

Housatonic Valley Health District
77 Main Street North, Suite 205
Southbury, CT 06488

BOARD OF DIRECTORS
MEETING
Wednesday 12/01/21, 5:30 PM
Southbury Town Hall Room 201
SOUTHBURY, CONNECTICUT

Attendance:

Board Chair, Anne Neumann
Larry Ellis
Fred D' Amico
Paul Nee, MD.
First Selectman Jeffrey Manville
Director of Health Lisa Morrissey
Kevin Anderson
Marvalee Washington-Allen

1. Meeting was called to order by Board Chair Anne Neumann at Call to 5:38pm
2. Minutes Review from Last Meeting October 27,2021
 - a.) Motion carried by Larry Ellis to review the minutes of the October 27, 2021 Board Meeting on January 12th.
Second: Fred D'Amico
All in Favor
3. Executive Session 5:40pm
 - a.) Motion carried by Board Chair Anne Neumann to move into Executive Session at 5:40pm
Second Larry Ellis
All in Favor
 - b.) All members were present at December 1st meeting during this time except for Director Lisa Morrissey and Marvalee Washington-Allen who stepped out of the room.
4. Vote on merger 6:03pm
 - a.) Anne Discussed merger in regards to state involvement and requirements. The change will happen at the municipal level and no paperwork will be needed from the Woodbury and Oxford for merger.

b.) First Selectman Jeffrey Manville discussed his concerns of PDDH merging with another health department from his standpoint. He outlined that the board will have questions about finance and reserve funds. He suggested proposing the merger to the board should outline how the change will happen, who will be involved and the services the health district will provide.

c.) Fred D'Amico wanted clarification who will be the board chair and members who will be joining the board once the merger happens. It was discussed Anne will remain board chair 21/22 year and additional members be added between New Milford and Washington.

d.) Motion Carried by Dr. Paul Nee to have New Milford and Washington to join Housatonic Valley Health District. 6:10pm

Second Fred D'Amico

All in favor

5. Discussion of Budget Fiscal Year 2023 6:11pm

a.) Kevin Anderson discussed budget to board in regards to merger. Per capita is broken down by each town involved in the merger.

b.) He went through each category of expenses and funding operations, salaries, grants, professional development and employee training, income and mileage. He also mentioned the mileage rate has been set to per mile reimbursement.

c.) First Selectman Jeffrey Manville had concerns about New Milford and Washington's budget being separate. Director Lisa Morrissey explained that Washington pays New Milford for the Public Health Services. Board Chair Anne Neumann also mentioned that the per capita will be given for both New Milford and Washington once the merger is finalized by March.

d.) There is 178k in reserve funds. First Selectman Jeffrey Manville asked if there were any restriction on investments for the reserve account. Kevin Anderson explained he has not done a fund analysis in order to take the necessary steps to do so but plans on doing so.

e.) The Budget Kevin Anderson has composed will be sent out to each town involved in merger.

f.) Fred D'Amico would like the numbers per capita for each person included in budget. Kevin Anderson agreed to add that to the budget.

g.) Motion carried by Dr. Paul Nee to approve budget 6:27PM

Second Larry Ellis

All in favor

6. Purchasing Policy 6:28pm

a.) Kevin Anderson discussed that we were paying a lot of sales tax and use of Expensify and QuickBooks will track expenses.

b.) The use of purchasing cards will be incorporated.

- c.) Director Lisa Morrissey mentioned the purchasing policy will be on the new Housatonic Valley Health District website. First Selectman Jeffrey Manville would like to review the purchasing policy before it is uploaded
- 7.) New Business 6:31pm
- a.) Anne discussed the purchases of new office computer systems costing 28,487.10k. The previous approval was 20k.
 - b.) Director Lisa Morrissey explained reason for the price increase and that there were no extra fees or tax and a state vendor was used for the purchase. The increase in cost price does not include other office equipment costs.
 - c.) Motion Carried by Fred D'Amico to approve additional cost of 8487.10k of office computer technology.
Second Larry Ellis
All in favor
- 8.) Monthly Reports COVID 19 6:37pm
- a.) Director Lisa Morrissey discussed the increase in the COVID 19 positivity rate and in the state. We are working with Nuvance, Griffin and Waterbury hospitals to get booster clinics.
 - b.) 5-11 clinics went well but the numbers of COVID will continue to increase. Supermarkets in our area are doing 12+ vaccines and some CVS and Walgreens pharmacies.
 - c.) Dr. Paul Nee asked which vendors are going in to vaccinate at Long term care facilities? Director Lisa Morrissey expressed the state is encouraging long term facilities staff to do so.
7. Board Chair Anne Neumann adjourned the meeting 6:50pm.
Motion carried by Larry Ellis
Second by Fred D'Amico
All in favor