



# Northeast District Department of Health

69 South Main Street, Unit 4, Brooklyn, CT 06234  
860-774-7350 / Fax 860-774-1308 [www.nddh.org](http://www.nddh.org)

## NDDH Board of Health Executive Committee Meeting Minutes

Date: Tuesday – April 2, 2024 at 4:00 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; Jim Vannoy (Interim Director); Linda Buisson (Administrative Assistant)

Excused: Elaine Lippke, Finance Chair

### Call to Order

The meeting was called to order at 3:00 p.m.

Citizen Participation - None

### Review of Minutes – March 20, 2024 DRAFT

A. Hinchman motioned to accept the minutes as presented. R. Kelleher seconded the motion. Vote taken. R. Kelleher, A. Hinchman, and L. Salisbury in favor. Motion carried. (3-0-0)

### Communications

CT DPH sent a letter naming J. Vannoy as interim director of NDDH for a term of six months. The Memorandum of Agreement may terminate earlier: two weeks following the inception of a new permanent Director of Health.

L. Salisbury and S. Faucher attended the March 22nd NECCOG meeting, advising them of J. Vannoy's placement at NDDH.

Per DPH's request, a comprehensive list of items to focus on was provided to J. Vannoy. The list included evaluating our staffing chart, staff retention, reviewing the RFP and its contents.

Finance Update – Tabled

### Personnel

The Personnel Committee met on March 20<sup>th</sup> at which time the wage analysis was reviewed in relation to NDDH salaries. NDDH is at the lower end of the median. This will be reviewed with the Interim Director. The personal time accrual process was discussed regarding payroll. There are no changes requiring a vote. The leave policies were discussed and it was determined that these should be reviewed further for possible revisions. This will be on the May 15<sup>th</sup> agenda.

a. Search Committee

The committee had its first meeting on April 1<sup>st</sup>. M. Calorio will serve as Chair. All applications were distributed to committee members to review. They will reconvene on April 9<sup>th</sup> and prioritize the top candidates. The plan is to interview all the applicants in one day.

Unfinished Business – No Updates

New Business

HealthQuest has been sponsored by NDDH for several years. With the departure of our Education & Communication Coordinator, we have received emails to see who would run the program. NDDH may assist with topics such as immunizations and being smoke-free. Communication is ongoing but NDDH may need to step back as we can no longer provide funding. J. Vannoy believes HealthQuest initially began to bring together community organizations with goals of promoting health. Block grant funding was often used to cover these costs. We did not receive the Block Grant this year. HealthQuest is comprised of several community organizations including NDDH, Day Kimball Healthcare, Generations, Hale YMCA, EastConn, TEEG and others. HealthQuest’s website is tied in with NDDH’s. J. Vannoy can investigate how much time is allotted to website postings.

The Interim Director shall be the point person for social media and website postings.

On April 10, 2024, J. Warner (EHS), and J. Vannoy will be joined by EPA at Cargill Falls for a meeting.

L. Salisbury had the telecommuting protocol and policy reviewed, along with the application and agreement forms. She expects DoH candidates may ask if remote work is an option. J. Vannoy will ask P. McCormack and R. Miller what their districts allow.

Next Meeting: May 7, 2024.

Adjournment

R. Kelleher motioned to adjourn. J. Vannoy seconded the motion. Vote taken. R. Kelleher, A. Hinchman, and L. Salisbury in favor. Motion carried. (3-0-0).

Meeting adjourned at 3:41 p.m.

Respectfully submitted,  
*Linda Buisson*  
NDDH Administrative Assistant