



**NAUGATUCK VALLEY HEALTH DISTRICT
BOARD OF DIRECTORS MEETING
Katharine Matthies Conference Room
Tuesday, June 13, 2017**

MINUTES

BOARD MEMBERS PRESENT John Zikaras, Chairman, Thomas Clifford, Gary Merlone, Sue Miss, Camille Kurtyka, Mary Connolly, Edith Sletner, Rosalie Averill, Jeff Dussetschleger, Jean Jones, and Edward Kisluk.

BOARD MEMBERS ABSENT: Lisa Brailey and Barbara Lombardi.

STAFF PRESENT: Karen Spargo, David Rogers, Carissa Caserta, and Lisa McEachern.

BOARD RECORDING SECRETARY: Betty King

I. Call to Order and Pledge of Allegiance

John Zikaras, Chairman, called the meeting to order at 7:00 p.m. The Pledge of Allegiance was recited.

II. Acceptance of Minutes of Regular Board Meeting of May 9, 2017

2017-45 **ACTION TAKEN:** Motion made by Rosalie Averill., to accept the Minutes of the Board Meeting of May 9, 2017 as presented, seconded by Thomas Clifford All Ayes.

III. Correspondence – Karen Spargo

None at this time.

IV. Financial Report – Lisa McEachern

The Financial Report for the Month of May 2017 was reviewed.

V. Chairman's Report - John Zikaras

This will be our last Board Meeting for the summer. A training session is planned for 20 MRC, regional and community volunteers to help with the June 20th Point of Distribution drill scheduled for Naugatuck High School. Board members are welcome to attend or come to walk through. This drill is not open to the public.

VI. Director's Report – Karen Spargo

Karen reviewed and discussed her report at this time.

VII. Committee Reports

A. Nominating Committee – Tom Clifford

2017-46 **ACTION TAKEN:** Motion made by Tom Clifford, the Nominating Committee recommends the following slate for 2017-2018: John Zikaras, Shelton, Chairman and Rosalie Averill, Seymour, Vice-Chairman. The Nominating Committee also recommends the following members for the Executive Committee: Tom Clifford, Ansonia, Executive Committee Chair; John Zikaras, Shelton, Board Chair; Mary Connolly, Naugatuck, Former Board Chair; and alternate, Rosalie Averill, Seymour, Board, Vice-Chair, seconded by Sue Mis. All Ayes.

B. Search Committee – Tom Clifford

A total of eight parties applied for the Director of Health position. A meeting of the Search Committee was convened on May 23rd to conduct an initial screening of the candidates. We interviewed six of the applicants with an expanded panel beyond the Executive Committee to include three external public health professionals (2 local health directors and one former state employee/current board member having recently hired a health district director in another area of the state). All six were interviewed and found to be very worthwhile. We had prepared questions and the entire panel participated in terms of the interviews. We then voted on a secondary round of interviews. Three candidates will be interviewed on June 22nd beginning at 9:00 am. Board member are all invited to attend. Rosalie Averill suggested that the minutes reflect that if anyone attending from the Board be listed following FOI. The Search Committee, consists of the Executive Committee plus Gary Merlone and Lisa Brailey.

C. Strategic Plan Task Force – Jean Jones

None at this time

VIII. Brief Overview of District Programs: Presentation to VCHHS from Director of Health – Karen Spargo

Board members received a copy of the Overview of District Programs. Karen reviewed the programs of each department to the Board. This will help to realize the responsibilities of the new Director. The NVHD population is about one hundred twenty-seven thousand.

IX. Old Business

A. Annual code of Conduct and Confidentiality Agreements for Board Members – Karen Spargo

Board Members received the Annual code of Conduct and Confidentiality Agreements for Board Members and were asked to sign and return to Karen.

X. New Business

A. Re-appointment of Medical Director, Clinic Administrator and Medical Staff

2017-47 **ACTION TAKEN:** Motion made by Mary Connolly, to re-appoint for Fiscal Year 2017-2018, Kenneth Ward, MD, as Medical Director, Carissa Caserta, as Clinic Administrator, and Kristin Charest, as Medical Staff, seconded by Tom Clifford. All Ayes.

B. Resolution for Director to Sign Contracts for 2017-2018

2017-48 **ACTION TAKEN:** Motion made by Mary Connolly, to authorize the Director of Health, Karen N. Spargo, and in her absence, David Rogers, Assistant Director of Environmental Health and in his absence, Carissa Caserta, Assistant Director of Community Health, to sign grant contracts and amendments and to execute on behalf of Naugatuck Valley Health District other instruments as part of or incident to such contracts and amendments, effective immediately, and for Fiscal Year 2017-2018 including, but not limited to, those with the State Department of Public Health, the State Department of Social Services, other state and federal agencies, private foundations, educational institutions, and other public health related programs, seconded by Jeff Dussetschleger. All Ayes.

C. Resolution for Coverage of Director of Health during Temporary Absences

2017-49 **ACTION TAKEN:** Motion made by Mary Connolly, to submit a request to the Commissioner of the State Department of Public Health to approve Carissa Caserta, MPH, Assistant Director of Community Health, to provide temporary, short-term “Acting Director of Health” coverage for the Director of Health, when s/he is temporarily unavailable due to out of state travel, vacation or medical leave, seconded by Rosalie Averill. All Ayes.

XI. Executive Session: Exit Review with the Director of Health

2017-50 **ACTION TAKEN:** Motion made by Tom Clifford, to go into Executive Session at 8:03 PM, seconded by Rosalie Averill. All Ayes.

The Board came out of Executive Session at 8:34 PM. No action was taken.

XII. Adjournment

2017-51 **ACTION TAKEN:** Motion made by Tom Clifford to adjourn at 8:35 PM seconded by Jeff Dussetschleger. All Ayes.