

**BOARD OF DIRECTORS MEETING**  
**Tuesday, October 8, 2019**

**MINUTES**

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

**BOARD MEMBERS ABSENT:** Michael Marganski, Edith Sletner, Adam Bronko, and John Zikaras.

**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 7:12 p.m. The Pledge of Allegiance was recited.

**II. Acceptance of Minutes of Regular Board Meeting of September 10, 2019**

**2020-09**      **ACTION TAKEN:** Motion made by Barbara Lombardi, to accept the Minutes of the Regular Board Meeting of September 10, 2019, seconded by Mary Connolly. All Ayes.

**III. Correspondence - Rosalie Averill**

A letter of Thanks was sent to Laurel Shaw for her years of service to NVHD.

The following Press Releases were sent out.

September 5: Naugatuck Valley Health District Hosts First Annual Health and Safety Fair

September 10: September is National Preparedness Month

September 24: Naugatuck Valley Health District Schedules Seasonal Flu Clinics  
(Attached are the dates of the Flu Clinics)

## A Letter of Support

September 30: NVHD offers support and commitment to the collaborative proposal to the Office of Health Strategy and State innovation Model's Health Enhancement Community (HEC) initiative. NVHD is confident the Valley Community Foundation will excel in leading this collaborative project and will serve as a responsible fiduciary.

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

The Financial Report for the month of September 2019 was reviewed and discussed.

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

Rosalie asked if everyone was satisfied with the committee's they have been assigned to. Lisa asked that she be added to the Strategic Planning Committee. Justin will be added to Budget Committee.

Tom suggested the Executive Committee reach out and be the point of contact and do the communications with the Director's.

The Committee Chairpersons are:

Executive Committee Chairperson – Tom Clifford

Budget Committee Chairperson – Ed Kisluk

By-Laws Committee - Tom Clifford

Nominating Committee - Mary Connolly

Personnel Committee - Mary Connolly

Facilities Committee - Rosalie Averill

Strategic Planning Committee – Co-Chairpersons Jean Jones and John Zikaras

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

The Director's Report was reviewed and discussed.

Tom commended the Director Jess for the outreach that she has provided on behalf and the staff and the District as reflected in the report.

Melanie Dokla reviewed and discussed her report.

Carissa Caserta's report was discussed.

## **VII. Committee Reports**

### **A. Budget Committee – Ed Kisluk**

Ed discussed the meeting that was held before the Board Meeting.

## **VIII. Old Business**

None at this time.

## **IX. New Business**

### **A. Calendar of Board Meetings**

**2020-10**     **ACTION TAKEN:** Motion made by Sue Mis, to adopt the 2020 Schedule of Board Meetings as presented, seconded by Lisa Brailey. All Ayes.

### **B. Population Figures**

The Estimated Population Totals of our Member Municipalities were reviewed. These totals will be used for the 2020-2021 Budget.

### **C. Executive Session: Director of Health Annual Evaluation**

**2020-11**     **ACTION TAKEN:** Motion made by Tom Clifford to go to Executive Session at 8:05 p.m. to conduct an annual performance evaluation of the Director of Health, seconded by Sue Mis. All Ayes.

At 8:20 p.m., Jessica Stelmaszek was invited to join the Executive Session.

## **X. Adjournment**

**2020-12**     **ACTION TAKEN:** Motion made by Tom Clifford to adjourn at 8:46 p.m, seconded by Barbara Lombardi. Ayes.