North Central District Health Department

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☐ Vernon - 375 Hartford Turnpike, Room 120, Vernon, CT 06066 - (860) 872-1501 FAX 872-1531
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NORTH CENTRAL DISTRICT HEALTH DEPARTMENT
Minutes of Regular Meeting
Wednesday, January 13, 2016
NCDHD Headquarters
31 North Main Street
Enfield, Connecticut

Members Present: Diane Wheelock, Chairman, Chris Howland, Fred Journalist, Vic Mathieu, Len Norton, and Trish Vayda. Mary Ann Turner, Linda DeGray and Maria Whelden arrived at 7:10 p.m.

Members Absent: Richard Regnier, Dianne Trueb, Mary Schwab, Catherine Gregory, Matthew Maynard, Roger Benham, Richard Zulick and Dawn Maselek

Also Present: Michael Caronna, Interim Director of Health and Deborah Caronna, Director of Food & Institutional Services

After determining a quorum was present, the Chairman called the meeting to order at 7:00 p.m.

Old Business

Energy Audit

CT Energize have been here three times. They have given some verbal recommendations as to what to do about lighting, heating and air conditioning on both floors. They have said they could change out all our lighting to LED's for no fee. The final report is being written and should be available at the next Board meeting.

Walk-Through

The walk-through by the retired Vernon Building Official was conducted. Due to the holidays, Diane Wheelock has not been able to meet with him. Verbally he told us that all ceiling panels should be in place because they impact the way the fire suppression system works. He was also concerned about the locks on some of our outer doors. They should be removed right away. Mary Ann Turner, Linda DeGray and Maria Whelden arrived.

Part Time Secretary – Windham

Deb Caronna reported that in the short term, she has put in place coverage for the Windham office. On Tuesday, Claire Crane reported to Windham to check on technological problems we are having there and on Thursday, Deb Mierzwa covered the office. By doing this, we are assisting Denise Payne with filing and data entry so she can spend more time out in the field.

The most important thing we need to aid the Windham office is someone who is bilingual. We may need to go to a temp agency to find the perfect person for this position. We may have to pay a little more but it would be most helpful to us in the long run. The Town of Vernon uses Robert Half agency and Trish Vayda suggested the Staffmark Agency in East Windsor. Mary Ann Turner asked that we send an e-mail out to let the Board know what was done.

Health Educator

We need to update the ad we used for the Health Educator. It should include the Putting on Airs Grant and our current Preventative Block Grant, and the outline that was set up for that program by our previous Health Educator. This ad should be updated with the Personnel Committee. Some other health departments are using their Health Educators to monitor their Lead Grant programs and if something comes in such as the Heroin Project in Enfield, our Health Educator could navigate this program also. If these programs are included in the Health Educator position, we would need to have a full time person.

Enfield is attempting to get a grant to train people to administer Narcan for heroin overdoses. It was the consensus of the Board that the District should not be involved in training to administer Narcan but instead we should be involved with education regarding heroin addiction.

Sewer Report

Ray Page Plumbing, Inc. suggests we live with the sewer line the way it is but conduct preventative maintenance on an annual basis. We have not had any overflows since WIC has left and the population in the first floor area has been reduced. It is not an issue we have to address immediately. We need to find the monies in the budget under building maintenance to do the annual inspection of the sewer lines to keep them flowing.

Web Site

Report from Claire Crane shows information that is being published on our web site and the number of people who had accessed our site to date. The second page of the report shows a calendar of events that was created. This is something that we hope can be used as a deliverable for our Preventative Health Block 0Grant.

<u>New Business</u>

Budget Review

Maria Whelden presented the proposed budget with revisions that were made after Diane Wheelock, Donna Fisher, Maria and Michael Caronna met last week.

The projected State per capita revenue amount of $1.85 is assumed to stay the same since Donna spoke to the State to clarify the amount we would receive. However, our population is down by 396 people so this will reduce the amount of revenue we will receive from the State. The amount of revenue we will receive from the towns remains the same dollar amount of $4.67 per capita but since the population is down, we will receive less per capita amount from the towns.

Under Other Income, it has been requested that a footnote be added to let the Board know what is included in "other".

There are no raises included for Administrative, clerical or non-sanitarian positions. The Windham Part Time Secretary amount of $11,648 was left off the total wage line item. With this item added in, the total wage line item will increase and the Contingency line item will be reduced by the $11,648 amount.

Mary Ann Turner was concerned there was not enough money budgeted for IT and phones. Maria Wheldon said she was confident that the figures have been arranged in a logical sense for what they represent.

Field Supplies and Field Expenses in the proposed budget will include new uniforms as we have new people. The line item amount was figured at 13 employees in the field, each would receive one $150 jacket (but not every year) plus five $35 shirts (every year). The $3,000 per year line item total should cover this.

Building Improvements line item is different from Building Maintenance (which includes snow plowing, lawn mowing, housekeeping). Building Improvements included all such items as ramp cover and front stairs removal, a total of $15,000 out of $20,000 budgeted has been spent to date.

It was requested that another column be added for next budget session to show how much had been spent to date for the current budget.

There will be no Filemaker licenses to be purchased this year. We bought the upgrade and don't need to pay again until the next upgrade. Office 365 is an annual license fee so it can continually be updated.

Chris Howland suggested that our insurances should be put out to bid. He has volunteered to write the specifications.

November Disbursements

Mary Ann Turner questioned what the fall clean-up included. Michael Caronna explained that this was for leaf pick up and yard cleaning. The leaf pick up of the parking lot was done two times.

Chris Howland recommended sending our audit out to bid.

Maria Whelden recommended that the Budget Transfers numbered 6, 7, 8 and 9 be approved. For future transfers, it was requested we see a column for where the funds are coming from and where the funds are going into and the six month expenditures for each account. Mary Ann Turner made a motion, seconded by Chris Howland, to approve Budget Transfers 6, 7, 8 and 9 as presented. The motion carried unanimously.

Legal Case

Michael Caronna reported that we are still dealing with a housing case in Ellington that is in Housing Court and has been appealed by the landlord to the State Health Department.

Monthly Reports

Deb Caronna explained the newly developed report forms to the Board and reviewed the results. The results are slightly better since we began using the IPads. The Board asked Deb to put a key explaining what each Classification was for the restaurants. They also asked her to draw up a capacity model for how many inspections should be done in a week or some kind of time limit.

Deb also reported that we had a candidate for part time food inspections. John Holland is willing to work part time evenings and weekends. He is current with his contact hours for food certification.

Diane Wheelock said we could hire him in a number of ways: (1) hire him part time as an employee, (2) hire him as a 90 day probationary subcontractor; or (3) pay him by the inspection. Chris Howland brought up that if he is a subcontractor or per diem employee, would he have his own insurance. Deb Caronna noted that transportation to each job came up in conversation. He would be coming in to work around 2:15 pm and there should be a District vehicle available for him to use. Otherwise, he uses his own vehicle and we pay him mileage.

Mary Ann Turner made a motion, seconded by Len Norton, to hire John Holland as a part time employee not to exceed 19 hours per week. During discussion it was asked what rate of pay would John receive. Mary Ann Turner amended her motion to not exceed 19 hours per week and offer him $20 per hour with a probationary period of 90 days. Len Norton agreed to the amended motion. John Holland must have a note from his doctor stating he is fit for duty and a drug and alcohol test must be conducted. He will also require a background check and a valid driver's license. The motion carried unanimously.

Putting on Airs

We need to have a Memorandum of Agreement signed with Central Connecticut Health District and Northeast District Department of Health as they have the grant for the Putting on Airs contract for which we bill them for any referrals in our District. Right now, because we do not have a Health Educator or nurse, Betty Murphy from Central Connecticut Health District has agreed to do any referrals we get from our District and she will let us know if there are any housing issues. The Board gave Michael Caronna permission to sign this contract.

Communications

Trish Vayda met with the new First Selectman in Windsor Locks. He had no knowledge of Windsor Locks' desire to leave the District. She had a very positive meeting with him and said he would be in touch with Trish if any issues came up.

Vic Mathieu met with the new First Selectman in Suffield as there had been a rumor of this happening with Suffield. The new Selectman was satisfied with the report we gave Vic to discuss with her.

Approval of Minutes of December 9, 2015

Mary Ann Turner had questions regarding the Minutes. She asked if Katie Wilson left any notes regarding how to improve the intern program she was part of. Deb Caronna said she did not but she would get in touch with Katie to get this information.

Len Nelson said he needed 450 volunteers – is he getting the volunteers he needs? Michael Caronna reported that Len has sent out an initial mailing of volunteers we had on file. He has received back around 50 volunteers who want to remain on the list. Patrick Getler is also attending a recruiting event on January 18, 2016, to add volunteers to his list.

Board Incident Command Training - has this been scheduled? Len Nelson is in the process of getting back to the Board with a mutually agreeable time to do this training.

Vic Mathieu made a motion, seconded by Len Norton, to approve the Minutes of the Regular Meeting of December 9, 2016. The motion carried unanimously.

Budget

Maria Whelden made a motion, seconded by Chris Howland, to send the proposed budget dated January 8, 2016, for fiscal year July 1, 2016 – June 30, 2017, to a Public Hearing on Thursday, January 21, 2016. The total budget revenue amount is $1,457,057 and the total budget expense amount is the same. The motion carried unanimously.

Mary Ann Turner asked Michael Caronna to write a couple of paragraphs regarding E-bola and refugee resettlement.

Executive Session

Diane Wheelock made a motion, seconded by Len Norton, to go into Executive Session. The motion carried unanimously and the Board went into Executive Session at 9:20 p.m.

Michael Caronna, Deborah Caronna and the Recording Secretary left the meeting at this point.

Respectfully submitted,

Michael S. Caronna
Interim Secretary/Treasurer

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