

BOARD OF DIRECTORS MEETING
Tuesday, June 11, 2019

MINUTES

BOARD MEMBERS PRESENT: Rosalie Averill, Chairman, Tom Clifford, Sue Mis, Lisa Brailey, Edith Sletner, Adam Bronko, Jennifer Saks, John Zikaras, Jean Jones, Ed Kisluk, Barbara Lombardi, and Justin Rompre.

BOARD MEMBERS ABSENT: Michael Marganski, Camille Kurtyka, and Mary Connolly.

STAFF PRESENT: Jessica Stelmaszek, Director of Health, Carissa Caserta, Assistant Director of Community 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.

Rosalie introduced Justin Rompre of Shelton as our new Board member. Members introduced themselves to Justin at this time.

II. Acceptance of Minutes of Special Board Meeting of May 7, 2019

2019-50 **ACTION TAKEN:** Motion made by to Tom Clifford, accept the Minutes of the Special Regular Board Meeting of May 7, 2019, seconded by John Zikaras. All Ayes.

III. Correspondence - Jessica Stelmaszek

A letter dated May 20, 2019 as sent to Jessica from the Mayor and Burgesses that was held on May 7, 2019. Jessica was appointed a member of the “*Local Emergency Planning Committee*” to an indefinite term.

A letter dated May 29, 2019 was sent to Chief Elected Officials, Legislators, and Board of Health Members inviting them to a community discussion on health and wellness in the Valley on Tuesday June 4, 2019.

“NVHD Proposal for Region 5 Medical Reserve Corps Lead/Fiduciary”. NVHD is proposing to become the fiduciary and lead for the Region 5 Medical Reserve Corps (MRC). NVHD will receive up to a 10% Administrative fee of the total \$60,000 of the Regional MRC funds. The Administrative fee will be used to support the deliverables, responsibilities, and expenses associated with being the fiduciary and region MRC.

Jess presented Betty with a Thank You and a Rose Bush Plan for helping while a new Administrative Assisted was to be hired.

IV. Financial Report - Lisa McEachern

The May 2019 Financial Report was reviewed and discussed.

V. Chairman’s Report - Rosalie Averill

None at this time.

VI. Director’s Report - Jessica Stelmaszek

The Director’s Report was reviewed and discussed.

2019-51 **ACTION TAKEN:** Motion made by Sue Mis, to send a letter of Congratulations in honor of their degrees, Kristen Charest, RN with a Bachelor of Science degree in Nursing; Yvonne Douglas-Smith, Master of Public Health degree; and Visar Gjelooshi, MD, Master of Public Health degree, seconded by Barbara Lombardi. All Ayes.

VII. Committee Reports

a. Budget Committee – Ed Kisluk

2019-52 **ACTION TAKEN:** Motion made by Ed Kisluk, to approve paying off the ION Bank Loan in its entirety prior to the July 2, 2019 maturity date with funding to come from monies currently held in the Connecticut short term investment fund. Further move to authorize Jessica Stelmaszek, Director of Health and Rosalie Averill Board Chairman to sign and all documents related to the loan retirement seconded by Adam Bronko. All Ayes.

Tom Clifford commends the Chairman and members of the Budget Committee for the good work that they have done.

- 2019-53** **ACTION TAKEN:** Motion made by Lisa Brailey, to authorize an employee impact award of \$100.00 per month of service time during Fiscal Year 2018-2019 to eligible core employees in active service as of June 15,2019. Grant employees, the Director of Health, and Assistant Directors are excluded from the award, Sue Mis. All Ayes.
Amended by Adam Bronko, to provide a letter to the staff to understand what this is for and that we appreciate the hard work they have done this past year.
- 2019-54** **ACTION TAKEN:** Motion made by Adam Bronko, to expense up to \$6,000 from the Capital Reserve Fund for the purpose of the fan coil replacements located above the ceiling in an office. The HVAC System by controlled air. This cost item is to be expensed in Fiscal Year 2018-2019, seconded by Lisa Brailey. All Ayes.

VIII. Old Business

a. Annual Code of Conduct and Confidentiality Agreements for Board Members

Jessica stated that there is a copy of the Code of Conduct and a copy of the Confidentiality Agreement in each board packet, to be signed, dated and returned to the sign-in table. The Board agreed to renew these agreements annually.

Jean Jones announced that she will call a meeting for the Strategic Planning Committee this summer. She will inform members when the meeting will take place. This will be an open meeting and any Board members are welcome to attend. Jess will send an e-mail to all.

IX. New Business

a. Re-appointment of Medical Director, Clinic Administrator and Medical Staff

- 2019-55** **ACTION TAKEN:** Motion made by Edith Sletner, to re-appoint for/fiscal Year 2019-20, Kenneth Ward, MD, as Medical Director, Carissa Caserta, as Clinic Administrator, and Kristen Charest, Medical Staff, seconded by Sue Mis. All Ayes.

b. Resolution for Director to Sign Contracts for 2019-2020

- 2019-56** **ACTION TAKEN:** Motion made by Edith Sletner, to authorize the Director of Health, Jessica Stelmaszek, and in her absence, Carissa Caserta, Assistant

Director for Community Health, to sign grant contracts and amendments and to execute on behalf of Naugatuck Valley Health District other instruments as part of or incident to such contracts and amendments, effective immediately, and for Fiscal Year 2019-2020 including but not limited to, those with the State Department of Public Health, The State Department of Social Services, other state and federal agencies, private foundations, educational institutions, and other public health related programs, seconded by Tom Clifford. All Ayes.

c. Point of Dispensing Exercise June 27, 2019

Jess explained that this will be a NVHD Emergency Preparedness Exercise to be held at Shelton High School.

Rosalie thanked her committees and the entire Board for their dedication this past year.

Tom thanked Jean Jones for the strawberries that the board enjoyed.

X. Adjournment

2019-57 **ACTION TAKEN:** Motion made by Tom Clifford, to adjourn at 8:09 p.m., seconded by Jean Jones. All Ayes.