

BOARD OF DIRECTORS MEETING
Tuesday, January 8, 2019

MINUTES

BOARD MEMBERS PRESENT: Rosalie Averill, Chairman, Tom Clifford, Gary Merlone, Sue Mis, Lisa Brailey, Camille Kurtyka, Mary Connolly, Edith Sletner, Adam Bronko, Jennifer Saksa, John Zikaras, Jean Jones, Ed Kisluk, and Barbara Lombardi.

STAFF PRESENT: Jessica Stelmaszek, Director of Health, Carissa Caserta, Assistant Director of Community Health Services, Melanie Dokla, Acting Assistant Director of Environmental Health Services, and Lisa McEachern, Business Manager.

BOARD RECORDING SECRETARY: Betty King

I. Call to Order and Pledge of Allegiance

Rosalie Averill, 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 November 13, 2018

2019-24 ACTION TAKEN: Motion made by Gary Merlone, to accept the Minutes of the Regular Board Meeting of November 13, 2018, seconded by Tom Clifford. All Ayes.

III. Correspondence - Jessica Stelmaszek

Commissioner Pino of the State Department Public Health sent a letter dated January 7th, 2019 thanking our staff and our volunteers for participating in the Statewide Influenza Campaign by hosting a flu clinic on Saturday, December 1st at NVHD. Jessica Stelmaszek acknowledged the medical and non-medical volunteers from the Naugatuck Valley Medical Reserve Corps as well as the Griffin Hospital Parish Nurses.

IV. Financial Report - Lisa McEachern

The November 2018 and December 2018 Financial Reports were reviewed and discussed.

V. Chairman's Report - Rosalie Averill

None at this time.

VI. Director's Report - Jessica Stelmaszek

The November and December 2018 Director's Report were reviewed and discussed. Attached to the November Director's Report was a summary of the key accomplishments of the seven priority areas of the 2016-2018 Community Health Improvement Plan, it was also reviewed and discussed.

VII. Committee Reports

A. Personnel Committee: Discussion and possible action regarding the job descriptions and salaries of the following positions:

1. (Acting) Assistant Director of Environmental Health – Mary Connolly

2019-25 **ACTION TAKEN:** Motion made by Mary Connolly, The Personnel Committee and the Board recommends that Melanie Dokla, (Acting) Assistant Director of Environmental Health be named Assistant Director of Environmental Health Services and her salary be increased by \$10,000.00 making her new annual salary \$79,688.00, effective January 1, 2019, seconded by Gary Merlone. All Ayes.

2. Assistant Director of Community Health Services – Mary Connolly

2019-26 **ACTION TAKEN:** Motion made by Mary Connolly, The Personnel Committee and the Board recommends an increase of \$10,164.00 to Carissa Caserta, Assistant Director of Community Health Services, making her new annual salary \$79,688.00, effective January 1, 2019, seconded by Gary Merlone. All Ayes

2019-27 **ACTION TAKEN:** Motion made by, John Zikaras to end the Debate, seconded by Sue Mis. All Ayes.

The Personnel Committee of the Naugatuck Valley Health District recommends to the Board of Directors that Melanie Dokla, (Acting) Assistant Director of Environmental Health be named Assistant Director of Environmental Health and that her salary be increased by \$10,000.00 making her new annual salary \$79,688.00. Effective date including Carissa Caserta, Assistant Director of Community Health Services is January 1, 2019. The Personnel Committee took this action with the understanding that there will not be any additional staff hiring in the Environmental Health Department for this Fiscal Year.

Raises

NO

Mary Connolly

Sue Mis

Adam Bronko

Gary Merlone

Barbara Lombardi

Lisa Brailey

Jennifer Saksa

YES

Tom Clifford

Ed Kisluk

Jean Jones

Camille Kurtyka

John Zikaras

Edith Sletner

2019-28 **ACTION TAKEN:** Motion made by Barbara Lombardi, that Melanie Dolka's salary increase \$10,000.00 and paid retroactive to October 1st 2018, seconded by John Zikaras. All Ayes.

2019-29 **ACTION TAKEN:** Motion made by Mary Connolly, to revise the job description of the Assistant Director of Environmental Health Services to include the "body care services" the second bullet under the section titled Duties and responsibilities, seconded by Sue Mis. All Ayes.

2019-30 **ACTION TAKEN:** Motion made by Sue Mis, to offer Melanie the position of Assistant Director of Environmental Health, seconded by Gary Merlone. All Ayes.

2019-31 **ACTION TAKEN:** Motion made by Mary Connolly, recommends an increase of \$10,164.00 to Carissa Caserta, Assistant Director of Community Health Services, making her new annual salary \$79,688.00, effective January 1, 2019 and to revise the job description of the Assistant Director of Community Health Services to include the following language under the section titled Duties and Responsibilities: "Serves as the Acting Director in the absence of the Director of Health and as approved by the Commissioner of Health," seconded by Adam Bronko. All Ayes.

B. Strategic Plan Committee – Jean Jones

Jean will schedule a meeting, and anyone is welcome to join.

C. Budget Committee – Ed Kisluk

A Budget Committee Meeting will be scheduled for January 22, 2019 at 7:00 pm at NVHD. Tom Clifford, Adam Bronko, Jennifer Saksa, Sue Mis, Lisa Brailey. Anyone else is invited to attend.

VIII. Old Business

None at this time.

IX. New Business

A. Board of Health Action Report 2018 - Jessica

Jessica reviewed the NVHD Board of Directors Log of Motions for 2018.

B. Quarterly Statistics ending December 31, 2018 - Jessica

Jessica reviewed and discussed the Quarterly Statistics ending December 31, 2018.

C. Proposed Budget for Fiscal Year 2018-2019 – Ed Kisluk

We will have our meeting two weeks from tonight, January 22, 2019. We plan to present the preliminary budget in February. We will tentatively schedule the Public Hearing on the Budget for the March meeting. We will post an alternate meeting in April in the event the March meeting is cancelled.

2019-32 **ACTION TAKEN:** Motion made by Gary Merlone, to adjourn at 8:21 pm, seconded by Sue Mis. All Ayes.