



Northeast District Department of Health

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

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NDDH Board of Directors Meeting **DRAFT**

Date: March 7, 2024 – 3:00 pm

Location: NDDH, 69 South Main Street, Conference Room

Meeting was called to order at 3:01 p.m. by Board Chair, Lana Salisbury.

Attendance

Present: Christopher Lippke, Canterbury; Elaine Lippke, Danielson; Paul Torcellini, Eastford; 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; Patrick McCormack, Acting Director

Absent Excused: Robert Kelleher, Brooklyn

Absent: Allan Cahill, Hampton 1st Selectman; David A. Griffiths, Killingly; Sean Regan, Killingly; Orla McKiernan-Raftery, Thompson

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

NDDH Staff: Steve Faucher, PHEP Coordinator; Melissa Nichols, Finance Manager; Stephanie Hynes, Community Health; Isaac Combs, and Jenn Warner, EHS staff

No citizen participation.

P. George motioned to add Approval of March 5, 2024 minutes to the agenda. R. Kerr seconded. C. Lippke, E. Lippke, P. Torcellini, P. George, D. Gladding, R. Kerr, A. Hinchman, A. Lamondy, L. Salisbury, J. Murdock, and G. Dickinson all in favor. Motion carried. (11-0-0)

Approval of Minutes – February 8, 2024

D. Gladding motioned to accept the minutes. R. Kerr seconded the motion. C. Lippke, E. Lippke, P. Torcellini, P. George, D. Gladding, R. Kerr, A. Hinchman, A. Lamondy, L. Salisbury, J. Murdock, and G. Dickinson all in favor. Motion carried. (11-0-0)

Approval of Minutes – March 5, 2024

P. George motioned to accept the minutes. J. Murdock seconded the motion. L. Salisbury, A. Hinchman, E. Lippke, P. George, J. Murdock, and A. Lamondy voted in favor. C. Lippke, P. Torcellini, D. Gladding, R. Kerr, and G. Dickinson abstained as they were not in attendance. Motion carried. (6-0-5)

Communications

a. Staff Meetings

L. Salisbury attended two recent staff meetings to update staff on the progression of getting a DPH interim director.

b. Town of Thompson – February 22

L. Salisbury and M. Nichols attended the town budget meeting. NDDH report out went well.

Interim Director Update

a. Current Coverage

L. Salisbury thanked P. McCormack for assisting us as acting director.

b. DPH Appointment Update

L. Salisbury reported the DPH interim director of health candidate has been identified but a name has not yet been provided.

Reports

a. Executive Committee

• March 5 Meeting Update

The Special Board meeting included a review of the MOU from the DPH. The Board voted to authorize L. Salisbury to sign the document. There was an additional motion that the interim director would be responsible for reporting to the Board Chair.

NDDH will provide written documents specifying the duties and responsibilities assigned to the interim director. Board members and employees were invited to contact the Board Chair with suggestions for the list. The committee suggested the RFP be incorporated into the list.

L. Salisbury informed the Board that another Special Board meeting may be required to officially vote to appoint the DPH interim director.

b. Finance Committee

• YTD Financial Report – January 2024

Report provided in the packet. There were concerns about how we might pay for the RFP, but it is a non-issue at this time.

Finance is looking at the FY25 budget. No questions or concerns. Updates will be provided when more information is available.

c. Personnel Committee

• Search Committee

A. Hinchman reported that the search committee has been finalized. There will be five members consisting of L. Salisbury (Board Chair), A. Hinchman (Personnel Chair), Steve Faucher, (PHEP Coordinator), Anne Miller (Executive Director, TEEG), Mary Calorio (Killingly Town Manager representing NECCOG). Once the interim director is in place, he/she will be asked to be on the committee as well. Concerns were voiced regarding the make-up of the search committee and

what procedures the search committee should follow. M. Calorio responded to the concerns and provided guidance on procedures.

The Personnel Committee is scheduled to meet on Wednesday, March 20, 2024 at 3:00 pm.

d. RFP Committee Report

NDDH received no RFP submissions. Although there were no submissions, the RFP helped to frame some of the data needs such as how to define workloads, how much time it takes to do certain activities, etc. It was recommended that we wait until the interim director is in place and share our findings with that individual. We may ask the state appointed director whether we should get an outside consultant or if he can assist us with better planning.

e. Staff Report

A brief count of inspection numbers for time period January 1 through February 29th was provided. Standout numbers include: 71 food inspections, 69 health inspections, 196 completed subsurface cases completed; 4 new lead cases and 63 ongoing lead cases.

P. McCormack reported that he met with the leadership team last week. He noted that the staff is diligent, inspections are going well, and a strategy plan is in place in the event of an emergency.

Unfinished Business

a. Office Lease End Date – Pending Town Decision

NDDH is in discussions with the Town of Brooklyn regarding a lease continuation for our current facility or whether we may need to find another location for the agency.

New Business

a. Next Meeting: Thursday, April 11, 2024 at 3:00 p.m.

Adjournment

Motion to adjourn at 3:59 p.m. by E. Lippke. A. Hinchman seconded. C. Lippke, E. Lippke, P. Torcellini, P. George, D. Gladding, R. Kerr, A. Hinchman, A. Lamondy, L. Salisbury, J. Murdock, and G. Dickinson all in favor. Motion carried. (11-0-0)

Respectfully submitted,
Linda Buisson
NDDH Administrative Assistant