



**77 Main Street North, Suite 205  
Southbury, CT 06488  
BOARD OF DIRECTORS MEETING  
Wednesday 03/02/22, 5:30 PM**

Voting Members in Attendance

Anne Neumann (Board Chair)  
Richard Hunter (Southbury)  
Larry Ellis (Oxford)  
Fred D'Amico (Oxford)  
Michael Crespan (New Milford)  
Paul Nee M.D. (Southbury) (*on phone and in person*)

Non Voting Members in Attendance

Lisa Michelle Morrissey (Secretary)

Staff in Attendance

Heidi Bettcher RN  
Joe Kmetz  
Marvalee Washington -Allen

Guests

Art Mulligan The Mckellan Group Inc.  
Jim Brinton, First Selectman Town of Washington

Voting Members Not Present

Dr. Jerney Levin (New Milford)  
Chris Cosgrove (New Milford)

MINUTES

- Meeting called to order- Board Chair Anne Neumann 5:33 pm
- Introduction of New Board Members 5:33 pm
  - Introduction of New Board member Michael Crespan (Town of New Milford)
  - Introduction of Jim Brinton, First Selectman (Town of Washington)
  - Washington will be joining the district on April 1<sup>st</sup>
  
- *Motion 5:35 pm: to move the insurance discussion up on the agenda.  
Motion Fred D'Amico  
Second Larry Ellis  
All in Favor  
Motion Carries*

- **Health Insurance Presentation by Art Mulligan Guest Speaker 5:37pm**

- Art Mulligan discussed breakdown of health insurance coverage and district funding options available. Reference: HVHD Cigna Oscar Handout (attached).
- Have employees pay a percentage of health insurance cost
- Have employees pay flat rate (recommended)
- Deductible could be fully funded, or partially funded. If fully utilized it would be \$26,000 annually, maximum based on current number of employees. However, it will most likely be closer to \$9,500 based on average utilization.
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*Board member Dr. Paul Nee arrived in person at 5:45pm*

- **Discussion regarding costs of the health insurance program 5:43pm**

*Motion 5:53pm: for the district to contribute to the employee deductible for health insurance.*

*Motion Richard Hunter*

*Second Larry Ellis*

*All in Favor*

*Motion Carries*

*Motion 5:54pm: for the district to fully fund the employee deductible.*

*Motion Richard Hunter*

*Second Paul Nee*

*All in Favor*

*Motion Carries*

*Motion 5:55pm: for the weekly health insurance contributions rate for employees \$25 for single and \$45 for family.*

*Motion Richard Hunter*

*Second Michael Crespan*

*All in Favor*

*Motion Carries*

*Motion 5:55pm: To add supervisor reports to the agenda, ahead of review of approval of the minutes (H. Bettcher, J. Kmetz).*

*Motion Richard Hunter*

*Second Larry*

*All in Favor*

*Motion Carries*

- H. Bettcher & J. Kmetz gave an overview of departmental activities, reference monthly report (attached).
- Director Lisa Morrissey discussed the plan to begin sport physicals and the plan to begin rapid PCR testing within the community.

*Motion 6:06pm: for approval of the minutes of the January 12, 2022 Board Meeting*

*Motion Fred D'Amico*

*Second Larry Ellis*

*All in Favor*

*Motion Carries*

- **By Laws 6:06 pm**

- By laws are currently under review by Attorney Minchella it will hopefully be ready for the next meeting.
- Board Chair Anne Neumann discussed the meeting schedule for the remainder of the year. After the new fiscal year beginning July 1st 2022 we anticipate moving the board meetings to every other month.

- **Discussion of separation of payment to former Health Director Neal Lustig 6:08 pm**

- Next payment scheduled due to Neal March 16<sup>th</sup>
- A Special Meeting may need to be called for this matter
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- **Discussion of new office locations space 6:09 pm**

- Real Estate Attorney is currently reviewing the contracts for office space
- Discussion of Cornerstone Realty (Southbury)-6:21pm

A. Neumann discussed the concerns of the Southbury First Selectman Jeff Manville. He is worried the health district main office will relocate out of Southbury. He is hoping that the district will lease new office space within the town to affirm its commitment to stay in Southbury. A. Neumann discussed the potential office spaces in Southbury. L. Ellis would like to compare the cost of the new potential spaces and current space at 77 Main Street Playhouse Corner Southbury Suite 205.

- Potential Office Spaces are located at : Bennett Square, Playhouse Corner, 900 Main Street, and Nuvance Health building next to Tablots.

*Motion 6:27pm :to continue searching for spaces in Southbury and obtaining LOI for one of the spaces.*

*Motion Richard Hunter*

*Second Larry Ellis*

*All in Favor*

*Motion Carries*

- Board Members would like to see all potential spaces in Southbury preferably on a Saturday morning at 9am.
- Discussion of Charter Realty and Development Office Space (New Milford)
- L. Morrissey discussed the New Milford space; it can be utilized for all the services we currently provide and future services of the district. We negotiated down to \$15 rental per square ft compared to \$17 per square ft initially.

*Motion 6:16pm: to allow L. Morrissey sign contract to have Andy Sachs real estate agent Keller Williams represent the district in the transaction at 169 Danbury Rd New Miford for a period of 6 months.*

*Motion Larry Ellis*

*Second Fred D'Amico*

*All in Favor*

*Motion Carries*

*Motion 6:18pm: to allow L. Morrissey to sign Letter of Intent for leased space at 169 Danbury Rd., New Milford*  
*Motion Michael Crespan*  
*Second Dr. Paul Nee*  
*All in Favor*  
*Motion Carries*

*First Selectman Jim Brinton left meeting 6:20pm*

- **Discussion of Acting Director of Health Coverage-6:35pm**

*Motion 6:36pm: To Authorize A. Neumann to request a waiver for Joe Kmetz to serve as the Acting Director during short term absences and to sign the MOU for Health Director coverage with the other area health departments/districts.*

*Motion Richard Hunter*  
*Second Michael Crespan*  
*All in Favor*  
*Motion Carries*

- **Connecticut Municipal Employees Retirement System (CMERS)-6:41pm**

*Motion 6:42pm: To allow A. Neumann or L. Morrissey to execute all contracts and agreements to join the Connecticut Municipal Employees Retirement System. Further to approve the resolution language to join CMERS*

*“Housatonic Valley Health District, a municipality as defined in 7-425 of the general statutes as amended, accepts part II of charter 113 of the general statutes, as amended, for participation in Fund B of the Connecticut Municipal Employees Retirement System as to all departments, but this acceptance shall not repeal, amend or replace, or affect the continuance of, any pension system established in this municipality by or under the authority of any special act.”*

*Motion Larry Ellis*  
*Second Fred*  
*All in Favor*  
*Motion Carries*

- **A review of District Organizational Chart and Job Descriptions-6:45pm**

- Director of Health L. Morrissey reviewed job descriptions and organizational charts.
- Grant funded positions were discussed and are identified on the organizational chart.
- Update Public Health Client Specialist Line of reporting - now reports to Operations Manager.
- Communication Coordinator renamed Media Coordinator and is a remote position.
- Marvalee left the room at 7:02pm.

**Discussion:** Salary increase for Public Health Operations Manager; position will be funded at \$69,000 effective immediately. Marvalee Washington-Allen is currently in the position. General discussion that Marvalee's new title and salary is more in alignment with her experience, responsibilities and education.

*Motion: To increase line item funding for the Public Health Operations Manager to \$69,000 annually.*

*Motion Larry Ellis*  
*Second Fred*  
*All in Favor*  
*Motion Carries*

Marvalee Returned 7:13pm

- **Update on HR Process-7:13pm**

- L. Morrissey discussed our full HR process, publishing jobs, full background checks, and training before a new hire begins duties.
- Financial Review with Current Quarterly Expenditures-7:19pm
- A. Neumann discussed QuickBooks up and running and discussed the relationship with VMC consulting. General agreement that it's time to move into the next phase, now that there are less acute needs.
- Town of Oxford town that has not paid their per capita. Southbury has only paid partially. A reminder letter was sent to the selectman's office by our attorney Anthony Minchella.
- July 1st all per capita will be requested to be paid in full
- Lisa discussed the onboarding of a potential bookkeeping firm to review and finalize our quickbooks setup as well as someone to do the monthly reconciliation.
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- **Future Growth of the District-7:31pm**

- A. Neumann discussed that we are not pursuing expansion of the district until we are fully settled but there are other towns thinking about joining HVHD.
- Mike Crespan will talk with the Town Sharon about joining the district in the future as he is the current Director of Health there.
- The Town of Brookfield is exploring joining a health district due to their health director retiring this fall. They have reached out to our district as well as other districts including Newtown and Naugatuck Valley, to get more information on the process of districting and costs. However, the board will discuss any future plans with Brookfield towards the end of the year after conducting due diligence. HVHD has not made a proposal to Brookfield; however Brookfield has asked to meet with the Director to learn more about our services.

- **New Business-7:44pm**

- Discussion Communications Strategic Plan 2022 (attached); all social media accounts are now active (Facebook, LinkedIn, Twitter, Instagram).

- **New Business 7:45pm**

- Joe Kmetz Vacation time

*Motion: to add Joe's vacation buyout request time to meeting agenda*  
*Motion Larry Ellis*  
*Second Richard Hunter*  
*All in Favor*  
*Motion Carries*

- Board discussed Joe's vacation time buyout and it was suggested Joe should take a vacation at some point and that he should not be granted the full buyout. Vacation time is very important

for mental health and there was a general discussion that Joe needs to take some time off to recharge. As our policy encourages all employees to take their vacation time.

*Motion 5:57pm: Joe Kmetz to take 70 hours vacation plus the time he has already identified. He should take a week in April and May plus Fridays and they will buy out the rest. Have him take 70hrs and the district will pay out the rest of 108.6 hours +35hrs. (143.6).*

*Larry Ellis 143.6  
Second Fred D'Amico  
All in Favor  
Motion Carries*

- **Meeting Adjournment-7:58pm**  
*Motion : The adjournment of the meeting.  
Motion Larry Ellis  
Second Richard Hunter  
All in Favor  
Motion Carries*