North Central District Health Department

9 Enfield - 31 North Main Street, Enfield, CT 06082 - (860) 745-0383 FAX 745-3188
9 Vernon - 375 Hartford Turnpike, Room 120, Vernon, CT 06066 - (860) 872-1501 FAX 872-1531
9 Windham - Town Hall, 979 Main Street, Willimantic, CT 06226 - (860) 465-3033 FAX 465-3032
9 Stafford -Town Hall, 1 Main Street, Stafford Springs, CT 06076 - (860) 684-5609 FAX (860) 684-1768

Board of Directors
REGULAR MEETING
Wednesday, August 12, 2015
NCDHD Headquarters
31 North Main Street
Enfield, Connecticut
7:00 p.m.

1. Call to Order/Determination of Quorum

2. Executive Session to discuss Matters Concerning Security Strategy, Personnel Matters, Pending or Threatened Litigation and/or Real Estate Negotiations

3. Approval of Minutes of Special Meeting of July 8, 2015

4. Communications
   a. From the Board - Member towns wishing to raise or discuss any issue may do so at this time.
   b. From the Public

5. Old Business
   a. Generator/Electrical Requirements Update - None at this time
   b. Imageworks - Web Design
   c. Fire Protection Suppression System
   d. On-Line Payments - Electronic Checks
   e. Business Credit Card
   f. Windsor Locks Hotel Complaint
   g. Butler Case
   h. Hiring of Registered Sanitarian and Part-Time Food Inspector

6. New Business
   a. Cash Disbursements (attached)
   b. Board Authorization Requests
   c. Health Educator Report
   d. BT Program Report
   e. Cleaning Company Contract Review
   f. Sewer Smoke Test
   g. Monthly Reports – Food, Pools, Hotel/Motels, Tattoo Parlors, Temp. Events
   h. Public Health Intern

7. Committee Reports
   a. Finance - Maria Whelden, Chair
   b. Short & Long Term Planning
   c. Capital Improvement Ad Hoc - Mary Ann Turner, Chair
   d. Personnel Committee - Linda DeGray, Chair

8. Chairperson's Report

9. Next Regular Meeting – September 9, 2015 – NCDHD Headquarters, 31 North Main Street, Enfield, Connecticut

10. Adjournment

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North Central District Health Department
Minutes of Special Meeting of July 8, 2015
Vernon Office Conference Room
375 Hartford Turnpike
Vernon, Connecticut 06066

Members Present: Chairman Diane Wheelock, Trish Vayda, Maria Whelden, Matthew Maynard. Len Norton Mary Ann Turner, Dianne Trueb, Richard Regnier, Linda DeGray, Catherine Gregory and Fred Journalist

Members Absent: Chris Howland, Mary Schwab, Faith Roebelen and Vic Mathieu

Also Present: Michael S. Caronna, Interim Director of Health and Deborah A. Caronna, Director of Food & Institutional Services, Mary Elizabeth Joaquin, Health Educator and Donna Fisher, Bookkeeper.

Following a determination of a quorum, Chairman Diane Wheelock called the meeting to order at 7:00 p.m.

Executive Session

Mary Ann Turner made a motion, seconded by Trish Vayda, to go into Executive Session to discuss matters concerning security strategy, personnel matters, pending or threatened litigation and real estate negotiations.

The motion carried by a unanimous vote and the Chairman declared the motion adopted and the meeting stood recessed at 7:05 p.m.

The Executive Session of the NCDHD Board of Directors was called to order by Chairman Wheelock at 7:08 p.m.

Chairman Wheelock recessed the Executive Session at 9:10 p.m., reconvened the Special Meeting at 9:15 p.m. and stated that during Executive Session, matters concerning security strategy, personnel matters, pending or threatened litigation and real estate negotiations were discussed with no action or votes being taken.

Catherine Gregory was no longer in attendance.

Approval of Minutes of June 10, 2015

Mary Ann Turner made a motion, seconded by Linda DeGray, to approve the Minutes of June 10, 2015, as presented. The motion carried unanimously.

Communications

Maria Whelden and Len Norton from East Windsor reported that they were before the Board of Selectman to give them an overview of what the District is doing and has been doing for East Windsor. Brian Bielawiec, one of our sanitarians and an East Windsor resident, was at the meeting for a different reason but was able to stay and help Maria and Len explain our accomplishments to the Selectman. Maria Whelden said Brian did a nice job in this discussion.

Imageworks

Mary Ann Turner reported that the work on our web site has gone too far to stop now. The web site needs to be able to plug into Filemaker so that the public has access to As-Builts and other information. After discussion with CCAT, the Town of Enfield IT, Imageworks and our Chairman, we need to write an app that has to be connected through our website. The first thing to happen is Imageworks needs $1,200 to design the app. Then they will plan the application. Unfortunately, to do this, Imageworks does not have a price tag – it could run as high as $10,000 to $12,000. Mary Ann Turner would like to authorize Imageworks to go ahead for $1,200 to write the architecture for the app and we will get a contract. When we move to the next level and they actually build the app, the $1,200 will be deducted. Mary Ann Turner made a motion, seconded by Len Norton, to give Imageworks a contract for $1,200 to do the project analysis and design of our website. The motion carried unanimously.

Communications (cont'd)

Michael Caronna reported that he had received notification that Linda DeGray has been re-appointed to the Board.

He also reported on an e-mail he had just received from the State of Connecticut stating that our per capita rate is being reduced from $1.85 to $1.76 for the 2015-2016 fiscal year.

Confirmation of receipt of the BT Grant for $129,000 for one year was received from the State of Connecticut.

Michael Caronna met with representatives from the Town of Windham regarding their concerns and he will get back to them with a year-end report and a budget report.

Year-end reports for East Windsor and Ellington are also being prepared.

There is an environmental course being offered by St. Joseph College and we have had some interest from at least one employee. This would be helpful to allow a Sanitarian 1 to attain Sanitarian 2 status. The Board by consensus said since there was money in the budget for education, it should be considered.

BT Grant: Bill Kramer's contract has ended and he has taken another job. He did say he would be available to help train anyone we hire. We will get the ad out again for an Emergency Response Coordinator as a full-time position.

Fire Protection Suppression System: We could save approximately $1,396 per year by discontinuing the fire suppression system. This amount includes a $900 increase for our insurance. However, there is no fire alarm in the building and the security of having a fire suppression system would be gone. Michael Caronna would prefer to keep the system in place for the peace of mind of not losing all our old archived plans, etc.

On-Line Payment – Electronic Checks – Nothing new to report on this.

Business Credit Card – Just checked with the bank today. They needed additional information which was sent to them. We should be hearing back from them very soon.

Windsor Locks Hotel Complaint – We have heard nothing further from our insurance broker regarding this complaint.

Butler Case – Robinson & Cole has reported that Mr. Butler will be coming in soon to make payment on his court judgment.

Landscaping and Front Porch – Mary Ann Turner reported that work is progressing. We will not have metal hand rails, we will use wooden rails painted black. There is a section of steel hand rails required by the Fire Marshal which will cost $700. To enclose the bottom of the stairs, we looked at lattices, textured T111, vinyl siding, or vinyl soffits with holes for an additional $1,100. We also need four down spouts and two gutters for another $840. In the back of the building, there is a pole rotted and a piece of the stairwell framing section that needs to be replaced for $835. The contractor also wants $1,200 to paint the stairs and upright pole that will be replaced. In the front, there is some masonry that needs to be repaired for $325. The contractor is also charging $300 to remove the bush from the front of the building but Mary Ann Turner indicated we should not pay for this item. This is a total of $5,300 to complete this work.
Trish Vayda left the meeting at this time (9:35 p.m.)

Mary Ann Turner also reported that the Town of Enfield has available a $5,000 grant to make facade improvements to the building. These would include: power washing the building, lighting in the back of the building ($250 - $500), and landscaping in front of the building ($3,000). The Town is also requiring three quotes for each of these items.

Parking Lot Curbing – Cost Adjustment: Discussion then focused on the parking area. The parking lot has been swept and cleaned and instead of striping over the area as is, we should look into ripping out the current parking lot and installing new asphalt. The patching for the pot holes is a quick fix and we will have to patch them again. Also mentioned was the fact that if we rip up the parking lot, the new curbs will be ripped up too. This will be put off for another day.

At this point, Mary Ann Turner made a motion, seconded by Maria Whelden, to pay RAH Construction the remainder of the cost for repair of the parking lot holes and curbs which is $654. The original price was $1,674 minus the $300 paid for the pot holes fix and an additional $720 for the curbing which left a balance owed of $654. The motion carried unanimously.

Hiring Registered Sanitarian and Part Time Food Inspector: The ads for these positions will be rewritten and re-advertised as we did not receive any viable candidates for either of these positions.

New Business

Health Educator Program Report: Mary Elizabeth Joaquin, our Health Educator, was present and gave an overview of the grants that we are finishing up on now. She showed the Board the final mock up of the bike rack and that each town would put in the own symbol on the bike rack. The bike racks will be delivered to each town and they will decide where they will be installed. We will then send thank you letters and take pictures of the bike racks to complete this project. The funding for this Block Grant is over. The next grant year will begin in October.

All the monies for the Putting on Airs (asthma) Grant have been spent except for $200 which we need to keep for our interpreter to do follow up visits. This grant will begin again in August. We have been very successful with this grant as is shown by our score card from the people we visit.

The board agreed that funding for the health education position will be supplemented by North Central Health Department until grant funding is renewed by the POA Grant and the Block Grant.

Next year, for our Block Grant, the State is requiring sustainability for this grant. They want Health Departments to supply in-kind services. They also want the outcome to be

sustainable in the communities after we back off the project. Next year's grant is a three year grant - $141,000 spread out over three years. We have come up with three projects that will be able to meet these requirements: (1) Develop coalitions of town officials, town planners; park and rec directors; nursing supervisors, medical personnel (hospitals), etc.; (2) Move forward with the Mark Fenton project of Walkable Communities by developing maps of trails in each community and on the back of the maps, health programs that are being offered in each community and linking this all with our website so this information is in one place and available to all.

Maria Whelden questioned if we could do something regarding heroin addiction as it is a large problem in East Windsor. Mary Joaquin explained that this topic would be something the Coalition in East Windsor would look into and in the next year of the grant would be looking for other grant monies to fund this situation.

The third part of this grant would be a community garden. Eugene Nichols, grant coordinator at the State of Connecticut, brought this item to our attention as this is a project they support. The community gardens would come to us with any needs they have (i.e. rototiller, shovels, security, etc.) and we could fund them as a sustainable project.

Mary then let the Board know that as of August 31, 2015, she will be leaving us as her primary job sees the Avian Influenza arriving in late August or early September and per the MOA between our departments this will be her priority.

As there is work that still has to be done such as reports that need to be finished and asthma follow-ups that need to be done, Mary also indicated that it was her intention to fill in as needed and her schedule permits to fulfill the grant obligations until a suitable replacement is found.

Cash Disbursements: No questions.

Transfer Requests: For Transfer No. 67 – it seems that this transfer is really not required as it could go under the same category – Vehicle Maintenance. Per Maria Whelden, we should disregard this transfer.

Request No. 73 – What is CCAT – is this for Network Support? Mary Ann Turner explained that Enfield IT is our hub and CCAT is our network support. We already have a line item for Network Support so CCAT would be a vendor under that line item and no transfer would be required.

Maria Whelden made a motion, seconded by Mary Ann Turner, to not approve Budget Transfer No. 67, just pay it out of Vehicle Maintenance and to approve Budget Transfers No. 68-74 as presented.

BT Program Report and Job Advertisement: Bill Kramer's contract has ended so he is gone. Deliverables have been sent to the State and the year end report has to be filed. Michael Caronna has the job advertisement and would like to send it out as a Full Time Position. The Board agreed.

Cleaning Company Contract Review and Amendment: Michael Caronna has spoken to the contractor and he is amenable to going to one day a week. Michael reported that the contractor would send Mary Ann Turner the new contract.

Asset Disposal Request: Equipment will be properly disposed of. Mary Ann Turner made a motion, seconded by Maria Whelden, to approve the Asset Disposal Request. The motion carried unanimously.

Committee Reports

There were no committee reports.

Next Board Meeting

Next Regular Board Meeting will be on August 12, 2015 in Enfield and the NCDHD Headquarters. The Chairman notified the Board there might be a call for a Special Meeting on Wednesday, July 15, 2015.

Adjournment

Len Norton made a motion, seconded by Fred Journalist, to adjourn. There being no further business before the Board, the meeting adjourned at 10:30 p.m.

Respectfully submitted,

Michael S. Caronna
Interim Director of Health

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