



# Northeast District Department of Health

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## NDDH Board of Health Executive Committee Meeting Minutes

**Date: Tuesday – October 1, 2024, at 3:00 p.m.**

**Location: NDDH Conference Room, 69 South Main Street, Unit 4, Brooklyn, CT**

Attendees: Lana Salisbury, Board Chair; Ann Hinchman Vice-Chair; Elaine Lippke, Finance Chair; Robert Kelleher; Luigi Sartori (Director of Health); Melissa Nichols (Finance Manager); Linda Buisson (Administrative Assistant)

### Call to Order

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

Citizen Participation - none

### Review of Minutes – August 6, 2024, DRAFT

R. Kelleher motioned to accept the minutes as presented. A. Hinchman seconded the motion. Vote taken. R. Kelleher, E. Lippke, A. Hinchman and L. Salisbury in favor. Motion carried. (4-0-0)

### Communications

L. Salisbury followed up on J. Murdock’s suggestion at the September Board meeting and prepared a letter to send to the town leaders. The letter will request that town leaders reach out to legislators to assist public health agencies. Points of consideration will include a request for an increase in the state per capita; request to promote legislation that requires the state per capita to local health districts to automatically increase in proportion to the cost of mandates and inflation without requiring additional legislative action; and provide a means for local health directors to provisionally certify a prospective food inspector employee waiting in the backlog of candidates caused by a staffing shortage in the state food protection program. It was suggested that the letter be sent before the upcoming elections.

### Updates

a. Finance Update.

The next Finance Committee will be on October 31<sup>st</sup>. A draft copy of FY24 financial has been received, will be reviewed and ready to be present in November to the board. The auditor plans to attend the November 14<sup>th</sup> Board meeting.

b. Other

DPH communicated that all lead ARPA reimbursement funds have been exhausted. NDDH budgeted \$24K for FY25.

Unfinished Business

a. Building Lease

Based on the Town of Brooklyn's September 12, 2024, meeting minutes, the town has agreed to extend our lease an additional two years, bringing our lease an end date of August 2028. The town will be increasing lease fees to include utilities based on the new building generator/meter installation. The official agreement will be sent to the Town's attorney to prepare.

b. Other

The Executive Committee will present the 2025 Committee Slate at the November Board meeting.

New Business

a. 2025 Executive Committee Schedule

E. Lippke motioned to hold 2025 Executive Committee meetings the first Tuesday of each month at 3:00 pm. L. Salisbury seconded the motion. R. Kelleher, E. Lippke, A. Hinchman and L. Salisbury in favor. Motion carried. (4-0-0)

b. Other

NDDH is no longer exempt from CT Paid Leave Act employee contributions to CT. The exemption language has been redefined and clarified on coverage. Employees will be required by law to pay 0.5% of gross pay to the state CT Paid Leave fund.

Ann Hinchman suggested the Personnel Committee review the Employee Manual each year in January.

Adjournment

R. Kelleher motioned to adjourn. A. Hinchman seconded the motion. R. Kelleher, E. Lippke, A. Hinchman and L. Salisbury in favor. Motion carried. (4-0-0)

Next Meeting: November 5, 2024

Meeting adjourned at 4:05 p.m.

Respectfully submitted,  
*Linda Buisson*  
Executive Assistant