

NAUGATUCK VALLEY HEALTH DISTRICT
98 Bank Street, Seymour, CT

March 10, 2020
6:45 PM

**Public Hearing on NVHD Proposed Budget and Fees for Fiscal Year
July 1, 2020-June 30, 2021**

BOARD MEMBERS PRESENT: Rosalie Averill, Chairman, Tom Clifford, Camille Kurtyka, Mary Connolly, Jean Jones, Ed Kisluk, 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

Rosalie Averill, Chairman, opened the Public Hearing at 6:45 p.m.

Jessica Stelmaszek, Director of Health, read the following Legal Notice:

LEGAL NOTICE

Notice is hereby given that the Naugatuck Valley Health District will hold a Public Hearing on its Proposed Budget and Fees for Fiscal Year 2021 (July 1, 2020 to June 30, 2021) on March 10, 2020 at 6:45pm in its 2nd floor conference room, 98 Bank Street, Seymour, CT. Phone: 203-881-3255. Copies are available at NVHD offices from 8:30 am to 4:00 pm, weekdays except holidays. If the Public Hearing scheduled for March 10, 2020 needs to be postponed, for any reason, the Public Hearing will occur April 14, 2020 at 6:45 PM in the 2nd floor conference room of NVHD, 98 Bank Street, Seymour, CT. If necessary, postponement notice will be posted on the NVHD website, www.nvhd.org. This notice is in accordance with the requirements set forth in Section 19a-243 of the C.G.S. Board Chair Rosalie Averill, February 26, 2020.

Rosalie Averill, Chairman, closed the Public Hearing at 7:00pm. No one was in attendance

BOARD OF DIRECTORS MEETING

Tuesday, March 10, 2020

MINUTES

BOARD MEMBERS PRESENT: Rosalie Averill, Chairman, Tom Clifford, Lisa Brailey, Camille Kurtyka, Mary Connolly, John Zikaras, Jean Jones, Ed Kisluk,

BOARD MEMBERS ABSENT: Edith Sletner, Adam Bronko, Jennifer Behuniak, Barbara Lombardi, and Justin Rompre.

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 February 11, 2020

2020-34 **ACTION TAKEN:** Motion made by Tom Clifford, to accept the Minutes of the Special Board Meeting of February 11, 2020, seconded by John Zikaras. All Ayes Abstain-Tom Clifford.

III. Correspondence - Rosalie Averill

Rosalie read letter dated February 18, 2020 from David A. Heiden, MS, NEMAA. A letter dated March 4, 2020 was read and sent to George P. Sinnamon, CPA.

2020-35 **ACTION TAKEN:** Motion made by Tom Clifford, to send a letter to David Heiden thanking him for his service to NVHD, seconded by Camille Kurtyka. All Ayes.

IV. Financial Report - Lisa McEachern

The Financial Report for the month of February 2020 was reviewed and discussed.

V. Chairman's Report - Rosalie Averill

None at this time.

VI. Director's Report

The Director's Report for February 2020 was reviewed and discussed.

VII. Committee Reports

a. Personnel Committee - Mary Connolly

Action: Recommended Revision to the NVHD Personnel Policy

2020-36 **ACTION TAKEN:** Motion made by Mary Connolly, on behalf of the Personnel Committee, to accept the proposed revision to the Section 8 of the NVHD Personnel Policies related to after-hours compensation as presented, seconded by John Zikaras. All Ayes.

b. Budget Committee – Ed Kisluk

2020-37 **ACTION TAKEN:** Motion made by Ed Kisluk, on behalf of the Budget Committee, to implement an after-hours compensation rate of 120% for eligible, non-exempt employees for work performed with pre-approval from the Director of Health or his/her designee that occurs over 35 hours and under 40 hours as stated in the NVHD Personnel Policies effective April 1, 2020, seconded by Lisa Brailey. All Ayes.

c. Strategic Plan Committee – Jean Jones

2020-38 **ACTION TAKEN:** Motion made by Jean Jones, that we consider engaging Emily Melnick Consulting, LLC to assist the Naugatuck Valley Health District with the development of the Strategic Plan that can be implemented by July 2020, seconded by John Zikaras. 7 Ayes; 1 Nay; Opposed Ed Kisluk.

VIII. Old Business

a. Proposed Budget for Fiscal Year 2020-2021

2020-39 **ACTION TAKEN:** Motion made by Ed Kisluk, to adopt the Fiscal Year 2020-2021 Budget and Fee Schedule with Revenues and Expenditures in the amount of \$1,472,654.48. Further move that the Fiscal Year 2020-2021 Budget shall fund up to twelve full time Core Positions and that each

eligible Core Employee shall receive a 2 1/2 % pay increment payable beginning July 1, 2020, seconded by Tom Clifford. All Ayes.

Tom Clifford thanked the Budget Committee for their work.

IX. New Business

a. Proposed revisions to the Naugatuck Valley Health District Body Care Code and request for Public Hearing

2020-40 **ACTION TAKEN:** Motion made by Tom Clifford, to accept changes to the proposed revisions to the Naugatuck Valley Health District Body Care Code and request for Public Hearing before the April 14, 2020 Board Meeting at 6:45 pm, seconded by John Zikaras. All Ayes.

X. Adjournment

2020-41 **ACTION TAKEN:** Motion made by Tom Clifford, to adjourn at 8:48 p.m., seconded by John Zikaras. All Ayes.