

**NAUGATUCK VALLEY HEALTH DISTRICT  
BOARD OF DIRECTORS MEETING  
Tuesday, September 13, 2016**

**MINUTES**

**BOARD MEMBERS PRESENT:** John Zikaras, Chairman, Thomas Clifford, Gary Merlone, Sue Mis, Mary Connolly, Seth Bronko, Rosalie Averill, Jeff Dussetschleger, and Edward Kisluk.

**BOARD MEMBERS ABSENT:** Eileen Witek, Palma Calvert, Edith Sletner, Jean Jones, and Diane Marangelo.

**STAFF PRESENT:** Karen Spargo, David Rogers, Carissa Caserta, and Janet Gernat.

**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. John Zikaras, Chairman introduced Barbara Lombardi of Shelton as a newly appointed Board Member.

**II. Acceptance of Minutes of Regular Board Meeting of June 14, 2016**

**2017-01**     **ACTION TAKEN:** Motion made by Tom Clifford, to accept the Minutes of the Regular Board Meeting of June 14, 2016 as presented, seconded by Rosalie Averill. All Ayes.

**III. Correspondence – Karen Spargo**

Letters were sent to Chief Elected Officials in towns where the appointments are needed to be updated at the beginning of the summer and many did.

**IV. Financial Report – Janet Gernat**

Janet announced her retirement to the Board at this time. The Financial Report for the Month of August 2016 was reviewed.

**V. Chairman’s Report – John Zikaras**

John handed out an updated committee assignment list.

## **VI. Director's Report-State of the Agency Update-Karen Spargo**

The list of board members was in the packets. Please let Karen know of any updates to your individual information. Karen provided her annual state of the agency report covering the following:

**Grant-funded Public Health Programs:** NauVel, Lead Poisoning Prevention, Fall Prevention (New Program), Asthma, Immunization, Public Health Accreditation, Public Health Preparedness/Medical Reserve Corps and Health Education.

**Workforce Development:** Retirements, Public Health Nurses, Business Manager and Sanitarians, new staff requirements, life cycle (marriage, maternity, illness).

**Financials:** FY 2015-2016: State Budget Deficit and State Allocations to Local Health Departments. FY 2016-2017 is in balance. The Audit will be in November.

**External Environment:** Regionalization, town budget crunch, town priorities, neighboring towns.

**Board Initiatives:** Strategic Plan Priorities, Succession Plan, Long Term Financial Plan, Communications, and Technology.

Karen congratulated Janet on her retirement. Janet has been here almost eighteen years. She has answered many questions and has always enjoyed doing so. She was amazing during our move here. She has kept our finances going for many years.

## **VII. Committee Reports**

### **A. Budget Committee - Jeff Dussetschleger**

The Budget Committee Met on August 30<sup>th</sup>. A review of the October health insurance rates were lower. The Aetna Plan came in under budget with savings for the district. Deductibles increased. The Board suggests maintaining the current plan with a \$35,000 cost saving at this time. However, it should be noted that there are several staff vacancies so that cost savings will decrease considerably when all staff members are in place. The committee is suggesting bonding the new business manager at this time.

### **B. Personnel Committee - Rosalie Averill**

The Personnel Committee met prior to the board meeting to discuss updates to the job description for the new business manager including employment requirements.

**VIII. Old Business**

**A. Election of Chairperson, Vice-Chairperson & Executive Committee – Tom Clifford**

**2017-02**      **ACTION TAKEN:** Motion made by Tom Clifford recommending the following slate for 2016-2017: John Zikaras, Shelton, Chairman, and Rosalie Averill, Seymour, Vice-Chairman. The Executive Committee: Tom Clifford, Ansonia, Executive Committee Chair; John Zikaras, Shelton, Board Chairman; Mary Connolly, Naugatuck, Former Board Chairman; alternate, Rosalie Averill, Seymour, Board Vice-Chairman, seconded by Jeff Dussetschleger. All Ayes.

**IX. New Business**

**A. Resolution for Renewal of Health Insurance - Jeff Dussetschleger**

**2017-03**      **ACTION TAKEN:** Motion made by Jeff Dussetschleger, to accept the Renewal of Health Insurance, seconded by Seth Bronko. All Ayes.

**B. Resolution for Director to Teach Night Course at UCONN Health Center**

**2017-04**      **ACTION TAKEN:** Motion made by Jeff Dussetschleger, for the Director to Teach Night Course at UCONN Health Center, seconded by Mary Connolly. All Ayes.

**C. Resolution for Banking Authorization**

**2017-05**      **ACTION TAKEN:** Motion made by Jeff Dussetschleger, to authorize the Executive Committee to be the banking authorization upon hiring of a new financial officer, seconded by Tom Clifford. All Ayes.

**D. Resolution to Transfer Funds from Fund Balance**

Tabled at this time.

**XI. Adjournment**

**2017-06**      **ACTION TAKEN:** Motion made by Tom Clifford, to adjourn at 7:45 p.m., seconded by Sue Mis. All Ayes.