

**SPECIAL BOARD OF DIRECTORS MEETING
Tuesday, March 20, 2018**

MINUTES

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

STAFF PRESENT: Jeff Dussetschleger, Carissa Caserta, and Lisa McEachern.

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 February 13, 2018

2018-30 **ACTION TAKEN:** Motion made by Tom Clifford, to accept the Minutes of Regular Board Meeting of February 13, 2018 as presented, seconded by Gary Merlone. Ayes.

III. Correspondence – John Zikaras

None at this time.

IV. Financial Report - Lisa McEachern

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

V. Chairman’s Report - John Zikaras

Letters were sent to the Valley Community Foundation Board Members for Greater New Haven seeking funding for the Matter of Balance program.

2018-31 **ACTION TAKEN:** Motion made by Tom Clifford, to abstain from reading them at this time and will be reviewed at the April Meeting, seconded by Gary Merlone. Ayes.

VI. Director’s Report - Jeff Dussetschleger

The Director’s Report was reviewed and discussed. NVHD nominated Karen Spargo, Retired NVHD Director of Health for the Winslow Award from the Connecticut Public Health Association. She did receive this award as it is a lifetime achievement for Public Health involvement. She will be receiving the award at a breakfast at Southern Connecticut University on April 5, 2018. Anyone interested let me know and I will make arrangements for you to attend. Thomas Hennick, the public education Officer for the Connecticut FOI Commission for a meeting will be held March 29th at the Seymour Middle School at 6:00 p.m. We have received the Nature of Challenge Grant which will be used to provide Narcan Training and Opioid Awareness Training in the Valley. Our Administrative Assistant Judy Waleski has passed her EMT exam.

VII. Committee Reports

a. Budget Committee – Ed Kisluk

Ed reported that at the last meeting there was a discussion about the late fees. The Budget Committee is recommending a 10% increase in late fees.

b. Personnel Committee - Rosalie Averill

The Personnel Committee met to review and discuss the job description for the Assistant Director of Environmental Health Services. A change will be made to change “*of*” to “*for*” in the title change. Additional changes to Qualifications and Special Requirements also made

QUALIFICATIONS

Bachelors of Science degree from a recognized college or university with major course work in environmental health or public health; the physical, chemical or biological sciences; or sanitary or environmental engineering; and (REMOVE a Master’s degree in a related field with) a minimum of three years experience, at least two of which should have been in a responsible supervisory position (ADD in this or a related field). (ADD A Master’s Degree not required but highly preferred).

SPECIAL REQUIREMENTS

- Certification as a Registered Sanitarian by the State of Connecticut or possession of other equivalent certification (ADD ,REHS,)acceptable to the Director of Health.
- Testing for substance abuse, a physical examination, and a criminal background check (REMOVE may be) (ADD is) required as part of the employment procedure.
- (REMOVE Applicant must be certified in all required certifications within one (1) year of employment.) Maintenance of the above certifications shall be a requirement for the employee to remain in this classification.

The job will be posted and have resumes' come in for the next three weeks. A committee will be put together to review the applications. The deadline will be three weeks, April 12th, after the posting of the job description.

VIII. Old Business

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

Due to the inclement weather the Public Hearing to be held before the March 13, 2018 Board meeting was cancelled.

2018-32 **ACTION TAKEN:** Motion made by Rosalie Averill, to move that the Public Hearing for the Proposed Budget for Fiscal Year 2018-2019 at 6:45 p.m. April 10, 2018, seconded by Mary Connolly. All Ayes.

2018-33 **ACTION TAKEN:** Motion made by Rosalie Averill, due to inclement weather the Public Hearing for the Proposed Budget for Fiscal Year 2018-2019 will be rescheduled to Tuesday, April 17, seconded by Gary Merlone. Ayes.

b. Body Care Code

2018-34 **ACTION TAKEN:** Motion made by Rosalie Averill, to hold a Public Hearing for the Body Care Code April 10, 2018 at 6:30 p.m., if cancelled due to inclement weather the public hearing will be April 10, 2018 at 6:30 p.m., seconded by Gary Merlone. Ayes.

IX. New Business

a. Proposed change to Job Description of Assistant Director of Environmental Health

2018-35 **ACTION TAKEN:** Motion made by Lisa Brailey, to accept the changes to the job description as presented by the personnel committee, seconded by Rosalie Averill. All Ayes.

X. Adjournment

2018-36 **ACTION TAKEN:** Motion made by Tom Clifford, to adjourn at 7:48 p.m., seconded by Rosalie Averill. All Ayes.