North Central District Health Department

☐ Enfield—31 North Main Street, Enfield, CT 06082 * (860) 745-0383 Fax (860) 745-3188
☐ Vernon—375 Hartford Turnpike, Room 120, Vernon, CT 06066 * (860) 872-1501 Fax (860) 872 1531
☐ Windham—Town Hall, 979 Main Street, Willimantic, CT 06226 * (860) 465-3033 Fax (860) 465-3034
☐ Stafford—Town Hall, 1 Main Street, Stafford Springs, CT 06076 * (860) 684-5609 Fax (860) 684-1768

Patrice A. Sulik, MPH, R.S.
Director of Health

AGENDA
NORTH CENTRAL DISTRICT HEALTH DEPARTMENT (NCDHD)
Special Meeting
Vernon Police Station Community Room
725 Hartford Turnpike
Vernon, Connecticut

Wednesday, November 16, 2016
7:00 p.m.

A. **Call to Order/Determination of Quorum**

B. **Executive Session**

The NCDHD Board of Directors, pursuant to the authority given in Connecticut General Statutes § 1-200(6) (B), hereby moves to go into Executive Session to discuss personnel matters.

C. **Public Hearing-**None

D. **Director of Health**

Monthly Report Review and Update of Pending Business Items – (Provided in written form by the Director to the NCDHD Board. Discussion and clarification – no action required at this time)

- Reinspection fees-food establishments
- Organizational Chart
- Updating of Job Descriptions
- Accounting software-potential change to Quickbooks
- P/T Public Health Educator opening
- Public Health Nursing Position
- Building Upgrade
- Parking Lot
- Windham P/T Secretary
- Waiving fees for non-profits
- Capacity Modeling-Chris Howland
- Zika Virus Funding
- Website-History button added-narrative will be added as time permits

- Personnel Policies-under Action on Consent Agenda
- Eversource Claim-Chris Howland follow-up-claim has been filed with our insurance company
- Director's September 13 budget assessment report
- Cash Disbursements
- Quarterly Financials
- Monthly Environmental, Preparedness and Health Educator Reports
- Pension Vesting Period
- Proposed Budget FY 17-18-Planning committee meeting
- Fleet Status
- Correct classification of vehicles on auto insurance-Done

E. **Action on Consent Agenda** – Items requiring routine approval

1. Personnel Policies-Labor Attorney, Jacqueline Carpentier will be present

PROPOSED MOTION-The NCDHD Board does hereby approve the proposed updates of the Personnel Policies as presented.

F. **Committee Updates and Discussion** – (reports provided in written form for discussion - any action would follow in New Business)

1. Finance – Maria Whelden, Chair
2. Short and Long Term Planning – Ben Rodriguez, Chair
3. Capital Improvements – Mary Ann Turner, Chair
4. Personnel – Linda DeGray, Chair

G. **New Business**

1. FY 2015-2016 Draft Audit-presentation by George Sinnamon

H. **Identification/Adoption of Additional Agenda Items**

I. **Informational Items**

J. **Adoption of Minutes**

The NCDHD Board of Directors waives the reading of the Minutes of the Regular Meeting of the NCDHD Board on October 12, 2016 and that Minutes of said meeting be approved.

K. **Informational Items, Petitions, Communications, Correspondence, Reports, etc. Not Requiring Action**

L. **Chairman's Report**-update on Proposed Consolidation of Local Health Departments

M. **Adjournment**