast District Department of Health

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

50 / Fax 860-774-1308 [www.nddh.org](http://www.nddh.org)

**NDDH Board of Directors Meeting**

**Date: February 8, 2024 – 3:00 pm**

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

Meeting was called to order at 3:03 p.m. by Board Chair, Lana Salisbury.

## Attendance

*Present:* Robert Kelleher, Brooklyn; Christopher Lippke, Canterbury; Elaine Lippke, Danielson; Paul Torcellini, Eastford; Allan Cahill, Hampton 1<sup>st</sup> Selectman; Patti George, Killingly alternate; Don Gladding, Plainfield; Rob Kerr, Plainfield; Ann Hinchman, Pomfret; Anne Lamondy, Putnam; Lana Salisbury, Sterling; Amy St. Onge, Thompson 1<sup>st</sup> Selectman; John Murdock, Union; Gail Dickinson, Woodstock; Maureen Marcoux, NDDH Acting Director

*Absent Excused:* Orla McKiernan-Raftery, Thompson

*Absent:* David A. Griffiths, Killingly; Sean Regan, Killingly

*Guests:* Lisa Morrissey, Deputy Director, CT DPH; Carmen Chaparro, Office of Local Health, CT DPH; Mary Calorio, Killingly Town Manager; Kevin Cunningham, Plainfield 1<sup>st</sup> Selectman; Barney Seney, Putnam Mayor; Jay Swan, Woodstock 1<sup>st</sup> Selectman

*NDDH Staff:* Steve Faucher, PHEP; Melissa Nichols, Finance Manager; Stephanie Hynes, Community Health; Janine Vose, Public Health Nurse; Isaac Combs, Brittany Otto, and Jenn Warner, EHS staff

No citizen participation.

## Approval of Minutes – January 11, 2024

B. Kelleher motioned to accept the minutes. E. Lippke seconded the motion. R. Kelleher, C. Lippke, E. Lippke, P. Torcellini, P. George, D. Gladding, R. Kerr, A. Hinchman, A. Lamondy, L. Salisbury, J. Murdock, G. Dickinson in favor. None opposed. A. Cahill abstained. Motion carried (12-0-1)

## DPH Visit: Lisa Morrissey (Deputy Director) and Carmen Chaparro (Local Public Health)

### Discussion of Terms

DPH legal team is working on a MOU for the execution to allow them to send NDDH an Acting Director of Health for a period of up to six months. This person would ensure the continuity of public health care in the district while NDDH searches for a permanent director.

Terms would include:

- All five towns would need to rescind their withdrawal

- NDDH would be responsible for a portion of the interim director's mileage reimbursement and for supplying all necessary equipment to work
- Interim Director will have all the powers ordinarily held by a permanent Director of Health
- There will be no exchange of funds between DPH and NDDH
- NDDH will be required to demonstrate reasonable progress toward hiring a permanent health director
- Duration of the interim director shall not exceed six months but may be terminated prior to six months under certain conditions

M. Marcoux's allowable term of 29 days as acting director will be completed at noon on Friday, February 16, 2024, however she will be out of the office on 2/15 and 2/16. We will have MOUs in place with two other local directors to assist with coverage.

### Communications

None

### Reports

#### a. Executive Committee

- Recap of February 6 Meeting  
L. Salisbury reported that NECCOG meeting she attended with M. Marcoux, and M. Nichols was very well received. Justifications for per capita were discussed. Selectmen commented on a feeling of cooperation.

The necessity for confidentiality in the search was discussed. FOI rules do not apply to search committees.

#### b. Finance Committee

- Follow Up on Justifications to Towns  
As discussed at NECCOG meeting, the per capita has been set at \$9.30. Finance will meet again on February 22<sup>nd</sup> to see if the budget needs any revisions. We still need to see how much the RFP will cost and how our budget may have to be modified for the same.
- YTD Financial Report – December 2023  
Report is in the packet. No questions or concerns.

#### c. Personnel Committee

The members of the search committee have not been finalized. A number of applications for the Director of Health position have been received. L. Buisson has been asked to send letters to the viable applicants to explain our delay in scheduling interviews.

#### d. Staff Report

M. Nichols reported that the RFP is due February 29<sup>th</sup>. P. Torcellini noted that we have received questions regarding what the budget is as well as a couple of other questions. He believes those were going to be posted.

### Unfinished Business

#### a. Office Lease End Date – Pending Town Decision

R. Kelleher reported it was on the agenda at the last Board of Selectman's meeting. He will stay on top of this as NDDH will need forewarning if they need to find another facility for offices.

#### New Business

NDDH will be closed on Thursday, February 15<sup>th</sup> for building upgrades. A new generator will be set up. EverSource will be shutting down all electrical power to the building.

#### Adjournment

Motion to adjourn at 4:09 p.m. by E. Lippke. R. Kelleher seconded. R. Kelleher, C. Lippke, E. Lippke, P. Torcellini, A. Cahill, P. George, D. Gladding, R. Kerr, A. Hinchman, A. Lamondy, L. Salisbury, A. St. Onge, J. Murdock, G. Dickinson in favor. None opposed. Motion carried (14-0-0)

Respectfully submitted,  
*Linda Buisson*  
NDDH Administrative Assistant  
Transcribed from Audiotape

J. Swan left the meeting at 3:14 pm  
M. Calorio left the meeting at 3:48 pm  
K. Cunningham left the meeting at 4:01 pm