

**NAUGATUCK VALLEY HEALTH DISTRICT  
SPECIAL BOARD OF DIRECTORS MEETING  
Tuesday, November 15, 2016**

**MINUTES**

**BOARD MEMBERS PRESENT:** Rosalie Averill, Vice-Chairman, Gary Merlone, Sue Mis, Palma Calvert, Mary Connolly, Jeff Dussetschleger, Jean Jones, Barbara Lombardi, and Edward Kisluk.

**BOARD MEMBERS ABSENT:** John Zikaras, Chairman, and Thomas Clifford.

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

**BOARD RECORDING SECRETARY:** Betty King

**I. Call to Order and Pledge of Allegiance**

Rosalie Averill, Vice-Chairman, called the meeting to order at 7:06 p.m. The Pledge of Allegiance was recited.

**II. Acceptance of Minutes of Regular Board Meeting of October 11, 2016**

**2017-13**     **ACTION TAKEN:** Motion made by Mary Connolly, to accept the Minutes of the Regular Board Meeting of October 11, 2016 as presented, seconded by Gary Merlone. All Ayes.

**III. Audit Report for the Fiscal Year Ending June 30, 2016 – George R. Sinnamon, CPA**

George R. Sinnamon, CPA, reviewed the NVHD Audit Report for the Fiscal Year ending June 30, 2016. Copies were distributed and discussed.

**IV. Correspondence – Karen Spargo**

A letter of Resignation effective November 1, 2016 was received from Seth Bronko of Naugatuck. Seth has been appointed to the Board of Finance, Borough of Naugatuck.

**2017-14**     **ACTION TAKEN:** Motion made by Gary Merlone, to accept the resignation with regret of Seth Bronko, Naugatuck, seconded by Mary Connolly. All Ayes.

A letter of Resignation was received from Diane Marangelo since she has moved to Branford.

- 2017-15      ACTION TAKEN:** Motion made by Jeff Dussetschleger, to accept the resignation of Diane Marangelo, seconded by Gary Merlone. All Ayes.

Lisa Brailey of Derby was introduced as a prospective member of the NVHD Board of Directors.

**V.      Financial Report – Lisa McEachern**

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

**VI.      Chairman’s Report – John Zikaras**

None at this time.

**VII.      Director’s Report – Karen Spargo**

Karen reviewed her report at this time. Karen will invite a staff employee beginning in January to attend a Board Meeting to talk about their program(s).

**VIII.      Committee Reports**

The Strategic Planning Committee will tentatively meet during the week of December 12, 2016. The Budget Committee will meet on January 3, 2017. The Personnel Committee will also meet again at a time to be determined.

**IX.      Old Business**

- 2017-16      ACTION TAKEN:** Motion made by Gary Merlone, to send a letter to Janet Gernat thanking her for her years of service to NVHD, seconded by Mary Connolly. All Ayes.

**X.      New Business**

**A. 2016 Valley Community Index: Community Health Assessment – Karen Spargo**

This assessment report was released on October 20, 2016. Karen provided a presentation on the report including significant findings specific to age, income and employment, as they impact the health of the community. The full report is available on the NVHD website and the Valley Community Foundation website. It was funded by the Valley Community Foundation with a significant contribution from Griffin Hospital. The report covers all our member towns from Naugatuck to Shelton including Oxford. The Board then

discussed the Community Health Improvement Plan including comments on the seven priority areas identified in the community conversations as follows: chronic diseases, lung cancer and smoking cessation, childhood obesity, behavioral health/substance abuse, opiate addiction, asthma and healthy homes.

**B. Acceptance of the Audit Report for Fiscal Year Ending June 30, 2016**

**2017-17**      **ACTION TAKEN:** Motion made by Jeff Dussetschleger, to accept the Audit report for the Fiscal Year Ending June 30, 2016 as presented by George R. Sinnamon, CPA, seconded by Barbara Lombardi. All Ayes.

**C. Employee Raises Budgeted for Fiscal Year 2016-2017 - Jeff Dussetschleger**

Jeff reported that the committee budgeted 2% raises for the Core Staff retroactive to July 1<sup>st</sup>, 2016. A discussion was held.

**2017-18**      **ACTION TAKEN:** Motion made by Jeff Dussetschleger, to enact the 2% pay raise retroactive to July 1<sup>st</sup>, 2016 for non-probationary period Core Employees, seconded by Palma Calvert. The motion passed with All Ayes and one opposed, Gary Merlone.

**XI. Adjournment**

**2017-19**      **ACTION TAKEN:** Motion made by Gary Merlone, to adjourn at 8:54 p.m., seconded by Jeff Dussetschleger. All Ayes.