



SPECIAL Board of Directors Meeting

Wednesday, March 23, 2022

Virtual Zoom meeting - Meeting ID: 886 6770 9918

Passcode: 176981

5:00 PM

I. Roll Call:

- a. **Present:** John Faulise Jr. – Chairman (Griswold), Gary Allyn (Montville), Dr. Michael Betten (Bozrah), Lillian Rafeldt (Voluntown), Thomas Craney (Franklin) – joined 5:15 pm, Frank Jacaruso (Norwich), Dr. Elizabeth Osga (Griswold), Rebecca Melucci (Norwich), Dr. Jose-Michael Gonzalez (Norwich), Deb Schober (Montville), Damian Rickard (Lisbon),
- b. **Absent:** Kevin Lyden (Salem), Keith Wentworth (Lebanon), Sandra Allyn-Gauthier (Preston), Pam Aubin (Norwich)
- c. **Vacant:** 1-Sprague vacancy

An introduction of the new Norwich Board Members that have joined us. Dr. Jose-Michael Gonzalez and Pam Aubin. Pam was unable to attend this meeting due to a prior commitment.

II. Audience of Citizens: None

III. Approval of Board Minutes for January 12, 2022: A motion was made by Mike Betten, seconded by Rebecca Melucci to accept the minutes as presented. All present in Favor. Motion passed

IV. PUBLIC HEARING – Draft 2022-2023 Budget presentation:

Public Hearing: The Public Hearing was called to order at 5:10 PM

The Public Hearing was advertised in The Bulletin as required by CGS

There were no members of the public present for comment.

The Public Hearing was closed at 5:15 pm having no comment from the public

V. Communications: NONE

VI. Committees:

a. Finance Committee: *Virtual Meeting*

- a) Draft Budget review: After discussing the draft budget it was noted to add “special allowances” into DOH salary line item. A motion was made by Betty Osga and seconded by Mike Betten to accept the 22/23 budget with anticipated income of \$1,958,516 and anticipated expenses of \$1,806,017 which includes a 3% increase to staff salary. All in Favor. Motion Passed.

- b. HR Subcommittee:
 - a) DOH performance adjustment balance: This was addressed by adding the line item “special allowances” into DOH salary line item of the 22/23 budget.

VII. Management Reports

- a. **Director of Health Report:**
 - a. The Director of Health gave a verbal report of activities since the Board’s last meeting.
- b. **Environmental Health Report:**
 - a. Working on going electronic for future staff reporting. Will provide report at next meeting.
- c. **Public Health Nurse report:**
 - a. February 2022 report was provided to the Board to review

VIII. New Business:

- a. **IT Contracts:** The contracts we currently hold with Total Communications are due expire in November 2022. Patrick and Laura are working on developing a plan moving forward to incorporate upgrading server, IT Support for onboarding new computers/ongoing maintenance of existing computers, revamping the storage space for the server/backup/VPN and scanning moving forward. Meetings have been set up to discuss options which will begin in early May.

IX. Old Business:

- a. **Board of Director bylaws:** TABLED
- b. **Employee Boot Stipend:** This will remain the same at \$75 annually per environmental staff member.

X. Other –

- a. **Cost Allocation Plan:** This item needs to be addressed. Looking at options as to whether it is best to do in house or outsource.

XI. Next Meeting: May 11, 2022 5:00 pm (virtual)

Meeting adjourned at 5:42 pm

Respectfully submitted,

Laura Boudah