

**BOARD OF DIRECTORS MEETING**  
**Tuesday, January 14, 2020**

**MINUTES**

**BOARD MEMBERS PRESENT:** Rosalie Averill, Chairman, Tom Clifford, Sue Mis, Lisa Brailey, Camille Kurtyka, Mary Connolly, Adam Bronko, Jennifer Behuniak, Jean Jones, Ed Kisluk, Barbara Lombardi, and Justin Rompre.

**BOARD MEMBERS ABSENT:** Edith Sletner, and John Zikaras.

**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 7:00 p.m. The Pledge of Allegiance was recited.

**II. Acceptance of Minutes of Regular Board Meeting of November 12, 2019**

**2020-19**      **ACTION TAKEN:** Motion made by Tom Clifford, to accept the Minutes of the Regular Board Meeting of November 12, 2019, seconded by Barbara Lombardi. All Ayes.

A correction was made by Rosalie to add to Item X., page 3, 2020-19 “All Ayes”.

**III. Correspondence - Rosalie Averill**

A letter was read from Dr. Kenneth A. Ward informing he will be retiring as of 7/1/20 terminating his position as Medical Advisor to NVHD.

**2020-20**      **ACTION TAKEN:** Motion made by Barbara Lombardi, to accept Dr. Ward’s letter of retirement, seconded by Adam Bronko. All Ayes.

A letter was received from Carol W. Slajda notifying NVHD that she will be retiring as of December 30, 2019. She will be available to work on a part time basis.

**2020-21**      **ACTION TAKEN:** Motion made by Tom Clifford, to send a “Letter of Appreciation” to Carol, seconded by Sue Mis. All Ayes.

**IV.      Financial Report - Lisa McEachern**

The Financial Report for the month of November 2019 and December 2019 were reviewed and discussed.

**V.        Chairman’s Report - Rosalie Averill**

**A.        Board of Directors Meeting Schedule Revision – February 2020**

**2020-22**      **ACTION TAKEN:** Motion made by Mary Connolly, to change the February 4, 2020 Board Meeting to a Special Board Meeting on February 11, 2020, seconded by Sue Mis. All Ayes.

**VI.      Director’s Report**

The Director’s Report for November and December 2019 were reviewed and discussed.

**VII.     Committee Reports**

**A.        Budget Committee – Ed Kisluk**

Ed met with Director of Health and Business Manager to set the Agenda and to be sure everything is in order in preparation for the Budget Committee. The Budget Committee will meet on February 4<sup>th</sup> at 5:30 p.m. Any members are welcome to come to this meeting.

**B.        Strategic Planning – Jean Jones**

No report at this time.

**VIII.    Old Business**

None at this time.

**IX. New Business**

**A. Board of Health Action Report 2019 - Jess**

None at this time.

**B. Quarterly Statics ending December 31, 2019**

Jess noted they have been sent to each town.

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

None at this time.

**X. Adjournment**

**2020-23**      **ACTION TAKEN:** Motion made by Tom Clifford, to adjourn at 7:40 p.m., seconded by Jennifer Behuniak. All Ayes.