

HYBRID IN-PERSON AND VIRTUAL BOARD OF DIRECTORS MEETING

Tuesday, September 14, 2021

MINUTES

BOARD MEMBERS PRESENT: Rosalie Averill, Chairman, Tom Clifford, Barbara Dlugos, Rita Pelaggi, Adam Bronko, Jennifer Behuniak, John Zikaras, Ed Kisluk, Barbara Lombardi, and Justin Rompre.

ABSENT: Thomas Carney, Camille Kurtyka, and Jean Jones.

STAFF PRESENT: Jessica Kristy, Director of Health, Carissa Caserta, Assistant Director of Community Health Services, and Melanie Dokla, Assistant Director of Environmental Health Services, 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 7:12 pm. The Pledge of Allegiance was recited.

II. Acceptance of Minutes of Virtual Board Meeting on June 8, 2021

2022-01 **ACTION TAKEN:** Motion made by Tom Clifford, to accept the Minutes of the Virtual Board Meeting of June 8, 2021, seconded by Adam Bronko. All Ayes.

III. Correspondence

Jess received an e-mail Nancy DiMeo, Borough Clerk, Naugatuck. Which was a handwritten resignation letter from Edie Sletner since she is moving to Pennsylvania in the near future.

2022-02 **ACTION TAKEN:** Motion made by Barbara Lombardi, to accept the resignation of Edie Sletner with regret and send her a letter thanking her for being on the Board, seconded by Rita Pelaggi. All Ayes.

IV. Financial Report - Lisa McEachern

The Financial Report for the month of August 2021 was reviewed and discussed. There were no questions on the July Report. There were no questions on the Year End Un-Audited Financial Report that came in through June 30th.

V. Chairman's Report - Rosalie Averill

None at this time.

VI. Director's Report - Jessica Kristy

The Director's Report was reviewed and discussed.

VII. Committee Reports

a. Budget - Ed Kisluk

The Budget Committee met two weeks ago regarding two items of business. The first was from the staff regards to the flu shots this fiscal year. The original Budget amount for flu shots this fiscal year was \$20,000 to which staff have requested an increase. The Budget Committee concurred and recommended an additional \$10,000 allowance to purchase influenza vaccine. Since this was a time sensitive request from staff, Director Kristy asked the Executive Committee to support the Budget Committee's recommendation and authorize the purchase so that the order may be placed immediately.

Tom Clifford stated as Executive Committee Chairman he was in support of that and he believes his colleges were all in support as well. Once Jess received consensus from the Executive Committee members, she gave Carissa the go ahead to order the additional flu vaccine.

Tom Clifford commends the Chairman of the Budget Committee and its members. It is audible as a public regional health district that we recognize the exceptional services rendered during this very trying time in an era of executive orders etcetera. I think it respects and acknowledges the exemplary service of the members and leadership and its professionalism of the Health District and would like it to be put on the record.

The second item discussed was the presentation of the "COVID-19 Strong Award", outlined as the following by the Budget Committee:

1. The NVHD Board of Directors will provide a discretionary bonus (“CSA”) to all eligible employees who are active members of the workforce as of September 15, 2021. Professional service contract positions are not eligible for the award.
2. The CSA will be allocated according to months of service during the pandemic period of March 2020 through September 2021 inclusive (19 months total).
3. Each eligible full-time employee will receive a payment of \$150 for each month served as an active member of the workforce during the pandemic period. Each eligible part-time employee will receive a payment of \$75.
4. Active in the workforce is defined as having performed at least one (1) day of work or having been on authorized leave or vacation during a calendar month.
5. The CSA payments will be subject to all usual payroll deductions and be paid in such a manner that does not create a legacy cost (i.e. no salary or hourly rate adjustments).
6. A letter signed by the Board Chair explaining that the award is in recognition of the staff’s overcoming the challenges of the pandemic will be attached to the payments.
7. Upon completion of the CSA program, the administration will prepare a report showing the amounts paid to each employee and the totals thereof and submit such to the budget committee.

2022-03

ACTION TAKEN: Motion made by Ed Kisluk, to move to accept the recommendations of the Budget Committee and implement the COVID-19 Strong Award program as presented, seconded by Barbara Lombardi. All Ayes.

b. Strategic Plan – Jessica Kristy

In March of 2020 the Board of Directors took action to approve a Consultant, Emily Melnick to facilitate our Strategic Plan process. Our last five years Strategic Plan really ended in 2020. We are due to restart this process and were optimistic that we would have our new iteration ready for implementation this fiscal year, however the Pandemic got in the way, and we had to push things back. In August, Carissa and I were reengaging and were able to host a planning meeting with Emily work out a solution that would get us back on tract and start our new strategic planning process.

VIII. Old Business

- a. **Election of Chairperson, Vice-Chairperson and Executive Committee for FY 2021-2022 - Tom Clifford**

2022-04 **ACTION TAKEN:** Motion made by Tom Clifford that the Secretary cast one vote for the Slate of Officers, seconded by Barbara Lombardi. All Ayes.

Slate of Officers

Adam Bronko, Chairman (Naugatuck)

Jennifer Behuniak, Vice-Chairwoman (Seymour)

2022-05 **ACTION TAKEN:** Motion by Tom Clifford, to appoint the Executive Committee as follows, seconded by Rita Pelaggi. All Ayes.

Executive Committee

Tom Clifford, Chairman (Ansonia)

Rosalie Averill (Seymour)

Adam Bronko (Naugatuck)

On behalf of the Staff and Board of Directors we want to say Thank You to Rosalie for your dedicated service especially since it was my first three years serving as Director it has been a wild crazy ride. Jess presented Rosalie with a bouquet of flowers for her continued support.

Rosalie said she came on to the Board in 1995. I have been the Chair for three terms, noting you can only serve a maximum of three years. I got on at a very strange time in the history of the Health District. I was thankful to have Tom Clifford at my side the whole time. From 1995 to 2021 we have seen the District grow, we have seen employees come and go, we have seen programs come and go but not one thing that I have not seen go and not stay is the dedication and the commitment our employees show to our progress and I want to thank them. If I have given you a hard time over the last three years, it's because I love you guys.

Adam Bronko, Chairman continued the meeting at this time.

Adam thanked Rosalie for her hard work and continued dedication to the District and the Board and will continue the hard work as an incoming Chairperson. I am humbled that I get to lead this fine Board and thank you all for all the fine work you do.

b. Annual Code of Conduct and Confidentially Agreements for Board Members

Adam reminded member that the Annual Code of Conduct and Confidentially Agreements for Board Members that were handed out at

the June meeting if you have it please sign it, please do, if you need one please reach out to Jess.

IX. New Business

a. Banking Resolution – Adam Bronko

20212-06 **ACTION TAKEN:** Motion made by Adam Bronko, to hereby move that the following Resolution be adopted by the Board of Directors of the Naugatuck Valley Health District:

(RESOLVED): That the Naugatuck Valley Health District (the District) hereby authorizes and empower any agent listed below as limited by the powers granted to each agent by the ION Bank and Liberty Bank Resolutions to endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with the ION or Liberty Banks.

1. Adam Bronko, Chairman
2. Jennifer Behuniak, Vice-Chairperson
3. Jessica Kristy, Director of Health
4. Carissa Caserta, Assistant Director/Acting Director
5. Melanie Dokla, Assistant Director of Environmental Health Services

seconded by Tom Clifford. All Ayes.

b. Renewal of Health Insurance

2022-07 **ACTION TAKEN:** Motion made by Rosalie Averill that we renew the insurance carrier effective October 1st for a premium annually of \$121,220, understanding this number does not include an additional employee yet to be hired with the option insurance. The name for this plan is United Health Care Oxford Gold PPO. AMEND the Motion to just recommend the renewing the plan: “Oxford Gold PPO 25/60/4000/100”, seconded by Barbara Lombardi. All Ayes.

c. Board of Director 2020-2022 Meeting Schedule

2022-08 **ACTION TAKEN:** Motion made by Tom Clifford, moves to accept the Board of Director 2020-2022 Meeting Schedule, seconded by Rita Pelaggi. All Ayes.

d. Log of Motions

2022-09 **ACTION TAKEN:** Motion made by Rosalie Averill, to accept the Log of Motions of Board of Directors for 2020-21. *Referencing 2021-35* does not include the name of Rosalie Averill thanking Dionne Kotey for serving on the Board.

Referencing 2021-37 COVID Strong Award at the meeting, seconded by Tom Clifford. All Ayes.

X. Adjournment

2022-19 **ACTION TAKEN:** Motion made by Tom Clifford, to adjourn at 8:21 pm, seconded by Rita Pelaggi. All Ayes.