

BOARD OF DIRECTORS MEETING
Tuesday, October 9, 2018

MINUTES

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

BOARD MEMBERS ABSENT: Tom Clifford.

STAFF PRESENT: Jessica Stelmaszek, Director of Health, Carissa Caserta, Assistant Director of Community Health Services, Melanie Dokla, Acting Assistant Director of Environmental, and 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 7:10 p.m. The Pledge of Allegiance was recited.

II. Acceptance of Minutes of Special Board Meeting of September 6, 2018

2019-11 **ACTION TAKEN:** Motion made by Gary Merlone, to accept the Minutes of Special Board Meeting of September 6, 2018, seconded by John Zikaras. All Ayes. Jean Jones, Ed Kisluk, and Barbara Lombardi. Abstain

III. Correspondence - Jessica Stelmaszek

A letter was received on September 21, 2018 to Rosalie Averill, and myself from Commissioner Pino approving Jessica's appointment as Director of Health. A letter was sent to the six Chief Elected Officials introducing herself and requesting a meeting with them.

IV. Financial Report

The Financial Report for the Month of September 2018 was reviewed and discussed.

V. Chairman's Report – Rosalie Averill

Rosalie asked that the list of Committees for 2018-2019 be reviewed and if anyone would like to be changed to contact her.

VI. Director's Report - Jessica Stelmaszek

The Director's Report was reviewed and discussed. Jessica stated that the auditor will be here for the November meeting.

VII. Committee Reports

A. Personnel Committee – Jessica Stelmaszek

2019-12 **ACTION TAKEN:** Motion made by Gary Merlone, to approve the recommended changes to the respective care and grant-funded job description, with no change in salary, as follows:

- (Immunization Action Plan Coordinator)) Update the line under “duties and responsibilities” that begins “Assists in the training, support, and implementation of the...” to continue with “*official Immunization Information System for Connecticut, CT WiZ*” as the CT WiZ program has replaced the referenced CT Immunization Registry and Tracking System (CIRTS).
- (IAP Coordinator) Remove the following line under “duties and responsibilities” that reads “*Monitors vaccine inventory and orders vaccines needed each month from CT DPH Immunization Program.*”
- (Assistant Director for Community Health Services) add the following language under “duties and responsibilities”: *Ensures proper management of vaccines received under the Connecticut Vaccine Program (CVP), including vaccine ordering, receipt, cold storage, transfer, and inventory control.*”

seconded by Camille Kurtyka. All Ayes.

B. Strategic Plan Task Force – Jean Jones

Jean plans to have a meeting in January.

VIII. Old Business

None at this time.

IX. New Business

A. Resolution for Director to Sign Contracts for 2018-2019

2019-13 **ACTION TAKEN:** Motion made by John Zikaras, to authorize the Director of Health Jessica Stelmaszek, and in her absence, Carissa Caserta, Assistant Director of Community Health, to sign contracts and amendments and to execute on behalf of Naugatuck Valley Health District other instruments s part of or incident to such contracts and amendments, effective immediately, and for Fiscal Year 2018-2019 including, but not limited to those with the State Department of Public Health, The State department Social Services, other state and federal agencies, private foundations, educational institutions, and other public health related programs, seconded by Sue Mis. All Ayes.

B. Resolution for Banking Authorization

2019-14 **ACTION TAKEN:** Motion made by Camille Kurtyka, 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 Resolution to endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with the ION Bank.

1. Rosalie Averill, Chairman
2. Edith Sletner, Vice-Chairman
3. Jessica Stelmaszek, Director of Health
4. Carissa Caserta, Assistant. Director/Acting Director
5. Lisa McEachern, Business Manager

seconded by Barbara Lombardi. All Ayes

2019-15 **ACTION TAKEN:** Amendment to motion made by Ed Kisluk, to strike the position of the Business Manager from the check signatory and adding the position of the Assistant Director of Environmental Melanie Dokla, seconded by Lisa Brailey. All Ayes.

The motion is to authorize in power the same names to withdraw or transfer funds with ION Bank. All those in favor of the motion. All Ayes.

2019-16 **ACTION TAKEN:** Motion made by John Zikaras, the Director or her representative and the Chair or Vice-Chair shall be the signatories on the checkbook, seconded by Lisa Brailey. All Ayes.

C. Calendar of Board Meetings

2019-17 **ACTION TAKEN:** Motion made by Gary Merlone, to accept the Calendar of Board Meeting for 2019, seconded by Adam Bronko. All Ayes.

D. Population Figures

The Population Figures were reviewed and discussed.

X. Adjournment

2019-18 **ACTION TAKEN:** Motion made by Gary Merlone, to adjourn at 8:00 pm, seconded by Mary Connolly. All Ayes.