

# **HYBRID IN-PERSON AND VIRTUAL BOARD OF DIRECTORS MEETING**

**Tuesday, November 9, 2021**

## **MINUTES**

**BOARD MEMBERS PRESENT:** Adam Bronko, Chairman, Barbara Dlugos, Camille Kurtyka, Rita Pelaggi, Meghan Smith, Rosalie Averill, Jennifer Behuniak, John Zikaras, Jean Jones, Ed Kisluk, and Barbara Lombardi.

**ABSENT:** Tom Clifford, Thomas Carney, and Justin Rompre.

**STAFF PRESENT:** Jessica Kristy, Director of Health, Carissa Caserta, Assistant Director of Community Health Services, and 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**

Adam Bronko, Chairman called the meeting to order at 7:00 pm. The Pledge of Allegiance was recited.

Adam introduced our newest Board Member from Naugatuck, Meghan Smith. Meghan introduced herself. She is a full-time Registered Nurse. Naugatuck has another Board Member that was sworn in Jan Mizeski.

### **II. Audit Report for Fiscal Year Ending June 30, 2021 – George R. Sinnamon, CPA**

George R. Sinnamon, CPA, reviewed the NVHD Audit Report for the Fiscal Year ending June 30, 2021. Copies were e-mailed. The Audit was reviewed and discussed.

### **III. Acceptance of Minutes of Virtual Board Meeting on October 12, 2021**

**2022-15**     **ACTION TAKEN:** Motion made by Barbara Lombardi, to accept the Minutes of the Virtual Board Meeting of October 12, 2021, seconded by Rosalie Averill.  
Correction: Page 2, V. a. add – *a request Per Budget Committee Chairman.* All Ayes.

### **IV. Correspondence – Jess**

Jess read a letter addressed to our Lead Contact Tracer Lisa Trupp from the Valley Council for Health and Human Services notifying her that she has received prestigious Lewis Savitsky Staff Excellence Award. Nominated by Carissa, Jess and Carissa both shared their excitement and pride for Lisa to receive this acknowledgement.

Jess read a letter addressed to Carissa and herself that announced the Valley Council for Health and Human Services will be awarding the Naugatuck Valley Health District the prestigious Program of the Year Award.

Both awards will be presented at the virtual Annual Meeting on December 7<sup>th</sup>.

Adam congratulated all for their efforts.

### **V. Financial Report - Lisa McEachern, Business Manager**

The Financial Report for the month of October 2021 was reviewed and discussed.

### **VI. Chairman's Report - Adam Bronko**

None at this time.

### **VII. Director's Report – Jessica Kristy**

The Director's Report was reviewed and discussed.

### **VIII. Committee Reports**

#### **a. Budget Committee- Ed Kisluk**

**2022-16**      **ACTION TAKEN:** Motion made by Jennifer Behuniak, move to increase the annualized salary of the Head Sanitarian position from \$71,453 to \$73,000 effective January 1, 2022, seconded by Ed Kisluk. All Ayes.

**2022-17**      **ACTION TAKEN:** Motion made by Jennifer Behuniak, move to increase the Fiscal Year 2021-2022 full time core workforce from twelve to thirteen positions for the purpose of adding one Sanitarian II position at an annualized salary of up to \$68,500, seconded by Ed Kisluk. All ayes.

Adam thanked Ed and his Committee for their work on the Budget Committee.

**IX. Old Business**

- a. Strategic Plan Workshop will be held on Tuesday Decmber14<sup>th</sup> from 5:00-7:00 PM -- Jessica Kristy**

The Strategic Plan Workshop will be held on Tuesday Decmber14<sup>th</sup> from 5:00-7:00 PM. Due to inclement weather the Workshop will be held the following Tuesday. Emily will be asked to attend the workshop at this time. I have reached out to the Chair, Vice-Chair, Executive Committee, Co-Chairs of Strategic Planning to attend.

**X. New Business**

- a. Acceptance of the Audit Report for Fiscal Year Ending June30, 2021 as presented.**

**2022-18**      **ACTION TAKEN:** Motion made by Camille Kurtyka, to accept the Audit Report for Fiscal Year Ending June 30, 2021 as presented, seconded by Rosalie Averill. All Ayes

**XI. Adjournment**

**2022-19**      **ACTION TAKEN:** Motion made by Camille Kurtyka, to adjourn at 8:32 pm, seconded by John Zikaras. All Ayes.