



# 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 – **DRAFT**

Date: Tuesday – July 2, 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; Elaine Lippke, Finance Chair; Jim Vannoy (Interim Director); Melissa Nichols (Finance Manager); Linda Buisson (Administrative Assistant)

Excused: Ann Hinchman, Personnel Chair

Guests: Alan Cahill (Hampton 1<sup>st</sup> Selectman); Mary Calorio (Killingly Town Manager); Maureen Nicholson (Pomfret 1<sup>st</sup> Selectman)

### Call to Order

The meeting was called to order at 3:01 p.m.

### Review of Minutes – May 7, 2024, DRAFT

L. Buisson noted that she incorrectly listed Melissa Nichols as Finance Chair in the May minutes. M. Nichols title needs to be corrected to Finance Manager.

E. Lippke motioned to accept the minutes as presented with the correction noted. R. Kelleher seconded the motion. Vote taken. R. Kelleher, E. Lippke, and L. Salisbury in favor. Motion carried. (3-0-0)

### Communications

William L. Archer, Sr. will be Hampton's alternate representative.

L. Salisbury stated that she was contacted by WINY regarding the announcement of the new director of health, Luigi Santori.

### Citizen Participation - None

### Updates

a. Finance Update. No updates. Committee will reconvene in August.

b. Grants Update (Existing & Pending)

NDDH is focused on the three grants we currently have for Workforce, Immunizations and Preparedness (PHEP). There are no new grants on the horizon.

NDDH expects to receive a response regarding the Congressional Funds at the end of summer/early fall for a new IT data system and request for funding a new building.

Employment Contract for Director of Health

a. Process

Attorney Harrington prepared a formal Director's contract for the agency.

b. Points of Interest

Various provisions of the employment contract signed by L. Sartori and L. Salisbury on June 19, 2024, were discussed. These included the contract's reference to the job description, term of the contract, 6-month and one-year performance evaluations, and enhanced vacation accrual. The salary came in at the budgeted amount and will be subject to periodic reviews. It was suggested that the 6-month performance review be in the form of an informal discussion with the Personnel and/or Executive Committees but not the full Board.

c. Comments from Attorney

Attorney Harrington promoted the need for a contract as the former director never had one in place.

Plan for Continuity as NDDH Transitions to New Director

A clause in the MOU with DPH allows for an overlap between J. Vannoy and the new director. Despite retiring from the state on July 11, Jim will continue at NDDH's expense for a brief time to assist in acclimating L. Sartori and to make recommendations based upon what he has learned in his time with us. Areas of focus include recruitment and retention.

Unfinished Business

a. Conference Room Carpet – this will not be replaced unless NDDH chooses to do so using agency funds.

b. Building Lease / Grant – A. Tanner may extend our lease with the town for another two years (through August 2028). NDDH can continue to look for opportunities. NDDH would like the extended lease to include a clause that would allow us to walk away early if we should find or build another facility.

New Business

L. Salisbury suggested that Board come up with a task force to study the feasibility of buying a building versus continuing to lease in the future. The current lease is for 6,000 square feet and basement use.

Next Meeting: August 6, 2024

Adjournment

A. Cahill motioned to adjourn. All in favor. Motion carried. (3-0-0).

Meeting adjourned at 3:27 p.m.

Respectfully submitted,  
*Linda Buisson*  
NDDH Administrative Assistant

DRAFT