

NAUGATUCK VALLEY HEALTH DISTRICT
98 Bank Street, Seymour, CT
VIRTUAL BOARD OF DIRECTORS MEETING

Tuesday, June 14, 2022

MINUTES

BOARD MEMBERS PRESENT: Adam Bronko, Chairman, Tom Clifford, Thomas Carney, Barbara Dlugos, Katie Lenart, Rosalie Averill, John Zikaras, Jean Jones, Barbara Lombardi, and Justin Rompre.

ABSENT: Rita Pelaggi, Camille Kurtyka, Jan Mizeski, Meghan Smith, Jennifer Behuniak, and Ed Kisluk.

STAFF PRESENT: Jessica Kristy, Director of Health, Carissa Caserta, Assistant Director of Community Health Services, and Lisa McEachern, Business Manager.

BOARD RECORDING SECRETARY: Betty King.

II. Acceptance of Minutes of Virtual Board Meeting of May 10, 2022

2022-34 **ACTION TAKEN:** Motion made by Tom Clifford, to accept the Minutes of the Virtual Board Meeting of May 10, 2022, seconded by, Rosalie Averill. All Ayes.

III. Correspondence

Adam received a letter addressed to Cady from Mayor Dziekan June 1st of Derby announcing her appointment to the NVHD Board of Directors effective immediately which will be for three years and will expire March 31, 2025. Your appointment replaces Camille Kurtya.

The Board introduced themselves to Cady Lenart and welcomed her.

2022-35 **ACTION TAKEN:** Motion made by Rosalie Averill, to send a letter to Camille Kurtyka thanking her for her years of service to the Naugatuck Valley Health District Board of Directors, seconded by John Zikaras. All Ayes.

A letter was received from Aisling Mc Guckin, RN, MSN, MPH, CE-BC from the Waterbury Director of Health to notify that the Waterbury Department of Public Health gives Notice of intent to terminate sub-lease for the WIC space.

IV. Financial Report - Lisa McEachern, Business Manager

The Financial Report for the month of May 2022 was reviewed and discussed. **From Business Manager to impacted staff** will note a 5% increase for employee's contribution for dental insurance effective 7/1/22.

V. Chairman's Report – Adam Bronko

None at this time.

VI. Director's Report - Jessica Kristy, Director of Health

The Director's Report was reviewed and discussed.

From Director of Health to staff: an increase for the employee contribution to the Municipal Employee Retirement Fund from 3.75% to 4.25%. Additionally, NVHD's contribution goes up from 16.44% to 27.55%.

From Director of Health to staff: IRS mileage reimbursement rate effective July 1 – December 31, 2022 will be 62.5 cents per mile, up 4 cents for the last 66 months of 2022.

VII. Committee Reports

a. Facilities Committee –Rosalie Averill – Committee Update

The Facilities Committee met virtually. We received no information from the municipalities to reach out to our partners and non-profits and see if they come up with anything, commercial brokers. We will meet before meetings once a month. We will view three in Shelton and one in Naugatuck.

b. Personnel Committee – Barbara Lombardi – Discussion and possible action regarding proposed revisions to NVHD Policies

i. Hours of Operation (Section B. #7)

2022-36 **ACTION TAKEN:** Motion made by John Zikaras, to accept the Personnel Committee's recommendation to revise the NVHD Personnel Policy Section B.7 Hours of Employment and any subsequent reference to reflect the following pilot program:

Effective Monday, June 27, 2022 through September Friday, September 30, 2022, NVHD hours of operation will remain 35 per week but change the following schedule:

*Monday – Thursday 8:00AM – 4:00PM, with ½ hour lunch break;
and*

Friday 8:00AM – 1:00PM, with no lunch break provided.

Further move, that the pilot program be launched with the following conditions:

1. A press release announcing the change will be widely disseminated to the media, Chief Elected Officials, partners, and be posted on the NVHD website and social media.
2. Signage will be posted at both entrances to the district with the pilot hours, instructions on how to access NVHD Drop Box, and the Directors phone number for emergency after-hours business.
3. Staff create an evaluation of the pilot program hours that the Director will report to the Personnel Committee prior to September 2022 full Board of Directors Meeting.
4. The Personnel Committee is to review the evaluation of the pilot program and make a recommendation to the full Board of Directors at its September 2022 meeting for the permanent adoption of the hours or revert back to Monday – Friday 8:30AM – 4:00PM.

seconded by Tom Clifford. All Ayes.

Tom Clifford	Tom Carney
John Zikaras	Cady Lenart
Jean Jones	Barbara Lombardi
Adam Bronko	Rosalie Averill --Opposed

ii. Observed Holidays (Section C. #1)

2022-37 **ACTION TAKEN:** Motion made by Rosalie Averill, to accept the Personnel Committee's recommendation to revise the NVHD Personnel Policy Section C.1. Paid Holidays to include Juneteenth Independence Day as an observed holiday consistent with the State of Connecticut's General Assembly's effective date of October 1, 2022, meaning that the first time Juneteenth Independence Day will be observed by NVHD will be on June 19, 2023, seconded by Barbara Lombardi. All Ayes.

c. Nominating Committee – Tom Clifford – Nomination of Board of Directors Chair, Vice-Chair and Executive Committee for FY 2022-2023

2022-38 **ACTION TAKEN:** Motion made by Tom Clifford, Chair of Nominating Committee recommending the following nominations for FY 2022-2023 Slate of Officers of the Board of Directors:

Adam Bronko, Chair
Jennifer Behuniak, Vice-Chair

Executive Committee

Tom Clifford, Chair
Rosalie Averill
Adam Bronko

seconded by Barbara Lombardi. All Ayes

VIII. Old Business

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

2022-39 **ACTION TAKEN:** Motion made by John Zikaras, to re-appoint Dr. Frederick Browne, MD, MBA, FSHEA, FACP as NVHD's Medical Advisor, Carissa Caserta, MPH, as Clinic Administrator, and Kristie D'Averso, RN as Medical Staff, seconded by Barbara Lombardi. All Ayes.

b. Resolution for Director to Sign Contracts for 2022-2023

2022-40 **ACTION TAKEN:** Motion made by John Zikaras, to authorize the Director of Health, Jessica Kristy, and in her absence, Carissa Caserta, Assistant Director of Community Health and Acting Director, 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 2022-2023 including but not limited to, those with 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 Rosalie Averill. All Ayes.

c. Annual Code of Conduct and Confidentiality Agreements for Board Member

Jess asked Board members present sign both sheets and leave them. Those that are virtual can print out and send in to her.

d. Strategic Plan Update – Jessica Kristy

Jess thanks to Joan who has taken on the narrative writing of the need of the plan. In our Strategic Plan and priorities and objectives into our performance management.

IX. New Business

None at this time.

X. Adjournment

2022-41 **ACTION TAKEN:** Motion made by Tom Clifford, to adjourn at 8:36 PM, seconded by Barbara Lombardi. All Ayes.

Minutes respectfully prepared by Betty King, Recording Secretary, and submitted by Jessica Kristy, Director of Health.