



Northeast District Department of Health

69 South Main Street, Unit 4, Brooklyn, CT 06234
860-774-7350 / Fax 860-774-1308 www.nddh.org

NDDH Board of Health Executive Committee Meeting Minutes

Date: Tuesday – February 6, 2024 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; Linda Buisson (Administrative Assistant)

Guests: Melissa Nichols (Finance Manager); Steve Faucher (Public Health Emergency Preparedness Coordinator)

Call to Order

The meeting was called to order at 3:02 p.m.

Citizen Participation - None

Review of Minutes – December 19, 2023, DRAFT

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

Communications

a. DPH Communication

L. Salisbury advised the committee and town leaders that L. Morrissey (Deputy Commissioner) and C. Chaparro (Office of Local Health) will attend the February 8, 2024 Board meeting.

L. Salisbury reached out to those five town leaders who sent in letters of withdrawal, asking them to send a letter rescinding their withdrawal letters.

b. Other

L. Salisbury has been in contact with M. Meyers from Generations regarding Health Quest and its collaboration with NDDH.

Recap of NECCOG and Staff Meetings

L. Salisbury, M. Nichols, and M. Marcoux attended the January 19, 2024 NECCOG meeting. The meeting ended on a positive note. Towns were pleased with the presentation for justification of the per capita increase.

L. Salisbury briefly attended the January 26, 2024 staff meeting to update everyone on the NECCOG meeting.

RFP Status

L. Salisbury reported that the DPH planned to shepherd the RFP. L. Buisson provided a timeline of when the RFP was posted to the NDDH website, sent to the CT State website, and emailed to companies on the list provided to her. Thus far, she has heard from only two companies with possible interest in pursuing the RFP. Due date for all submissions is Thursday, February 29th at 10:00 a.m.

Finance

E. Lippke reported that the 2025 budget has been prepared and seems to be completed however, they may need to tweak it depending on the cost of the RFP.

Personnel

A. Hinchman reported that at the last meeting she had requested recommendations for local business people who might be a good fit for the Search Committee be forwarded to L. Buisson. Anne Miller, Executive Director was suggested. When approached, A. Miller expressed an interest in being a part of the Search Committee. It was suggested that if the DPH provides an interim director, that individual may be helpful in the search as well.

S. Faucher expressed concerns about the timeline and the expectations of town leaders for NDDH to have a new director in place. Discussion ensued regarding not rushing to find a new director as we want the right individual for the position.

DoH Applications

L. Buisson advised that there are currently eleven viable candidates with MPH. Four are from out of state. Some have little to no supervisory experience.

As it may be a little while before we begin interviewing for the position, L. Buisson was asked to prepare a letter thanking applicants for their interest and advising them of the postponement in scheduling interviews. It is our hope that applicants remain interested despite the delay.

New Business

The NDDH office will be closed on Thursday, February 15th as EverSource shuts down power to the building while the new generator is set up. Individuals who generally have access to “work from home” will be unable to work as the computer system within the building will be down.

Next Meeting

Tuesday, March 5, 2024 at 3:00 p.m.

Adjournment

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

Meeting adjourned at 4:35 p.m.

Respectfully submitted,
Linda Buisson
NDDH Administrative Assistant