



# Northeast District Department of Health

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

50 / Fax 860-774-1308 [www.nddh.org](http://www.nddh.org)

NDDH Board of Directors Meeting **DRAFT**

Date: September 12, 2024 – 3:00 pm

Location: NDDH, 69 South Main Street, Conference Room

Meeting was called to order at 3:01 p.m. by Lana Salisbury

## Attendance

*Present:* 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

*Absent Excused:* Robert Kelleher, Brooklyn, Rob Kerr, Plainfield

*Absent:* Christopher Lippke, Canterbury; Allan Cahill, Hampton 1<sup>st</sup> Selectman; David A. Griffiths, Killingly, Sean Regan, Killingly; Gail Dickinson, Woodstock

Guests: Maureen Nicholson, Pomfret 1<sup>st</sup> Selectman

*NDDH Staff:* Luigi Sartori, Director of Health; Steve Faucher, PHEP Coordinator; Melissa Nichols, Finance Manager; Jenn Warner, Stephanie Hynes, Devorah Lipschitz, EHS staff

L. Salisbury opened the meeting by welcoming L. Sartori as the new NDDH Director of Health.

No citizen participation.

## Approval of Minutes – June 13, 2024

J. Murdock requested revising the minutes to include P. George as attending the June meeting.

E. Lippke motioned to accept the minutes with the above correction. P. George seconded the motion.

E. Lippke, D. Gladding, A. Hinchman, A. Lamondy, L. Salisbury, D. Robbins, and J. Murdock in favor. Motion carried (7-0-0)

P. Torcellini joined the meeting at 3:06 p.m.

## Communications

a. Isaac Combs, Environmental Health Specialist resigned in July 2024.

b. Devorah Lipschitz joined NDDH as a new Environmental Health Specialist in September 2014.

- c. The Town of Hampton appointed William L. Archer Senior as its alternate representative.
- d. DPH Commissioner will be visiting the NDDH offices from 10:00-12:00 on Monday, September 16, 2024. Board members and town leaders are invited to attend. The Commissioner will meet with NDDH staff the first hour and then with Board members / town leaders.

Reports

- a. Executive Committee. No report.
- b. Nominating Committee
  - L. Salisbury requested the Board's permission to vote on the Nominating Committee's recommendation despite missing the required deadline by two days.
  - D. Robbins motioned to vote despite missing the deadline for submission by two days. E. Lippke seconded. E. Lippke, P. Torcellini, D. Gladding, A. Hinchman, A. Lamondy, L. Salisbury, D. Robbins, and J. Murdock in favor. Motion carried (8-0-0)
  - L. Salisbury motioned to accept the Nominating Committee's recommendation of Lana Salisbury as Board Chair and Ann Hinchman as Vice-Chair. E. Lippke seconded the motion. E. Lippke, P. Torcellini, D. Gladding, A. Hinchman, A. Lamondy, L. Salisbury, D. Robbins, and J. Murdock in favor. Motion carried (8-0-0)
- c. Finance Committee
  - FY24 Profit and Loss Report was reviewed. The auditor will be bringing his full report to the November Board meeting.
  - Year-End / Line-Item Transfers
    - P. Torcellini motioned to approve the year-end / line-item transfers as recommended.
    - A. Hinchman seconded. E. Lippke, P. Torcellini, D. Gladding, A. Hinchman, A. Lamondy, L. Salisbury, D. Robbins, and J. Murdock in favor. Motion carried (8-0-0)
  - Brooklyn and Woodstock Fairs Update
    - Brooklyn had 68 regular vendors and 6 Veterans (no fee). There were 9 FAST class participants.
    - Woodstock had 132 vendors: 124 regular and 8 Veteran (no fee).
  - NDDH received notification that we were not awarded either of the Congressional applications for which we applied.
- d. Personnel Committee
  - Will next meet on Wednesday, October 16 at 3:00 pm
  - A. Hinchman noted that with being voted in as Vice-Chair, the Personnel Committee would need to get a new Chair from the current team. The Executive Committee is made up of the Board Chair, Board Vice-Chair, Personnel Chair and Finance Chair. A. Hinchman does not believe she can hold two positions.

e. Director of Health Report (in Board packet)

L. Sartori advised:

- He has met with all town leaders to discuss the needs of the town. He will be meeting with schools and other stakeholders in the near future.
- He is doing a bit of restructuring. He recently hired D. Lipschitz as an EHS employee. S. Hynes is transitioning from community health to EHS. A. Gonzolez will be taking on a leadership role in EHS and learning EHS skills. In addition, he is assisting on those cases that are time-consuming or problematic.
- He will be reorganizing management and the organizational chart.
- We have contracted with two retired sanitarians and added an additional person to do food inspections nights and weekends.
- NDDH will be extending the timeline for temporary permits. Temporary food event vendors will need to submit their application and pay the appropriate fee at least two weeks prior to the date of the event to allow time for processing the application and verifying the information submitted.
- NDDH requires software upgrades. L. Sartori is looking at software packages to increase proficiency and more accurate reporting. Costs range anywhere from \$20K-60K.
- He is currently triaging plans of restructure. Plans include succession planning, scheduling alterations, working wellness, short term goals, etc. He stated that quality of life is important.
- EEE is in the area. No human cases.
- The DoH report is table heavy. He is considering another representation to report inspections and is looking for a mode that everyone would like. He would like to be able to provide a map of our district that would include data tables. We currently do not have the software to do this. Board would like reporting to remain as is.
- Lead cases are 1.67% across the state; 13.4% in our district. We currently have 200 open lead cases.
- He is considering a four-day work week with a late night on Thursdays and office closure on Fridays.

New Business

J. Murdock suggested that Board members go to their town leaders to prepare a letter to senators and representatives asking for a higher state per capita. There should be a process so that an increase happens automatically and does not need a legislative session. The Board should provide bullet points for the selectman so that they can speak with one voice. We should look at this now so that it can be introduced in January. NDDH may not lobby for change, but town leaders can.

It was noted that many things in public health are “mandated but not funded.”

Unfinished Business

Request for Lease Extension of NDDH Office

A.Tanner said that the town plans to extend the NDDH building lease but at a higher fee due to the costs of the new generator.

L. Salisbury advised that she has asked P. George and P. Torcellini to be advisors if we need to buy / rent a new facility. They will be asked to produce cost estimates, the difference between leasing and buying, including the pros and cons of both.

L. Salisbury informed the Board that J. Vannoy completed his contract with NDDH at less cost than anticipated.

Adjournment

E. Lippke motioned to adjourn at 4:23 p.m. J. Murdock seconded. E. Lippke, P. Torcellini, D. Gladding, A. Hinchman, A. Lamondy, L. Salisbury, D. Robbins, and J. Murdock in favor. Motion carried (8-0-0)

Respectfully submitted,  
*Linda Buisson*  
NDDH Administrative Assistant