

BOARD OF DIRECTORS MEETING
Tuesday, February 13, 2018

MINUTES

BOARD MEMBERS PRESENT: John Zikaras, Chairman, Sue Mis, Lisa Brailey, Camille Kurtyka, Mary Connolly, Edith Sletner, Rosalie Averill, Ed Kisluk, and Barbara Lombardi.

BOARD MEMBERS ABSENT: Tom Clifford, Gary Merlone, and Jean Jones.

STAFF PRESENT: Jeff Dussetschleger, David Rogers, Lisa McEachern and Melanie Dokla.

BOARD RECORDING SECRETARY: Betty King

I. Call to Order and Pledge of Allegiance

John Zikaras, Chairman, called the meeting to order at 7:00 p.m. The Pledge of Allegiance was recited.

II. Acceptance of Minutes of Regular Board Meeting of January 9, 2018

2018-25 **ACTION TAKEN:** Motion made by Rosalie Averill, to accept the Minutes of Regular Board Meeting of January 9, 2018 as presented, seconded by Edith Sletner with corrections by adding to “*OTHERS ATTENDING: THE NAME OF COLLEEN LINDHOLM*”; and “*Page 3, 2018-23, add seconded by Tom Clifford*”. All Ayes.

III. Correspondence – John Zikaras

A letter was sent to Laurel Shaw, RS congratulating her on receiving her MPH. A letter was received from Deputy Chief Paul Satkowski informing Jeff that the case has been closed regarding two employees and no further action will be taken. A letter dated February 2, 2018 from David Rogers, Assistant Director for Environments Health with NVHD announcing his retirement effective June 1, 2018.

IV. Financial Report - Lisa McEachern

The Financial Report for the month of January 2018 was reviewed and discussed.

V. Chairman’s Report - John Zikaras

None at this time.

VI. Director's Report - Jeff Dussetschleger

The Director's Report was reviewed and discussed. Jeff announced that a Administrative Assistant has been hired. Her name is Gabriella Reyes.

2018-26 **ACTION TAKEN:** Motion made by Rosalie Averill, to accept David Rogers letter of resignation with regret, seconded by Sue Mis. All Ayes.

2018-27 **ACTION TAKEN:** Motion made by Barbara Lombardi, to invite Thomas Hennick, the public education officer for the Connecticut FOI Commission for a future meeting, seconded by Edith Sletner. All Ayes.

VII. Committee Reports

a. Budget Committee – Ed Kisluk

Ed Kisluk met with Jeff Dussetschleger, Director and John Zikaras, Chairman, in January to review the proposed Budget.

b. Personnel Committee – Rosalie Averill

Rosalie reported that a Personnel Committee meeting has not been scheduled at this time. There will be a meeting at 6:15 p.m. before the March 13th meeting.

VIII. Old Business

a. Body Care Code – Melanie Dokla

Melanie reviewed and discussed the changes to the Body Care Code. Jeff will send the proposed changes to our Attorney for review. A Public Hearing will be held before the April Board Meeting at 6:45 p.m.

b. Proposed Budget for Fiscal Year 2018-2019 – Ed Kisluk

Ed reviewed and discussed the Proposed Budget for Fiscal Year 2018-2019. The Board recommends that Late Fees of 10% per day of permit per establishment.

2018-28 **ACTION TAKEN:** Motion made by Ed Kisluk, to move the Proposed Budget for Fiscal Year 2018-2019 to Public Hearing at the March 13, 2018 at 6:45 p.m., seconded by Barbara Lombardi. All Ayes.

IX. New Business

None at this time.

X. Adjournment

2018-29 **ACTION TAKEN:** Motion made by Mary Connolly, to adjourn at 8:24 p.m.,
seconded by Lisa Brailey. All Ayes.