



# 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**

**Date: November 14, 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:* Robert Kelleher, Brooklyn; Christopher Lippke, Canterbury; Elaine Lippke, Danielson; Paul Torcellini, Eastford; William Archer, Hampton; Patti George, Killingly; Don Gladding, Plainfield; Anne Lamondy, Putnam; Lana Salisbury, Sterling; Carla Jordan, Sterling (alternate); Danielle Robbins, Thompson; Mary Eames, Thompson (alternate); John Murdock, Union; Gail Dickinson, Woodstock; Bob Andrews, Woodstock (alternate)

*Absent Excused:* David A. Griffiths, Killingly; Ann Hinchman, Pomfret

*Absent:* Sean Regan, Killingly; Rob Kerr, Plainfield

*Guests:* Jason E. Cote, Auditor – Hoyt, Filippetti & Malaghan LLC; Maureen Nicholson (3:07pm), Pomfret First Selectman

*NDDH Staff:* Luigi Sartori, Director of Health; Linda Buisson, Executive Assistant; Melissa Nichols, Finance Manager

*Late Arrivals & Time of Arrival:* D. Gladding–3:04 pm; C. Lippke–3:14 pm; A. Lamondy–3:16 pm; G. Dickinson–3:28 pm

No citizen participation.

## Auditor Report

Jason Cote, Certified Public Accountant from Hoyt, Filippetti & Malaghan LLC, reviewed the auditors' draft report for FY24. He reported the audit was clean with no issues or weaknesses. NDDH does not have to file any state or federal single audits since funding was under the amount required for reporting. NDDH has a surplus of \$112K which will be applied to the unassigned general fund. J. Cote did suggest closing out the Health Education Fund by transferring the remaining money (\$1,457) into the General Fund.

E. Lippke motioned to accept the auditors' report as presented. P. Torcellini seconded the motion. R. Kelleher, C. Lippke, E. Lippke, P. Torcellini, W. Archer, P. George, D. Gladding, L. Salisbury, D. Robbins, J. Murdock, B. Andrews in favor. No objections. No abstentions. (11-0-0).

### Approval of Minutes – September 12, 2024

Two corrections were indicated. P. George attended the meeting. D. Lipschitz started at NDDH in 2024 not 2014.

E. Lippke motioned to accept the minutes with corrections. D. Gladding seconded the motion. C. Lippke, E. Lippke, P. Torcellini, W. Archer, P. George, D. Gladding, L. Salisbury, D. Robbins, J. Murdock in favor. R. Kelleher and B. Andrews abstained. (9-0-2).

### Communications

The Board was pleased with recent social media postings, some of which showed EHS employees in the field doing inspections.

At the September meeting, the Board discussed and suggested a letter be sent to Town leaders asking them to reach out to state legislators for assistance to increase the state per capita and state FITO process. The Board Chair prepared and mailed the letter on October 10, 2024.

L. Sartori is waiting for the new DPH Food Inspector Training Officer (FITO) protocols from DPH that will allow in-house certifications for food inspectors.

### Reports

a. Executive Committee. No report.

b. Finance Committee

- YTD Financial Report (September 2024).  
NDDH has completed its first quarter of the fiscal year.
  - FY25 DPH LEAD funding exhausted loss of income \$25K
  - FY25 Additional Immunization funds awarded \$111K
  - FY25 Additional Funds-Freedom from Smoking awarded \$7,500

Finance Committee is monitoring these expenses closely and will use reserves or may balance out when year-end line-item transfers are done.

- Consulting fees (5011019) budget line-item \$10K (\$9K over budget-additional expenditures were authorized after April 2024 finalization of the budget; hired 2-EH consultants to help catch up permits \$9,506, J Vannoy contract \$4,781)
- Payroll & over-time actual expenses are at 16% of the budget
- IT Software Platform  
Director recommended expending up to \$35K for a new IT software (HSGovTech). Currently, UNCAS and Chatham Health District have been using and fine-tuning the software. The program is an all-encompassing cloud-based platform with inspection and complaint features.

E. Lippke motioned to allocate \$35K from the General Fund to purchase the IT software platform. D. Gladding seconded the motion. R. Kelleher, C. Lippke, E. Lippke, P. Torcellini, W. Archer, P. George, D. Gladding, A. Lamondy, L. Salisbury, D. Robbins, J. Murdock,

G. Dickinson in favor. Motion carried. (12-0-0).

- Powers of Resolution for Bank Account (Bank Signatures)

The following individuals are listed as authorized agents to sign checks: Luigi Sartori, Director of Health; Amanda Gonzalez (Deputy Director); Linda Buisson (Executive Assistant); Melissa Nichols, (Finance Manager); Lana Salisbury, (Board / Executive Chair); Ann Hinchman (Executive Vice-Chair) and Elaine Lippke (Finance Chair)

G. Dickinson motioned to approve the powers of resolution for bank account (bank signatures). D. Gladding seconded. R. Kelleher, C. Lippke, E. Lippke, P. Torcellini, W. Archer, P. George, D. Gladding, A. Lamondy, L. Salisbury, D. Robbins, J. Murdock, G. Dickinson in favor. Motion carried. (12-0-0). Alternate representatives abstained from the vote.

c. Personnel Committee

At the October 10, 2024 meeting, G. Dickinson was voted in as the new Personnel Chair and will now be required to attend not only Personnel and Board meetings, but Executive Committee meetings.

Wage Analysis was reviewed.

As of October 1, 2024, employees are required to contribute (0.5%) into the CT Paid Leave Act due to exempt language changes. Language will need to be added to the Employee Manual regarding this change. It was noted that the change will affect other benefits and the Union contract.

The Personnel Committee has changed its meeting start time from 3:00 p.m. to 2:30 p.m. beginning in January 2025.

- Employee Manual Suggested Changes under Paycheck Distribution on page 8. Currently, the manual reads, *“Employees may select either direct deposit into a bank account or payroll check placement in the workplace mailbox as a method of payment. Employees who select the paycheck option may make arrangements with the Finance Manager for alternate paycheck delivery / placement if absent from work on a payday.”*

Due to changes in payroll, Personnel recommends that the above be changed simply to *“Direct Deposit is required. The payroll company will retain all paystub documents. Paystubs may be printed for your records.”*

L. Salisbury motioned to approve the changes to the Employee Manual. D. Gladding seconded the motion. R. Kelleher, C. Lippke, E. Lippke, P. Torcellini, W. Archer, P. George, D. Gladding, A. Lamondy, L. Salisbury, D. Robbins, J. Murdock, G. Dickinson in favor. Motion carried. (12-0-0). Alternate representatives abstained from the vote.

- Payment for EHS and BSN Licensing

The Personnel Committee suggested that NDDH pay for all EHS and BSN licenses, so employees do not have to do so. E. Lippke noted before voting, the Finance Committee should review how it would affect the budget.

Tabled until January Board meeting.

- Staff Training and Funding

L. Sartori is investigating ways to best support and retain staff. There is an opportunity to send a candidate to attend a national conference in 2025 where she will provide a presentation and sit for the national registered environmental health exam. This would assist the employees and give NDDH an academic presence at a national conference. To align with succession planning, we would like to send additional candidates to this conference annually until the environmental health department is fully credentialed.

d. Director of Health Report (in Board packet)

L. Sartori pointed out page 24, a map depicting inspections. This was created to show where our inspections took place in the district. NDDH is working with NECCOG to see if programs can align to help with ease of information. A collaboration is in its initial stages.

New Business

a. 2025 All Meetings Schedule

E. Lippke motioned to approve the 2025 all meeting schedule. P. Torcellini seconded the motion. R. Kelleher, C. Lippke, E. Lippke, P. Torcellini, W. Archer, P. George, D. Gladding, A. Lamondy, L. Salisbury, D. Robbins, J. Murdock, G. Dickinson in favor. Motion carried. (12-0-0). Alternate representatives abstained from the vote.

b. Interpretation of the ByLaws Term Limits

D. Gladding motioned that the ByLaws 5-year term limits will be interpreted to begin in November 2021 as approved by the Board. P. Torcellini seconded the motion. R. Kelleher, C. Lippke, E. Lippke, P. Torcellini, W. Archer, P. George, D. Gladding, A. Lamondy, L. Salisbury, D. Robbins, J. Murdock, G. Dickinson in favor. Motion carried. (12-0-0). Alternate representatives abstained from the vote.

c. Committee Member SLATE November 2024 – November 2025:

**Executive Committee:** Lana Salisbury, Sterling (Board Chair); Ann Hinchman, Pomfret (Board Vice-Chair); Elaine Lippke, Danielson (Finance Chair); Gail Dickinson, Woodstock, (Personnel Chair)

**ByLaws Committee:** Bob Andrews, Woodstock alternate (Chair); Rob Kerr, Plainfield; Carla Jordan, Sterling alternate; Anne Lamondy, Putnam; Paul Torcellini, Eastford

**Personnel Committee:** Gail Dickinson, Woodstock (Chair); William Archer, Hampton; Don Gladding, Plainfield; David A. Griffiths, Killingly; Ann Hinchman, Pomfret; Lana Salisbury, Sterling

**Finance Committee:** Elaine Lippke, Danielson (Chair); Mary Eames, Thompson alternate; Patti George, Killingly alternate; Robert Kelleher, Brooklyn; Christopher Lippke, Canterbury; John Murdock, Union

E. Lippke motioned to approve the Committee Member SLATE as presented. D. Gladding seconded the motion. R. Kelleher, C. Lippke, E. Lippke, P. Torcellini, W. Archer, P. George, D. Gladding, A. Lamondy, L. Salisbury, D. Robbins, J. Murdock, G. Dickinson in favor. Motion carried. (12-0-0).

C. Jordan left the meeting at 4:38 pm.

B. Andrews left the meeting at 4:44 pm.

#### Unfinished Business

a. Lease Extension of NDDH Office / Office Search

A. Tanner has agreed to extend our lease through August 2028 (an additional two years) to give us time to look for a new location.

b. Other

L. Sartori noted that the strategic plan in place is set to wrap in spring of 2025. A request to a 2-year extension was discussed and table until the next board meeting in January 2025.

L. Sartori is estimating the Town Per Capita rate to increase by a \$1 for FY26 (from \$9.30 to \$10.30 per individual). He will be reaching out to town leaders to provide a heads up. J. Murdock mentioned this would be a suitable time for town officials to go to the legislators and request an increase in state per capita funding.

- Funding Transfer

E. Lippke motioned to transfer the remaining \$1,457 balance in the Health Education Fund into the General Fund. P. Torcellini seconded the motion. R. Kelleher, C. Lippke, E. Lippke, P. Torcellini, W. Archer, P. George, D. Gladding, A. Lamondy, L. Salisbury, D. Robbins, J. Murdock, G. Dickinson in favor. Motion carried. (12-0-0).

#### Adjournment

R. Kelleher motioned to adjourn at 4:58 p.m. J. Murdock seconded. R. Kelleher, C. Lippke, E. Lippke, P. Torcellini, W. Archer, P. George, D. Gladding, A. Lamondy, L. Salisbury, D. Robbins, J. Murdock, G. Dickinson in favor. Motion carried. (12-0-0).

Respectfully submitted,  
*Linda Buisson*  
NDDH Executive Assistant