

**BOARD OF DIRECTORS MEETING**  
**Tuesday, September 10, 2019**

**MINUTES**

**BOARD MEMBERS PRESENT:** Rosalie Averill, Chairman, Tom Clifford, Sue Mis, Lisa Brailey, Camille Kurtyka, Mary Connolly, Adam Bronko, Jennifer Behuniak, John Zikaras, Ed Kisluk, Barbara Lombardi, and Justin Rompre.

**BOARD MEMBERS ABSENT:** Michael Marganski, and Edith Sletner, and Jean Jones.

**STAFF PRESENT:** Jessica Stelmaszek, Director of Health, Carissa Caserta, Assistant Director of Community Health Services, Melanie Dokla, Assistant Director of Environmental Health Services, 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 7:00 p.m. The Pledge of Allegiance was recited.

**II. Acceptance of Minutes of Special Board Meeting of May 7, 2019**

**2020-01**      **ACTION TAKEN:** Motion made by to Tom Clifford, accept the Minutes of the Regular Board Meeting of June 11, 2019, seconded by Sue Mis. All Ayes.  
Abstain: Mary Connolly.

**III. Correspondence - Rosalie Averill**

A letter of resignation from Laurel Shaw, RS, was read.

**2020-02**      **ACTION TAKEN:** Motion made by Tom Clifford, to send a letter from the Board thanking Laurel for her years of service to NVHD, seconded by Sue Mis. All Ayes.

A letter was received from First Selectman Kurt Miller informing Jess that the Board of Selectman appointed her to the Local Emergency Planning Committee for a two-year term expiring 12/15/21.

#### **IV. Financial Report - Lisa McEachern**

The June, July and August 2019 Financial Reports were reviewed and discussed. Discussion occurred regarding moving money from the daily operating account to the STIF account and consensus was that a decision should be made after the preliminary audit findings. Ed would like to have a Budget Committee Meeting at 6:30 pm before the October or November Board Meeting.

#### **V. Chairman's Report - Rosalie Averill**

None at this time.

#### **VI. Director's Report - Jessica Stelmaszek**

The Director's Report was reviewed and discussed.

Tom Clifford thanked Jess and the Staff as there is an elevated social media platform that is quite active that promotes the good work of the Health Department.

**2020-03**      **ACTION TAKEN:** Motion made by Barbara Lombardi, thanking the CT Community Foundation for their Grant to NVHD, seconded by Sue Mis. All Ayes.

Adam remarked how impressed well run and organized the June Point of Dispensing (POD) drill was by the District.

Lisa Brailey commented that bringing a tick to the main office was appreciated and received a report from the nurse.

#### **VII. Committee Reports**

John Zikaras and Jean Jones met during the summer as Co-Chairman of the Strategic Planning Committee for the five-year planning prior to December.

#### **VIII. Old Business**

- a. Election of Chairperson, Vice-Chairperson and Executive Committee for 2019-2020**

- 2020-04**      **ACTION TAKEN:** Motion made by Justin Rompre, that the Nominations be closed and the Secretary cast one vote for the Slate of Officers: Rosalie Averill, Chairman and Edith Sletner, Vice-Chairman, seconded by Tom Clifford. All Ayes.
- 2020-05**      **ACTION TAKEN:** Motion made by Justin Rompre that the Executive Committee remain the same for 2019-2020, seconded by Tom Clifford. All Ayes.

Rosalie to announce: the finalization of the other committees be finalized at the October meeting, with committee membership remaining the same if said members agree.

## **IX. New Business**

### **a. Resolution for Banking Authorization**

- 2020-06**      **ACTION TAKEN:** Motion made by Tom Clifford, to hereby move that the following Resolution be adopted by the Board of Directors of the Naugatuck Valley Health District:

That the Naugatuck Valley Health District hereby authorizes and empower any agent listed below as limited by the power 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. Melanie Dokla, Assistant Director

seconded by John Zikaras. All Ayes.

### **b. Renewal of Health Insurance**

- 2020-07**      **ACTION TAKEN:** Motion made by Tom Clifford, to renew the health insurance contract for October 2019 to October 2020, seconded by Adam Bronko. All Ayes.
- 2020-08**      **ACTION TAKEN:** Motion made by Tom Clifford, to adjourn at 8:05 p.m., seconded by Adam Bronko. All Ayes.