

**SPECIAL BOARD OF DIRECTORS MEETING**  
**Thursday, September 6, 2018**

**MINUTES**

**BOARD MEMBERS PRESENT:** John Zikaras, Chairman, Tom Clifford, Lisa Brailey, Camille Kurtyka, Mary Connolly, Adam Bronko, Rosalie Averill, and Jennifer Saks.

**BOARD MEMBERS ABSENT:** Gary Merlone, Sue Mis, Edith Sletner, Jean Jones, Ed Kisluk, and Barbara Lombardi.

**STAFF PRESENT:** Acting Director of Public Health Carissa Caserta, Assistant Director of Environmental Melanie Dokla, and Lisa McEachern and Jess Stelmaszek.

**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 June 12, 2018 and Special Board Meeting June 26, 2018**

**2019-01**      **ACTION TAKEN:** Motion made by Tom Clifford, to accept the Minutes of Regular Board Meeting of June 12, 2018 as presented including adding the name of Board Member Jennifer Saks, seconded by Rosalie Averill. All Ayes.

**2019-02**      **ACTION TAKEN:** Motion made by Rosalie Averill, to accept the Minutes of Special Board Meeting of June 26, 2018, seconded by Tom Clifford. All Ayes.

Rosalie Averill noted that Jeff Dussetschleger's letter of resignation was not read at the opening of the Executive Session and was accepted with regret.

**III. Correspondence**

A letter was received from the Borough of Naugatuck August 7, 2018 with the approval of Adam Bronko to fill the unexpired term of Seth Bronko effective until October 1, 2018.

**IV. Financial Report**

The Financial Report for the Month of August 2018 was reviewed and discussed.

**V. Chairman's Report – John Zikaras**

John said that it was a busy summer for the district. He thanks the Board for three years as Vice-Chairman and three years as Chairman.

**VI. Director's Report - Acting Director of Public Health Carissa Caserta**

Carissa's Report was reviewed and discussed. She announced that the Auditor will be here September 26<sup>th</sup>. She announced that the Annual Report is in the packet.

Tom Clifford commended Carissa for the work she has done as Acting Director of Public Health.

**VII. Committee Reports**

None at this time.

**VIII. Old Business**

**A. Election of Chairperson, Vice-Chairperson, and Executive Committee for 2018-2019**

**2019-03**     **ACTION TAKEN:** Motion made by Tom Clifford, that the Nominations be closed and the Secretary cast one vote for the Slate of Officers, Rosalie Averill, Chairman, Edie Sletner, Vice-Chairman, seconded by Jennifer Saks. All Ayes.

Chairman Averill remarked that the Executive Committee will remain the same for 2019 and that the finalization of the other committees be finalized at the October meeting, with committee membership remaining the same if said members agree.

**IX. New Business**

**A. Renewal of Health Insurance – Carissa Caserta**

We will keep Oxford, United Health, the renewal is going up 13.22%.  
The employees have been made aware of it as of October 1<sup>st</sup>.

**2019-04**     **ACTION TAKEN:** Motion made by John Zikaras, to renew the health insurance contract, seconded by Mary Connolly. All Ayes.

**X. Executive Committee: A Personnel Matter**

**2019-05**      **ACTION TAKEN:** Motion made by John Zikaras, to go into Executive Session at 7:45 p.m. with the Board of Directors at this time, seconded by Tom Clifford. All Ayes.

At 7:45 p.m., Karen Spargo, former Director was invited to join the Executive Session. Jessica Stelmaszek was invited into the executive session.

**2019-06**      **ACTION TAKEN:** Motion made by Tom Clifford, to come out of Executive Session at 8:42 p.m., seconded by John Zikaras. All Ayes.

**2019-07**      **ACTION TAKEN:** Motion made by Tom Clifford, to appoint Jessica Stelmaszek, M.P.H. Director of Health for the Naugatuck Valley Health District effective September 17, 2018, for a period of three years, terminating on September 17, 2021, and subject to approval by the Commissioner of the Connecticut Department of Public Health, seconded by Adam Bronko. All Ayes.

**2019-08**      **ACTION TAKEN:** Motion made by Tom Clifford, that a performance review of the Director during the first six months of the probationary period be conducted and, if satisfactory performance, a one-time only \$2,000 stipend be given to the Director. At the one-year review, and at the two-year review, based upon satisfactory performance, the Director will be entitled to a general wage and/or cost-of-living increase, at the discretion of the Board, seconded by Camille Kurtyka. All Ayes.

**2019-09**      **ACTION TAKEN:** Motion made by Tom Clifford, that the Director of Health may provide consultation, teach, and/or provide training related to public health, for compensation, after business hours, with notice provided to the Executive Committee and as long as the professional activity is not in conflict with a scheduled Board of Directors meeting or with the proper discharge of duties of the Director of Health as required by Connecticut General Statutes Section 19a-22, as amended by Public Act No. 16-66, Section 39, seconded by Camille Kurtyka. All Ayes.

**XI. Adjournment**

**2019-10**      **ACTION TAKEN:** Motion made by Mary Connolly to adjourn at 8:55p.m., seconded by Adam Brokno. All Ayes.