

**BOARD OF DIRECTORS MEETING**  
**Tuesday, May 12, 2020**

**MINUTES**

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

**BOARD MEMBERS ABSENT:** Edith Sletner.

**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.

**MEMBERS OF THE PUBLIC PRESENT:** Linda Casini

**BOARD RECORDING SECRETARY:** Betty King.

**I. Call to Order and Pledge of Allegiance**

Rosalie Averill, Chairman, called the meeting to order at 7:07 p.m. The Pledge of Allegiance was recited.

**II. Update from Auditor, George Sinnamon, CPA**

George explained the adjustment that was made at the end of the year when he spoke to Rosalie and Ed. There was an amount of \$39,000 that was in the NauVEL account. His first concern was that it was money due to NVHD that had not been billed. Everything has been corrected.  
Ed thanked George for everything he has done.

Rosalie Averill, Chairman, welcomed our new Board Member Linda Casini. She will be sworn in by Derby Town Clerk.

**III. Acceptance of Minutes of Public Hearing and Regular Board Meeting on March 10, 2020**

**2020-42      ACTION TAKEN:** Motion made by John Zikaras, to accept the of Minutes of the Public Hearing and Regular Board Meeting on March 10, 2020, seconded by Camille Kurtyka. All Ayes. Abstain: Jennifer Behuniak, and Barbara Lombardi.

#### **IV. Correspondence - Rosalie Averill**

Rosalie read a letter from Mayor Richard Dziekan of Derby appointing Linda Casini to NVHD Board of Directors expiring March 31, 2023.

A letter was received from Diane M. Ritucci, President & Chief Executive Officer of the Workers' Compensation Trust thanking NVHD for our business.

The Connecticut Public Health Association sent a Statement in Recognition of Public Health Response to the COVID-19 Pandemic in Connecticut.

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

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

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

None at this time.

#### **VII. Director's Report - Jessica Stelmaszek**

The Director's Report was reviewed and discussed.

Jessica gave an update to her Director's Report at the bottom of page 3. The NVHD put out a social media campaign and announced that the Valley Council of Health and Human Services. The District has free safe medication disposal pouches available to Valley residents who wish to get rid of unused or unwanted medications in the form of liquid, pills and/or patches while practicing social distancing. NVHD donated 100 pouches to Ansonia Public Schools to distribute to families in need at their meal pickup, BHcare also donated pouches too.

#### **VIII. Committee Reports**

##### **a. Executive Committee - Tom Clifford**

Tom thanked the Auditor, Jessica and Rosalie for their work on the transfer of \$250,000 (minus \$10 fee) into a new account with Liberty Bank, which is the ceiling for FDIC insurance to further diversify our financial assurance.

Ed thanked the Executive Committee and staff for their work at this time.

**b. Personnel Committee – Discussion and possible action regarding the hiring of a temporary, part-time position in the Community Health Services Divisions - Mary Connolly**

Jess has made a request to the Personnel Committee Chairman to consider this topic at this meeting. Two Community Health Division Staff are currently out on medical leave. Jess requested the hiring a temporary, part-time person to help support the Community Health Division and COVID-19 activities. Jess acknowledged that while Carissa is doing a great job, she is currently doing the job of three different people as well as pandemic response. Jess proposed NVHD hire a part-time temporary Community Health person effective upon hire and with any date of August 28<sup>th</sup>, 2020.

**2020-43**      **ACTION TAKEN:** Motion made by Mary Connolly, make a motion to amend Action 2020-39, to state the FY 2020-21 Budget may fund up to twelve full time Core Positions as well as one temporary, part-time employee, seconded by Barbara Lombardi.

Discussion held regarding this motion.

**2020-44**      **ACTION TAKEN:** Motion made by Mary Connolly, to rescind the previous motion, seconded by Barbara Lombardi. All Ayes.

**2020-45**      **ACTION TAKEN:** Motion made by Mary Connolly, to authorize the Director of Health to hire a temporary, part-time employee to assist the Community Health Services Division compensated at \$25.00 per hour for 21 hours per week, out of the salary line item of the NVHD Budget, effective upon hire date and with termination date of August 28, 2020, seconded by Barbara Lombardi. All Ayes.

**c. Budget Committee – Ed Kisluk**

A discussion was held regarding the next Budget.

**d. Nominating Committee - Mary Connolly**

Nominating Committee will report in June.

**e. Strategic Plan Committee –Jean Jones**

No report at this time.

**IX. Old Business**

None at this time.

**X. New Business**

**a. Appointment of new Medical Advisor**

**2020-45**      **ACTION TAKEN:** Motion made by Mary Connolly, to authorize the Director of Health to enter a one-year memorandum of understanding with Dr. Frederick Browne, MD, MBA, FSHEA, FACP as NVHD's Medical Advisor compensated at \$2,000 beginning July 1, 2020 and ending June 30, 2021, seconded by John Zikaras. All Ayes.

Jean Jones highly recommends Dr. Browne.

**XI. Adjournment**

**2020-46**      **ACTION TAKEN:** Motion made by Tom Clifford, to adjourn at 8:14p.m., seconded by Mary Connolly. All Ayes.