



# Northeast District Department of Health

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## NDDH Board of Health Executive Committee Meeting Minutes

Date: Tuesday – March 5, 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)

### Call to Order

The meeting was called to order at 3:05 p.m.

Citizen Participation - None

### Review of Minutes – February 6, 2024 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 Update

NDDH must prepare a list of our expectations to the interim director. The DPH has not yet provided the name of the possible interim director.

#### b. Staff Meetings

L. Salisbury has attended two recent meetings to keep staff updated on events taking place.

#### c. Interim Coverage

Patrick McCormack (Uncas Director of Health) agreed to continue providing services as acting director for NDDH until April 1, 2024. A possible stipend for his services was discussed.

#### d. Other - none

### RFP Status

NDDH did not receive any submissions for the RFP that was due on February 29<sup>th</sup> at 10 a.m. Committee members are uncertain if this needs to be revisited. The suggestion to do an RFP may have been reactionary. R. Kelleher indicated that it may be best to wait until a new director is in place to include their input.

The MOU states that NDDH must provide the interim director with a list of additional required services needed. L. Salisbury suggested that we list issues and concerns for the interim director or a new director rather than having an RFP.

## Finance Update

E. Lippke reported a few income concerns. NDDH is hoping to do more food service classes to bring in revenue. The concern regarding how to pay for an RFP is currently off the table due to lack of submissions for the same.

## Personnel

### a. Search Committee Update

The search committee members have been chosen and will be comprised of Lana Salisbury (NDDH Board Chair), Ann Hinchman (NDDH Personnel Chair), Stephen Faucher (NDDH PHEP Coordinator), Mary Calorio (NECCOG representative) and Anne Miller (TEEG Executive Director). The DPH Interim Director will be asked to be part of the search committee as well.

## Legal Matter – Executive Session\*

E. Lippke motioned to go into executive session at 3:23 pm to discuss a legal matter. A. Hinchman seconded the motion. Vote taken. L. Salisbury, R. Kelleher, E. Lippke, and A. Hinchman in favor. Motion carried (4-0-0)

R. Kelleher motioned to come out of executive session at 3:35 pm. E. Lippke seconded the motion. Vote taken. L. Salisbury, R. Kelleher, E. Lippke, and A. Hinchman in favor. Motion carried (4-0-0)

## Unfinished Business

### a. Conference Room Carpet

A. Tanner, Brooklyn First Selectman, will be coming by the office with someone to measure for new carpeting this week.

### b. Water Damage Back Office Space

The back office heat source is in place and we have started moving our refrigerators / freezers back into the space.

### c. Building Lease from Town of Brooklyn

There was some discussion regarding how to proceed if the town of Brooklyn does not renew our building lease and how we would proceed. This was tabled until we know whether we will be able to stay in place or need to seek another building for the agency.

## New Business - None

Next Meeting: April 2, 2024. E. Lippke will not be in attendance.

## Adjournment

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

Meeting adjourned at 3:40 p.m.

Respectfully submitted,  
*Linda Buisson*  
NDDH Administrative Assistant