



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: June 13, 2024 – 3:00 pm

Location: NDDH, 69 South Main Street, Conference Room

Meeting was called to order at 3:02 p.m. by Lana Salisbury

Attendance

Present: Christopher Lippke, Canterbury; Elaine Lippke, Danielson; Paul Torcellini, Eastford; Don Gladding, Plainfield; Ann Hinchman, Pomfret; Anne Lamondy, Putnam; Lana Salisbury, Sterling; Danielle Robbins, Thompson; Mary Eames, Thompson Alternate; John Murdock, Union; Gail Dickinson, Woodstock

Absent Excused: Robert Kelleher, Brooklyn, David A. Griffiths, Killingly, Rob Kerr, Plainfield

Absent: Allan Cahill, Hampton 1st Selectman; Sean Regan, Killingly

Guests: Deb Richards, Eastford 1st Selectman; Maureen Nicholson, Pomfret 1st Selectman

NDDH Staff: Jim Vannoy, Interim Director; Steve Faucher, PHEP Coordinator; Melissa Nichols, Finance Manager; Jenn Warner and Isaac Combs, EHS staff

No citizen participation.

Approval of Minutes – April 11, 2024

D. Gladding motioned to accept the minutes. A. Lamondy seconded the motion. C. Lippke, E. Lippke, D. Gladding, A. Hinchman, A. Lamondy, L. Salisbury, J. Murdock, G. Dickinson, and P. George in favor. D. Robbins abstained. Motion carried. (9-0-1)

Communications

- a. Board welcomed Danielle Robbins and Mary Eames as the new Town of Thompson representatives.
- b. Board received an email from A. Lamondy, Putnam representative, who shadowed an EHS employee on a lead inspection. A. Lamondy noted the positive working relationship, motivation, and the staff member concerns for quality and integrity of work.

Reports

- a. Executive Committee – No Report
- b. Finance Committee
 - E. Lippke updated Board on YTD status and the reduction of group homes vs budget.

- Reported out FY25 updates.
- NDDH applied for funds to buy or build a new building. No update on the building lease from town.
- Hired a temporary consultant 10 hours weekly to help with subsurface plans.
- Discussed return policy for permit fees.

c. Personnel Committee

- Recap of May 15 meeting. Nothing to report.
- Recap of May 30 meeting. It was recently noted that the Employee Manual needed to be corrected to more accurately state changes to the compensation package on page 9, under Mandatory Deductions from Paycheck. Currently, paragraph 2 reads, “*Social Security contributions will be withheld from your pay if you do not participate in the pension plan available at NDDH.*” It was suggested that this be corrected to read, “*Social Security contributions will be withheld from your pay.*”

E. Lippke motioned to correct the employee manual as suggested. D. Gladding seconded the motion. C. Lippke, E. Lippke, D. Gladding, A. Hinchman, A. Lamondy, L. Salisbury, J. Murdock, G. Dickinson, and P. George in favor. D. Robbins abstained. Motion carried. (9-0-1)

The Personnel Committee was brought up to date on the Search Committee and voted to approve to endorse their choice of Director to the Board.

P. Torcellini arrived 3:24pm

- d. Director of Health Report (in Board packet)- J. Vannoy reported on inspections noting that if EHS staff had tablets for use in the field, it would make us more efficient. There is some congressional directed spending available and we have requested funding for an IT system that would allow us to be more efficient. If we do not get the requested funding, he suggested we make the purchase ourselves for the betterment of the agency.

NDDH has contracted with an RS to assist with plan reviews. R. Zulick has agreed to take on a limited number of plans to review each week. We have been unable to find and hire an RS due to lack of candidates.

Board acknowledged the revision of the ordinances was a lot of work. J. Vannoy pointed out several of the updated changes and clarifications to the ordinances. He credited A. Gonzales for spearheading the project with the environmental staff.

- Salon Ordinance
A.Hinchman motioned to approve the Salon Ordinance. M. Eames seconded the motion. C. Lippke, E. Lippke, P. Torcellini, D. Gladding, A. Hinchman, A. Lamondy, L. Salisbury, D. Robbins, J. Murdock, G. Dickinson, and P. George in favor. Motion carried. (11-0-0)

- Food Ordinance
E. Lippke motioned to approve the Food Ordinance. P. Torcellini seconded the motion.

C. Lippke, E. Lippke, P. Torcellini, D. Gladding, A. Hinchman, A. Lamondy, L. Salisbury, D. Robbins, J. Murdock, G. Dickinson, and P. George in favor. Motion carried. (11-0-0)

Personnel Matter-Executive Session

D. Gladding motioned to go into Executive Session. A. Hinchman seconded the motion. C. Lippke, E. Lippke, P. Torcellini, D. Gladding, A. Hinchman, A. Lamondy, L. Salisbury, D. Robbins, J. Murdock, G. Dickinson, and P. George in favor. Motion carried. (11-0-0)

Executive Session started at 3:29 p.m.

A. Hinchman motioned to come out of Executive Session at 3:54 p.m.

A. Hinchman motioned that the Board vote to appoint Luigi Santori, as its Director of Health, beginning July 22, 2024, and give approval to the Board Chair to sign the contract of employment drafted by the NDDH legal counsel. P. Torcellini seconded the motion. C. Lippke, E. Lippke, P. Torcellini, D. Gladding, A. Hinchman, A. Lamondy, L. Salisbury, D. Robbins, J. Murdock, G. Dickinson, and P. George in favor. Motion carried. (11-0-0)

New Business

a. Plan for Continuity

L. Salisbury recommended that the Board invite J. Vannoy to serve as our Acting Director of Health on a per diem or contract basis until July 22, 2024, and thereafter as a short-term consultant to the new Director of Health for a total cost not to exceed \$8,500.00.

P. Torcellini motioned to accept the recommendation. Seconded by E. Lippke. C. Lippke, E. Lippke, P. Torcellini, D. Gladding, A. Hinchman, A. Lamondy, L. Salisbury, D. Robbins, J. Murdock, G. Dickinson, and P. George in favor. Motion carried. (11-0-0)

J. Vannoy advised that while he will be able to oversee day-to-day operations, once he parts with the DPH on July 11th, he will not be allowed to go before the state on any monetary issues.

J. Vannoy plans take L. Santori with him to meet with all the town leaders to see how we can best meet their needs while emphasizing that NDDH has only four EHS staff to do all inspections.

b. Nominating Committee Appointments

D. Gladding motioned to approve the following for the nominating committee: G. Dickinson, P. George, and D. Robbins. Seconded by P. Torcellini. C. Lippke, E. Lippke, P. Torcellini, D. Gladding, A. Hinchman, A. Lamondy, L. Salisbury, D. Robbins, J. Murdock, G. Dickinson, and P. George in favor. Motion carried. (11-0-0)

Anyone interested in being part of the Executive Committee should reach out to a member of the Nominating Committee. The committee is responsible for submitting a written report/email 30 days prior to the September 12, 2024, Board meeting of those nominated for Executive seats. None of the current Executive members have reached their term limit so they may all be nominated to continue.

Unfinished Business

a. Office Lease End Date: August 2026 – New Steps

R. Kelleher and J. Vannoy met with Austin Tanner, Brooklyn’s First Selectman, about the lease with NDDH. A. Tanner plans to discuss again with the town board. J. Vannoy stated that NDDH needs at least two-years notice to prepare and find another facility.

J. Vannoy reached out to Senator Blumenthal’s office for an update on our submission for \$2.2 million in building funds. He was advised that a decision will not be made until late summer/early fall. Funds are contingent on Congress approving the same.

Adjournment

E. Lippke motioned to adjourn at 4:22 p.m. P. Torcellini seconded. C. Lippke, E. Lippke, P. Torcellini, D. Gladding, A. Hinchman, A. Lamondy, L. Salisbury, D. Robbins, J. Murdock, G. Dickinson, and P. George in favor. Motion carried. (11-0-0)

Respectfully submitted,
Linda Buisson
NDDH Administrative Assistant