

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

Tuesday, September 13, 2022

MINUTES

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

ABSENT: Cady Lenart, Jan Mizeski, and Meghan Smith.

STAFF PRESENT: Jessica Kristy, Director of Health, Carissa Caserta, Assistant Director of Community Health Services, Melanie Dokla, Assistant Director of Environmental Health, 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 7:05 p.m. The Pledge of Allegiance was recited.

II. Election of Chairperson, Vice-Chairperson and Executive Committee for FY 2022-2023

2023-01 ACTION TAKEN: Motion made by Rosalie Averill that the Secretary cast one vote for the Slate of Officers, seconded by Tom Clifford, All Ayes.

Slate of Officers

Adam Bronko, Chairman (Naugatuck)

Jennifer Behuniak, Vice-Chairwoman (Seymour)

2023-02 ACTION TAKEN: Motion by Tom Clifford, to appoint the Executive Committee as follows, seconded by Barbara Lombardi. All Ayes.

Executive Committee

Tom Clifford, Chairman (Ansonia)

Rosalie Averill (Seymour)

Adam Bronko (Naugatuck)

III. Acceptance of Minutes of Board Meeting on June 14, 2022

2023-03 **ACTION TAKEN:** Motion made by Rosalie Averill, to accept the Minutes of the Board Meeting of June 14, 2022, seconded by Tom Clifford. All Ayes.

*Correction: Page 3, VI. NVHD contribution goes up from 16.44% to 17.55%.
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 **6 months** of 2022.*

Rosalie asked to clarify the date that the Waterbury Health Department is terminating the sub-lease for the WIC program. Their sub-lease with NVHD will be terminated rather than renewed at the end of the agreement which is on September 30, 2022.

IV. Correspondence – Adam Bronko

Adam read a letter from Ed Kisluk, Shelton, resigning from the NVHD Board of Directors. Jess was asked to send a letter of gratitude to Ed for his years on the Board on behalf of the Board of Directors and staff.

Jess read the following letters:

A letter dated August 24, 2022 from David Morgan, President. CEO Team, Inc. regarding gratitude for the diaper donation.

A letter dated August 24, 2022 from The Diaper Bank of Connecticut regarding gratitude for the diaper donation.

A letter dated July 21, 2022 from CT DPH Commissioner Manisha Juthani regarding Director Jess Kristy's appointment to the Lead Poisoning Prevention and Treatment legislative workgroup.

A letter dated July 19, 2022 from Rochelle Walensky, Director of the CDC and Jose Montero, Director of CDC's Center for State, Tribal, Local and Territorial Support regarding congratulations on NVHD reaccreditation by the Public Health Accreditation Board.

2023-04 **ACTION TAKEN:** Motion made by Rosalie Averill, the Chairperson write a cover letter and forward this to our Municipal Leaders and Jess with a Press Release, seconded by Barbara Lombardi. All Ayes.

2023-05 **ACTION TAKEN:** Motion made by Barbara Lombardi, that a letter from the Board of Directors to the staff acknowledging and congratulating their hard work, during the COVID-19 pandemic and beyond, for the success of the accreditation and recognition from CDC, seconded by Rita Pelaggi. All Ayes.

Adam suggested establishing an AD HOC Committee to plan a celebration of the accomplishments and celebration of NVHD's 50 year anniversary. Jess, Adam, Rosalie, and Rita have volunteered.

V. Financial Report - Lisa McEachern, Business Manager

The Financial Report for June (pre-audit), July, and August was reviewed and discussed.

VI. Chairman's Report - Adam Bronko

None at this time.

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

The Director's Report was reviewed and discussed.

VIII. Committee Reports

- a. **Personnel Committee-Barbara Lombardi – Discussion and action regarding sustaining the NVHD Hours of operation being Monday – Thursday 8:00 AM – 4:00 PM and Friday 8:00 AM – 1:00 PM or reverting back to Monday – Friday 8:00 AM – 4:00 PM beginning October 1, 2022**

2023-06 **ACTION TAKEN:** Motion made by Barbara Lombardi, effective October 1, 2022 the NVHD hours of operation permanently be Monday – Thursday 8:00 AM – 4:00 PM with one half hour lunch break and Friday 8:00 AM – 1:00 PM no lunch break, seconded by Jennifer Behuniak. All Ayes.

IX. Old Business

- a. **Annual Code of Conduct and Confidentiality Agreements for Board Members**
Rose Carey will collect the signed 2022-2023 Annual Code of Conduct and Confidentiality Agreements for Board Members.

b. Board of Directors Orientation

Please notify Jess if you would like to attend an orientation. There were no attendees at the dates offered in August 2022.

X. New Business

a. Board of Directors Meeting Schedule – Discussion and possible action regarding rescheduling the November meeting due to Election Day

2023-07 **ACTION TAKEN:** Motion made by Rosalie Averill, to that the November Board of Directors meeting scheduled for Tuesday, November 8, 2022 be rescheduled with notice as a special meeting on November 15, 2022 due to Election Day, seconded by Tom Clifford. All Ayes.

b. FY21-23 Log of Motions

2023-08 **ACTION TAKEN:** Motion made by Tom Clifford, to accept the FY 21-22 Log of Motions, seconded by Jean Jones. All Ayes.

c. Renewal of Health Insurance

2023-09 **ACTION TAKEN:** Motion made by Rosalie Averill, to renew the United Health Care, Oxford Gold PPO 25/60/4000/100 health insurance plan Effective October 1st as presented, understanding the cost may fluctuate due to staff turnover, seconded by Tom Clifford. Ayes

d. Executive Session – Director of Health evaluation

2023-10 **ACTION TAKEN:** Motion made by Tom Clifford, to reschedule the Director of Health evaluation until the October 11, 2022, Board Meeting, seconded by Barbara Lombardi. All Ayes

XI. Adjournment

2023-11 **ACTION TAKEN:** Motion made by Tom Clifford, to adjourn at 8:32 PM, seconded by Barbara Lombardi. All Ayes.

Minutes respectfully prepared by Betty King, Recording Secretary, and submitted by Jessica Kristy, Director of Health. Subject to revisions at the next full Board of Directors meeting.