

BOARD OF DIRECTORS MEETING
Tuesday, November 13, 2018

MINUTES

BOARD MEMBERS PRESENT: Rosalie Averill, Chairman, Tom Clifford, Gary Merlone, Sue Mis, Mary Connolly, Edith Sletner, Adam Bronko, Jennifer Saksa, Jean Jones, Ed Kisluk, and Barbara Lombardi.

BOARD MEMBERS ABSENT: Lisa Brailey, Camille Kurtyka, and John Zikaras.

STAFF PRESENT: Jessica Stelmaszek, Director of Health, Carissa Caserta, Assistant Director of Community Health Services, Melanie Dokla, Acting 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 7:08 p.m. The Pledge of Allegiance was recited.

II. Acceptance of Minutes of Regular Board Meeting of October 9, 2018

2019-19 ACTION TAKEN: Motion made by Gary Merlone, to accept the Minutes of the Regular Board Meeting of October 9, 2018, seconded by Barbara Lombardi. All Ayes. Abstain, Tom Clifford.

III. Audit Report for Fiscal Year Ending June 30, 2018 – George Sinnamon, CPA

George R. Sinnamon, CPA, reviewed the NVHD Audit Report for the Fiscal Year ending June 30, 2018. Copies were distributed. The Audit was reviewed and discussed.

IV. Correspondence - Jessica Stelmaszek

A letter was received from Naugatuck Town Clerk the reappointment of Mary Connolly and Adam Bronko will expire October 1, 2021.

V. Financial Report - Lisa McEachern

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

VI. Chairman's Report - Rosalie Averill

Rosalie attended the October Staff meeting to provide an overview of the Board.

VII. Director's Report - Jessica Stelmaszek

Jessica discussed and reviewed her report.

VIII. Committee Reports

A. Personnel Committee Discussion and possible action regarding the job descriptions and salaries of the following positions:

- 1. (Acting) Assistant Director of Environmental Health**
- 2. Assistant Director of Community Health Services**

2019—20 **ACTION TAKEN:** Motion made by Gary Merlone, to table action on item "VIII. A" on the Agenda, seconded by Sue Mis. All Ayes.

IX. Old Business

None at this time.

X. New Business

A. Acceptance of the Audit Report for Fiscal Year Ending June 30, 2018

2019-21 **ACTION TAKEN:** Motion made by Tom Clifford, to accept the Audit as presented at this time, seconded by Gary Merlone. All Ayes.

B. Employee Raises Budgeted for Fiscal Year 2018-2019

2019-22 **ACTION TAKEN:** Motion made by Gary Merlone, Employee raises Budgeted for Fiscal Year 2018-2019 at 2% for Core will be retroactive to July 1, 2018, seconded by Tom Clifford. All Ayes.

XI. Adjournment

2019-23 **ACTION TAKEN:** Motion made by Tom Clifford, to adjourn at 8:00 pm, seconded by Gary Merlone. All Ayes.