



Northeast District Department of Health

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

50 / Fax 860-774-1308 www.nddh.org

NDDH Board of Directors Meeting **DRAFT**

Date: April 11, 2024 – 3:00 pm

Location: NDDH, 69 South Main Street, Conference Room

Meeting was called to order at 3:03 p.m. by Finance Chair, Elaine Lippke

Attendance

Present: Elaine Lippke, Danielson; Paul Torcellini, Eastford; David A. Griffiths, Killingly; Don Gladding, Plainfield; Rob Kerr, Plainfield; Ann Hinchman, Pomfret; Anne Lamondy, Putnam; Lana Salisbury, Sterling; Carla Jordan, Sterling alternate; Amy St. Onge, Thompson 1st Selectman; John Murdock, Union; Gail Dickinson, Woodstock; Robert Andrews, Woodstock alternate

Absent Excused: Robert Kelleher, Brooklyn

Absent: Christopher Lippke, Canterbury; Allan Cahill, Hampton 1st Selectman; Sean Regan, Killingly; Orla McKiernan-Raftery, Thompson

Guests: Sandy & Lou Brodeur

NDDH Staff: Jim Vannoy, Interim Director; Steve Faucher, PHEP Coordinator; Linda Violette Buisson, Administrative Assistant; Maureen Marcoux, Registered Sanitarian; Amanda Gonzalez, Public Health Programs Manager; Melissa Nichols, Finance Manager; and Jenn Warner, EHS staff

No citizen participation.

Congressional Funding Opportunity – Amanda Gonzalez, presenter

PowerPoint presentation was provided advising the Board of possible congressional funding via Senator Blumenthal's office. Applications for such funds are due on Sunday, April 14, 2024. NDDH will be applying for nearly \$49K for an IT software data system that would easily track inspections and reporting, including complaint progress. This would be for a three-year plan from 2025-2027. After the initial cost, NDDH would be responsible to pay \$11.5K annually.

As NDDH faces the possible challenge of needing to find a new facility, we will also be applying for \$1.7 million for construction of a new 8000 square foot building. NDDH would need to buy the land and furnishings for a new facility.

Approval of Minutes – March 7, 2024

D. Gladding motioned to accept the minutes. A. Hinchman seconded the motion. E. Lippke, P. Torcellini, D.A. Griffiths, D. Gladding, R. Kerr, A. Hinchman, A. Lamondy, L. Salisbury,

J. Murdock, and G. Dickinson in favor. Motion carried. (10-0-0)

Approval of Minutes – April 2, 2024

D. Gladding motioned to accept the minutes. A. Lamondy seconded the motion. E. Lippke, R. Kerr, D. Gladding, A. Hinchman, A. Lamondy, L. Salisbury, and J. Murdock in favor. P. Torcellini, D.A. Griffiths, and G. Dickinson abstained. Motion carried. (7-0-3)

Communications

- a. DPH Appointment of J. Vannoy as Interim Director. He is appointed for six months. If we hire a director before the six months is up, he will terminate two weeks following the start of the new director. J. Vannoy's official start date (following Board vote) was April 2, 2024.
- b. Town of Woodstock – G. Dickinson and R. Andrews Reappointed Through 2.15.27
- c. Request for Food Permit Application Refund (Hank's Restaurant).
The former owners paid for their food permit in December and sold the restaurant in mid-January. Meanwhile, everything went through for the new owner who purchased necessary permits. The former owners are requesting a refund of \$500. We can do that, minus \$40 in processing fees.
D.A. Griffiths motioned to approve the application refund amount minus the processing fee.
P. Torcellini seconded the motion. E. Lippke, P. Torcellini, D.A. Griffiths, D. Gladding, R. Kerr, A. Hinchman, A. Lamondy, L. Salisbury, J. Murdock, and G. Dickinson in favor. Motion carried. (10-0-0)

Reports

- a. Executive Committee
March 20 and April 2 minutes may be found on the NDDH website
- b. Finance Committee
 - FY25 Per Capita
D.A. Griffiths motioned to approve the per capita amount of \$9.30. D. Gladding seconded the motion. E. Lippke, P. Torcellini, D.A. Griffiths, D. Gladding, R. Kerr, A. Hinchman, A. Lamondy, L. Salisbury, J. Murdock, and G. Dickinson in favor. P. Torcellini opposed. Motion carried. (9-1-0)
 - FY25 Fees
D.A. Griffiths motioned to approve the increase in fees. P. Torcellini seconded the motion. E. Lippke, P. Torcellini, D.A. Griffiths, D. Gladding, R. Kerr, A. Hinchman, A. Lamondy, L. Salisbury, J. Murdock, and G. Dickinson in favor. Motion carried. (10-0-0)
 - FY25 Budget
D. Gladding motioned to accept the budget. J. Murdock seconded the motion. E. Lippke, P. Torcellini, D.A. Griffiths, D. Gladding, R. Kerr, A. Hinchman, A. Lamondy, L. Salisbury, J. Murdock, and G. Dickinson in favor. Motion carried. (10-0-0)
 - YTD Financial Report – February 2024
Report provided in the packet.

c. Personnel Committee

- Recap of March 20 Meeting.

Personnel would like to consider changes to some policies in the Employee Manual. Such items will be discussed at the May 20, 2024 meeting.

- Search Committee Update

The six member committee (L. Salisbury, NDDH Board Chair; A. Hinchman, NDDH Personnel Chair; S. Faucher, NDDH Public Health Emergency Preparedness Coordinator; J. Vannoy, NDDH Interim Director; Mary Calorio, Killingly Town Manager; and A. Miller, Executive Director of TEEG) met the first time and received packets with all Director of Health applications. The committee met again on April 9th to discuss the most viable candidates. The four best candidates were sent essay questions that are due back to the committee no later than April 22nd. After reviewing the essay responses, three candidates will be chosen for interviews. Anyone traveling to the area for an interview will not be reimbursed for the first interview. If they are called back, we will reimburse them for their travel costs. Committee hopes to have a new director in place by the end of June.

d. ByLaws Committee

B. Andrews introduced a revised version of the ByLaws, pointing out the following suggested changes:

- Revise the cover, changing the word approved to *amended* in November 2021
- Page 3, under Section 5, Alternate Representation: add a final sentence *“an elected top official is considered a second alternate and will have voting privileges when the regular and alternate representatives are not in attendance.”* There was some discussion as some towns have two and three selectmen. The Board asked that the first word “an” be changed to “*the*” for clarification purposes.
- Page 3, under Section 9, Transfers: the “s” in transfers shall be deleted and the sentence shall read *“The Finance Committee shall have the right to transfer funds ranging from \$2,000 to \$50,000 for the purpose of investment without the approval of the Board of Directors.”*
- Page 6, Section 1, Executive Committee, under Duties of Executive Committee Members: the term limits for the Vice-Chairperson and the Personnel Chair shall be changed from three to *five year* terms.

Following discussion and agreement to any revisions (noted above), P. Torcellini motioned to accept the ByLaws with revisions. D. Gladding seconded. E. Lippke, P. Torcellini, R. Kerr, D. Gladding, A. Hinchman, A. Lamondy, L. Salisbury, J. Murdock, and G. Dickinson in favor. D.A. Griffith opposed. Motion carried. (9-1-0)

e. Director of Health Report (in Board packet)

- Remote Work Policy for Director of Health

J. Vannoy introduced a policy regarding the Director of Health and Telework. It is highly anticipated that when interviewing director candidates, one of the questions will be whether the Director may telework. Upon discussions with various local health directors, it was determined that the Director should be in the office on a regular basis. The following policy was reviewed: *“The Director of Health is expected to work from the office on a regular basis. However, occasional telework may be permissible for special circumstances such as weather conditions, to accommodate medical or home repair appointments, for recovery from illness or for special*

projects. The DoH will inform the office by telephone when working from home and also inform the Board Chair by email. The Board of Health reserves the right to limit telecommuting by the Director of Health”

The Board opened Citizen Participation during the discussion period to see if there were any questions. Mr. & Mrs. Brodeur liked the addition of the policy. The one revision requested was to delete how the DoH would inform the office. The sentence will be revised to read, “*The DoH will inform the office (deleting “by telephone”) when working from home . . .*”

D.A. Griffiths motioned to accept the Director of Health Telework policy. A. Lamondy seconded the motion. E. Lippke, P. Torcellini, D.A. Griffiths, D. Gladding, A. Hinchman, R. Kerr, A. Lamondy, L. Salisbury, J. Murdock, and G. Dickinson in favor. Motion carried. (10-0-0)

Unfinished Business

- a. Office Lease End Date: August 2026 - Pending Town Decision

New Business

- a. Next Meeting: Thursday, June 13, 2024 at 3:00 p.m.

Adjournment

Motion to adjourn at 4:42 p.m. by D.A. Griffiths. D. Gladding seconded. E. Lippke, P. Torcellini, D.A. Griffiths, D. Gladding, R. Kerr, A. Hinchman, A. Lamondy, L. Salisbury, J. Murdock, and G. Dickinson in favor. Motion carried. (10-0-0)

Respectfully submitted,
Linda Buisson
NDDH Administrative Assistant