

**NAUGATUCK VALLEY HEALTH DISTRICT
BOARD OF DIRECTORS MEETING
Tuesday, January 10, 2017**

MINUTES

BOARD MEMBERS PRESENT John Zikaras, Chairman, Thomas Clifford, Gary Merlone, Lisa Brailey, Camille Kurtyka, Mary Connolly, Rosalie Averill, Jeff Dussetschleger, Jean Jones, and Barbara Lombardi.

BOARD MEMBERS ABSENT: Sue Mis, and Edward Kisluk.

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

GUESTS: Sharon Closius, President and CEO, Valley Community Foundation, and Mayor Anita Dugato of Derby.

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 Special Board Meeting of November 15, 2016

2017-20 **ACTION TAKEN:** Motion made by Jeff Dussetschleger, to accept the Minutes of the Special Board Meeting of November 15, 2016 as presented, seconded by Barbara Lombardi. All Ayes. Abstain, Tom Clifford and Gary Merlone.

2017-21 **MOTION TAKEN:** Motion made by Rosalie Averill, to add to “2017-14: to accept with regret the resignation of Seth Bronko”, and “2017-15: to accept with regret the resignation of Diane Marangelo”, seconded by Barbara Lombardi. All Ayes. Abstain, Tom Clifford and Gary Merlone.

III. Guest: Sharon Closius, President and CEO, Valley Community Foundation Presentation, Freedom2Breathe Grant and 2016 Valley Indicators Report

Sharon announced that NVHD was presented with a check for the Freedom2Breathe Grant and the Valley Community Foundation is very proud to be partnering with NVHD and Griffin Hospital during the development of the community index. Sharon commended Karen for her leadership when it came to the index. It is a really fantastic resource for the Valley. Sharon handed out “Shining a Spotlight on the Valley Region”. It is an executive summary of the

2016 Valley Community Index. She also handed out “Building an Informed VALLEY COMMUNITY” brochure with information to understand the Valley, including a digital copy of the 2016 Valley Community Index. Sharon also commented that the VCF was represented at the NauVEL kickoff. She made a tentative offer of assistance to the District in distributing backpack flyers focused on reaching Valley families with information about childhood lead poisoning.

The Board of Directors introduced themselves to the new members of the Board, Lisa Brailey and Camille Kurtyka both of Derby.

IV. Correspondence – Karen Spargo

Letters were sent to Diane Marangelo, Seth Bronko, and Janet Gernat thanking them for their service. A legal notice was posted November 28th, 2016 letting people know the Financial Statements are available for public view. Two appointments were made by Mayor Anita Dugato, Dr. Lisa Brailey and Camille Kurtyka.

V. Financial Report – Lisa McEachern

The Financial Report for the Month of December 2016 was reviewed.

VI. Chairman’s Report – John Zikaras

No report at this time.

VII. Director’s Report – Karen Spargo

Karen reviewed her report at this time.

VIII. Committee Reports

A. Budget Committee - Jeff Dussetschleger

The Budget Committee met last Tuesday night, I commend Lisa for her first time at this meeting, and also Karen, Carissa and Dave for working through this Budget. The Proposed Budget was passed out for review. We did balance the Budget with no increase.

B. Strategic Plan Committee – Jean Jones

The Strategic Plan Committee met December 11, 2016 to discuss activities for the Strategic Planning in each section. There were some initiatives put forth that would need financing.

C. Personnel Committee - Rosalie Averill

There was no meeting scheduled at this time.

IX. Old Business

None at this time.

X. New Business

A. Board of Health Action Report 2016, Log of Motions 2015-2016, Annual Report 2015-16, Quarterly Statistics ending December 31, 2016

The following reports were reviewed and discussed: Board of Health Action Report 2016, Log of Motions 2015-2016, Annual Report 2015-16, Quarterly Statistics ending December 31, 2016. The accomplishments of the Board in 2016 were highlighted.

B. Proposed Changes to the NVHD Food Code

A discussion and review of the proposed changes to the NVHD Food Code was held.

2017-22 **ACTION TAKEN:** Motion made by Rosalie Averill, to accept the Proposed changes to the NVHD Food Code, seconded by Gary Merlone. All Ayes.

2017-23: **ACTION TAKEN:** Motion made by Rosalie Averill to make an amendment to the motion to schedule a Public Hearing on the Proposed Food Code changes fifteen minutes before the March 14, 2017 Board of Directors Meeting, seconded by Gary Merlone. All Ayes.

C. Auditor for Health District

We had a three year contract with our current Auditor. Last year the Board chose to extend it for one more year. A discussion has been held about sending out a request for proposals for auditing services. The health district must file papers with the name of the auditor by June 30th of each year.

2017-24 **ACTION TAKEN:** Motion made by Rosalie Averill, to have Karen and Lisa put the services of the auditor out to bid, seconded by Jeff Dussetschleger. All Ayes.

D. Proposed Budget for Fiscal Year 2017-18 - Jeff Dussetschleger

Jeff reviewed the 2017-2018 Proposed Budget which must be approved by April 30th. This is a preliminary Budget until we approve it.

2017-25 **ACTION TAKEN:** Motion made by, Rosalie Averill, to schedule a Public hearing fifteen minutes before the February 14th Board Meeting, seconded by Tom Clifford. All Ayes.

XI. Adjournment

2017-26 **ACTION TAKEN:** Motion made by Tom Clifford, to adjourn at 8:15 p.m., seconded by Jeff Dussetschleger. All Ayes.