

**SPECIAL BOARD OF DIRECTORS MEETING**  
**Tuesday, February 11, 2020**

**MINUTES**

**BOARD MEMBERS PRESENT:** Rosalie Averill, Chairman, Camille Kurtyka, Mary Connolly, Edith Sletner, Adam Bronko, Jennifer Behuniak, John Zikaras, Jean Jones, Ed Kisluk, Barbara Lombardi, and Justin Rompre.

**BOARD MEMBERS ABSENT:** Tom Clifford, Sue Mis, and Lisa Brailey.

**STAFF PRESENT:** Jessica Stelmaszek, Director of Health, Carissa Caserta, Assistant Director of Community Health Services, Melanie Dokla, 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 7:08 p.m. The Pledge of Allegiance was recited.

**II. Acceptance of Minutes of Regular Board Meeting of January 14, 2020**

**2020-24      ACTION TAKEN:** Motion made by Barbara Lombardi, to accept the Minutes of the Regular Board Meeting of January 14, 2020, seconded by Camille Kurtyka All Ayes. Abstain- John Zikaras.

**III. Correspondence - Rosalie Averill**

Jess received an e-mail from Sue Mis of Beacon Falls resigning from the NVHD Board of Directors. Jessica notified Sue that she must submit a formal resignation to the First Selectman and Town Clerk.

A resignation letter from David Heiden, Public Health Emergency Preparedness and Medical Reserve Corps Coordinator, to Jess Dated February 10, 2020.

**2020-25      ACTION TAKEN:** Motion made by John Zikaras, to accept David's resignation with regret, seconded by Edith Sletner. All Ayes.

A Thank You card from the CT Office of Health Strategy Director Mark Schaffer expressing gratitude for Jessica's presentation at the Forum on Improving Community Health held on January 8<sup>th</sup> at the Legislative Office Building in Hartford.

A letter to the Board of Directors dated January 9, 2020, postmarked January 13<sup>th</sup>, from Mr. Joe Gworek, owner of The Club (100 Prospect Street, Naugatuck, CT 06770). Also read were a copy of his website complaint submission and a copy of a letter from his legal counsel dated February 6, 2020.

Jess read the letter she and Rosalie drafted in response to Mr. Gworek's letter including attachments regarding contacts made to Mr. Gworek.

**2020-26**      **ACTION TAKEN:** Motion made by Barbara Lombardi, that Jess send a draft of the letter to Attorney Stanek before sending via certified mail to Mr. Gworek, and that any corrections Attorney Stanek suggests be incorporated, seconded by Mary Connolly. All ayes.

Mary Connolly arrived at 7:12 pm and left at 7:52 pm.

A copy of the response letter and attachments will be sent to the NVHD Board of Directors, Attorney Stanek and Mr. Gworek's legal counsel.

#### **IV.      Financial Report - Lisa McEachern**

The Financial Report for the month of January 2020 was reviewed and discussed.

**2020-27**      **ACTION TAKEN:** Motion made by John Zikaras, to send a letter to George R. Sinnamon, CPA, requesting explanation of the discrepancy reported in the final Audit Report for Fiscal Year ending June 30, 2019, compared to the audit that was presented at the November 12, 2019 Board of Directors, seconded by Edith Sletner. All Ayes.

#### **V.        Chairman's Report - Rosalie Averill**

None at this time.

#### **VI.       Director's Report**

The Director's Report for January 2020 was reviewed and discussed.

Camille Kurtyka left the meeting at 9:00 pm.

#### **VII.      Committee Reports**

**a. Strategic Plan Committee – Jean Jones and John Zikaras**

Co-Chairs Jean and John provided an update after meeting with Jess and Carissa. Jean told the Board that any ideas would be welcomed. The pending tasks for Strategic Plan 2015-2020 were briefly discussed, including the need to develop a Board of Directors Succession Plan. John welcomed any input and discussed the value in having such document. The Co-Chairs, Director of Health and Assistant Director have begun discussing how to move forward with developing the next five-year strategic plan expected to launch in July 2020, including the potential of hiring a consultant to engage the Board, staff, and community stakeholders.

**b. Budget Committee- Ed Kisluk**

Ed met with Jess and Lisa McEachern, Business Manager for three hours to discuss the Proposed Budget.

**2020-28**      **ACTION TAKEN:** Motion made by Ed Kisluk to authorize the transfer of \$50,000 from the checking account held at ION Bank to the CT STIF account. Further move to authorize the Business Manager, with the concurrence of the Director of Health, to withdraw up to \$50,000 from the CT STIF account and redeposit such funds into the checking account at ION Bank to cover District expenses as they arise from time to time, seconded by Jennifer Behuniak. Discussion occurred and Ed rescinded his motion.

**2020-29**      **ACTION TAKEN:** Motion made by Ed Kisluk, to move to authorize the transfer of \$50,000 from the checking account held at ION Bank to the Connecticut STIF account, seconded by Jennifer Behuniak. All Ayes.

**VIII. Old Business**

**a. Proposed Budget for Fiscal Year 2020-2021**

**2020-30**      **ACTION TAKEN:** Motion made by Ed Kisluk, move to accept the Proposed Budget for the Fiscal Year 2020-2021 Budget and Fee Schedule with revenues and expenditures in the amount of \$1,472,654.48. Further move to forward the Proposed Fiscal Year 2020-2021 Budget to member towns and to Public Hearing on March 10, 2020 at 6:45 pm with an alternate Public Hearing date of April 14, 2020 at 6:45 pm., seconded by Justen Rompre. All Ayes.

**b. Board of Health Action Report 2019 – Jess**

**2020-32**      **ACTION TAKEN:** Motion made by John Zikaras, to accept the Board of Health Action Report for 2019, seconded by Adam Bronko. All Ayes.

**IX.    New Business**

None at this time.

**X.     Adjournment**

**2020-33**      **ACTION TAKEN:** Motion made by Jennifer Behuniak, to adjourn at 9:12 p.m., seconded by John Zikaras. All Ayes.