Northeast District Department of Health

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EXECUTIVE COMMITTEE MINUTES DRAFT

Date: **Tuesday – September 1, 2026** **Time: 3:00 pm Eastern**
Location: **NDDH Conference Room, 69 South Main Street, Brooklyn, CT**

Attendees: Lana Salisbury, Board Chair; Elaine Lippke, Finance Chair; Patti George, Vice-Chair; Ann Hinchman, Personnel Chair; Robert Andrews, ByLaws Chair; Luigi Sartori (Director of Health); Melissa Nichols (Finance Manager); Linda Violette Buisson (Executive Assistant)

Call to Order
L. Salisbury called the meeting to order at 3:04 pm.

Citizen Participation
None.

Review of Minutes – January 6, 2026
E. Lippke motioned to accept the minutes as presented. R. Andrews seconded the motion. E. Lippke, L. Salisbury, and R. Andrews in favor. P. George abstained. Motion carried. (3-0-1)

Communications
None.

A. Hinchman joined the meeting via Zoom at 3:08 pm.

Committees

a. *ByLaws Committee*

R. Andrews addressed the Committee with a recommended change to the current ByLaws. The Committee determined that the language should be more specific and will send suggestions to the ByLaws Committee for consideration.

R. Andrews motioned to propose a new meeting with the ByLaws Committee and return with a revised recommendation. E. Lippke seconded the motion. E. Lippke, L. Salisbury, P. George, A. Hinchman, and R. Andrews in favor. Motion carried (5-0-0)

b. *Finance Committee*

- FY 2026 Year End
  E. Lippke reported the results of the financial report.

c. *Personnel Committee*
- Committee will be meeting on Wednesday, September 16, 2026

d. *Nominating Committee*
Nominating Committee recommended P. George as Board Chair and L. Salisbury as Vice-Chair.

E. Lippke motioned to bring the recommendation to the Board for a vote. L. Salisbury seconded the motion. E. Lippke, P. George, L. Salisbury, A. Hinchman and R. Andrews in favor. Motion carried. (5-0-0)

Unfinished Business
a. *NDDH Strategic Plan*
L. Sartori discussed the 2027-2032 Strategic Plan draft and plans to share with the Board.

b. *Other* - none

New Business
Union Contract
E. Lippke motioned to go into executive session at 3:49 pm. P. George seconded the motion. E. Lippke, P. George, L. Salisbury, A. Hinchman and R. Andrews in favor. Motion carried. (5-0-0)

E. Lippke motioned to come out of executive session at 5:09 pm. R. Andrews seconded the motion. E. Lippke, P. George, L. Salisbury, Hinchman and R. Andrews in favor. Motion carried. (5-0-0)

Adjournment
R. Andrews motioned to adjourn. E. Lippke seconded. E. Lippke, P. George, L. Salisbury, A. Hinchman and R. Andrews in favor. Motion carried. (5-0-0)

Meeting adjourned at 5:10 pm.

Next meeting: Tuesday, November 3, 2026, at 3:00 pm.

Respectfully submitted,
Linda Violette Buisson
Executive Assistant