



## 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) 465-3032  
Stafford - Town Hall, 1 Main Street, Stafford Springs, CT 06076 - (860) 684-5609 FAX (860) 684-1768

NORTH CENTRAL DISTRICT HEALTH DEPARTMENT  
MINUTES OF PUBLIC HEARING  
Wednesday, January 14, 2015  
Enfield Room, Enfield Town Hall  
820 Enfield Street  
Enfield, Connecticut

Chairman Diane Wheelock convened the public hearing at 6:15 pm.

**Members Present:** Diane Wheelock, Mary Ann Turner, Linda DeGray, Diane Trueb, Faith Roebelen, Mary Schwab, Len Norton, Trish Vayda,

**Members Absent:** Christopher Holland, Victor Mathieu, Maria Whelden, Fred Journalist, Mark Weston, David Skoczulek, Charles Grasso, Lisa Lemere, Catherine Gregory, Matthew Maynard

**Also Present:** Michael Caronna, Interim Director of Health

No public present.

Diane Wheelock, Chairman, stated that the purpose of the public hearing was to review the District's proposed 2015-2016 budget. Attached is the legal notice that was printed in the Journal Inquirer newspaper.

The balanced budget proposes no per capita increase over the 2014-2015 budget year. Each town's contribution will be based on the population which has increased at different rates in each of the towns; therefore, making individual town's increase vary accordingly. The district as a whole has seen an increase in population of 163.

No one spoke in favor or against the proposed budget.

The public hearing on the proposed 2015-2016 budget was closed at 6:20 pm.

With no further business before the Board, the meeting was adjourned at 6:20 pm.

Respectfully submitted,

Michael S. Caronna  
Secretary

# North Central District Health Department

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## MEMORANDUM

**To:** The Chronicle

**From:** Michael S. Caronna, MPH, R.S.  
Interim Director of Health

**Date:** December 29, 2014

**Re:** Legal Notice

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Please print the following Legal Notice on Wednesday, December 31, 2014

### LEGAL NOTICE

Notice is hereby given that the North Central District Health Department, serving the towns of East Windsor, Ellington, Enfield, Stafford, Suffield, Vernon, Windham, and Windsor Locks, will hold a Public Hearing on Wednesday, January 14, 2015, at 6:00 p.m., at the Enfield Town Hall, Enfield Room, First Floor, 820 Enfield Street, Enfield, Connecticut, regarding the proposed budget for the North Central District Health Department for fiscal year July 1, 2015 to June 30, 2016.

Also, notice is hereby given that the North Central District Health Department, serving the towns of East Windsor, Ellington, Enfield, Stafford, Suffield, Vernon, Windsor Locks and Windham, will hold a Regular Meeting on Wednesday, January 14, 2015, immediately following the Public Hearing at the Enfield Town Hall, Enfield Room, First Floor, 820 Enfield Street, Enfield, Connecticut, to take action on the budget for the Department for the 2015-2016 fiscal year.

Copies of information for the Public Hearing are available at the Health Department offices at 31 North Main Street, Enfield; 375 Hartford Turnpike, Room 120, Vernon; the Windham Town Hall, 979 Main Street, Willimantic, and the Stafford Town Hall, One Main Street, Stafford Springs, Connecticut.

All persons interested may appear and be heard.

Dated at Enfield, Connecticut, this 29<sup>th</sup> day of December 2014.

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Michael S. Caronna, MPH, R.S.  
Interim Director of Health



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NORTH CENTRAL DISTRICT HEALTH DEPARTMENT  
MINUTES OF REGULAR MEETING  
Wednesday, January 14, 2015  
Enfield Room, Enfield Town Hall  
820 Enfield Street  
Enfield, Connecticut

**Members Present:** Diane Wheelock, Mary Ann Turner, Linda DeGray, Faith Roebelen, Victor Mathieu, Mary Schwab, Maria Whelden, Len Norton, Diane Trueb, Trish Vayda, Matthew Maynard

**Members Absent:** Christopher Holland, Fred Journalist, Mark Weston, David Skoczulek, Charles Grasso, Lisa Lemere, Catherine Gregory

**Also Present:** Michael Caronna, Interim Director of Health, and Donna Fisher, Bookkeeper

Following the guidelines provided by the North Central Health Department's, attorney - Robinson & Cole, the meeting was called to order at the Enfield Town Hall following a determination of a quorum present at 6:20 pm. A motion was made to pass the 2015-2016 North Central District Health Department budget; the motion was seconded, and passed unanimously.

A motion was made to move the Regular Meeting down the street to the NCDHD office at 31 North Main Street due to a room conflict at the Enfield Town Hall. The motion was seconded and passed unanimously. The meeting was adjourned to the new location. Signs (*Attachment A*) were placed at the appropriate entrances of the Enfield Town Hall notifying the public that the regular meeting had been moved.

NORTH CENTRAL DISTRICT HEALTH DEPARTMENT  
MINUTES OF REGULAR MEETING  
Wednesday, January 14, 2015  
31 North Main Street  
Enfield, Connecticut

The Regular Meeting reconvened at the NCDHD Headquarters at 6:45 p.m.

A motion was made by Mary Ann Turner and seconded by Vic Mathieu, to approve the December 10, 2014 Minutes as amended, and to create amended copies of any amended minutes going forward. The motion passed unanimously.

**Communications**

Mary Ann Turner reported that the Deputy Mayor of Enfield took issue with how the population numbers were reported in the 2015/1016 budget; that the header information should clearly state that the numbers are population estimates as of a specific date and that these numbers were used to for the proposed budget. The column headers should reflect this information to provide absolute clarity. Mike Caronna has been sent an email from the town of Enfield asking for changes to be made going forward. Diane Wheelock is asking a contact from the state on where the numbers come from, and Mike Caronna is investigating internally to see how the NCDHD gets the numbers. Diane Wheelock indicated that going forward we need to do a better job getting the information out to the public. She is requesting to know who the NCDHD advertises with.

Trish Vayda is retiring from her position in Enfield and requested to move her board seat to the Windsor Locks seat that is vacant.

**Report of Interim Health Director of Health**

Resolution and certification sheets were read into the minutes by Diane Wheelock for the Block, Lead, and Bio Terrorism grants. (*Attachment B*). Individual motions were made in accordance with each resolution sheet, and then Diane Wheelock signed each document. The purpose of the resolutions is to give Mike Caronna, Interim Health Director, authorization to operate and have signature authority for the three listed grants, and to adhere to the non-discrimination policies for the State of Connecticut. All three motions were made by Mary Ann Turner and seconded by Vic Mathieu, and all passed unanimously.

Mary Ann Turner requested for all future grants that the Board be given a summary sheet for each grant. It was noted that binders are being put together for each grant by the NCDHD staff.

## **Budget Amendment Requests:**

Amendment #6: A motion to transfer \$2,500 to cover the actual line item cost of \$17,500 for the Auditor. The budgeted amount was \$15,000. A motion was made by Mary Ann Turner, seconded by Vic Mathieu and passed unanimously. It was noted that this service should come under review for an RFP to ensure the NCDHD is getting competitive pricing.

Amendment #7: Regarding the FileMaker Programmer request to pay two invoices and increase the balance of funds available in this line item, a motion was made to allow the transfer of funds strictly to pay the two invoices in the amount of \$3,800 from contingency. The motion was made by Vic Mathieu and seconded by Trish Vayda, and it passed unanimously.

Amendment #8: The motion to pay Robinson & Cole due to being over 1/12 of the budgeted line item was discussed. During the timeframe when Ebola was the key discussion point in emergency preparedness, the former health director Mike Pirro, asked for the firm to research quarantine authorization powers. This was to determine what actions could be taken by the NCDHD at Bradley Airport. The town of Windsor and Farmington Valley District also have jurisdiction at the airport. Going forward it was recommended by the Board that Mike Caronna reach out to these participating health departments to see if future costs can be shared and to form a working relationship. The good news is that Robinson & Cole reduced their original invoice from \$11,000 to \$4,000 and offered 24/7 service if needed as a public service. The remaining invoices are for the Butler Case, \$2570.76 and the Enfield IT Contract, \$445. It was noted that Butler agreed to a payment plan with Robinson & Cole for owed fees. The Board determined that no motion is necessary to transfer funds; permission to pay the invoice was given.

Amendment #9: Request made to transfer funds from contingency in the amount of \$2,361 to cover the Vernon office rent for the remainder of the lease. A motion was made by Mary Ann Turner and seconded by Vic Mathieu and it passed unanimously. A brief update was made by Diane Wheelock that they continue to see if the space can be reduced for a cost savings, but that it has been determined a Vernon office is needed.

Amendment #10: Request made to transfer \$1,100 from contingency for payment to Barnett Construction to cover additional work for the handicap ramp. The motion was made by Vic Mathieu, seconded by Len Norton, and it passed unanimously.

Amendment #11: Request made to transfer \$700 from contingency for payment to ImageWorks for additional charges for new website. The motion was made by Vic Mathieu and seconded by Faith Roebelen and it passed unanimously.

Amendment #12: Request to transfer \$20,422 to pay the remaining balance owed on the two vehicles purchased. A motion was made to take this amount from undesignated reserves. The motion was made by Maria Whelden, seconded by Len Norton and it passed unanimously.

**Mike Caronna reported on the following topics:**

New state legislation will allow public health departments to inspect tattoo parlors, charging a maximum of \$100 in fees. Currently the NCDHD has approximately 14 tattoo parlors in the district, and their involvement is taking in complaints. The district has to decide if a new ordinance should be passed to change the Sanitary Code to start an inspection program. Deb Caronna is researching the feasibility of an inspection program. The Board suggested reaching out to the Town of West Hartford for information. The Board is requesting an update for the March meeting. Vic Mathieu requested that it include the liability and legal ramifications if the NCDHD does not inspect the parlors.

Permission was requested to proceed with signing the AMSTU contract to continue with them for salon inspections. A motion was made for Mike Caronna to sign the contract by Mary Ann Turner, seconded by Len Norton, and it passed unanimously.

An update was provided on the American Mulch & Stone issue in regards to the portable toilets. Mike Caronna's research indicated that though the state statute is somewhat grey in regard to this matter, OSHA requires it for employees. It continues to be the consensus that this is planning and zoning issue belonging to the Town of East Windsor and not a matter for the NCDHD.

A Complaint Summary Report was reviewed. (*Attachment C*). The Board thanked him for the information and would like to see further work in this direction as it can benefit him in his staffing requirements and management. Mike Caronna is working on getting reporting on the septic and sewer applications. Mary Ann Turner requested to see if the reporting can include the length of time it takes to turn around each application.

The Board was updated on the interviews for a new sanitarian. Both Mike and Deb Caronna concluded that the NCDHD needs to go back out and look for an experienced sanitarian.

Mike Caronna updated the Board on two car accidents. One in which an employee struck a deer on the highway, and the other in which a Vernon town truck rear ended one of our vehicles at a red light. It was suggested that Mike contact the Vernon Fleet Manager to see if they want to fix the NCDHD vehicle and not submit a claim through insurance.

### **Finance Committee:**

*Budget Amendment Request #12* regarding the vehicle payment became the catalyst for a lengthy discussion about the budget, terminology, and operating practices. Donna Fisher was still at work and was asked to join the meeting. The cornerstone of the discussion centered on the "Fund Balance" and if the NCDHD needs to have a defined "0" in the "checkbook" to keep a designated amount of money off budget. The conversation was tabled to the next meeting. The following requests came from this discussion:

- Mary Ann Turner requested that cash disbursements become part of the agenda on a regular basis.
- Maria Whelden requested a full statement of expenses and revenues and that it would be helpful to get them provided a week before the meeting. Additionally she is requesting that the sub categories show as line items in the budget.
- Donna requested that the budget be amended at the next meeting.

One action resulted from this discussion. A motion was made to have Mike Caronna open a CD in the amount of \$100,000. The motion was made by Linda DeGray, seconded by Len Norton, and it passed unanimously.

**Short & Long Term Planning** : no committee at this time

### **Capital Improvement Committee Report :**

Mary Ann Turner updated the Board as follows:

- Handicap ramp is completed.
- Plumbing work completed; it was noted that there continues to be sewage odors.
- Next steps to preparing the former kitchen to be the copy/printer room on the first floor were outlined.
- The cost to remove the tree limbs hanging over the parking lot will be approximately \$887. The NCDHD has the legal right to proceed with the work. Several attempts have been made to communicate with the abutting residents. A cost estimate of \$558 was provided for ripping out the bushes adjacent to the buildings that are blocking the windows. A motion was made by Trish Vayda to allow the \$1,300 expenditure, and seconded by Maria Whelden, and then withdrawn. Len Norton suggested seeing if the Town of Enfield could assist with either item but Mary Ann Turner decided to table these items until the budget is amended next month.
- \$46,000 remains in the IT budget as determined after clarifying what items have already been paid for, such as the firewall. Hardware needs have been determined and five computers (two laptops, three desktops) will be purchased along with Office 365 for all of the NCDHD. Dollars have been allocated for an uninterrupted power supply in the amount of \$1,000 to protect Enfield's infrastructure related equipment (firewall, network switch, phone system, COX modem, etc.)
- CCAT, an IT solutions company, will be providing a recommendation for backing up FileMaker and replacing Carbonite.

- Jim Lord, the FileMaker programmer, will be arriving at the end of January to have an onsite visit with the Enfield staff to work on enhancements as directed by Mike and Deb Caronna.
- The goal to move downstairs to the first floor is scheduled to happen within six months.

**Personnel Committee:**

Linda DeGray, gave an update recommending changes to the office/administration job description and salary. A revised job description was provided to the Board members (*Attachment D*). Additionally, Linda DeGray asked when Claire Crane's contract expired and if it would be extended. Diane Wheelock asked for further discussion with the committee and the Interim Director and Interim Deputy Director regarding the job description. The update concluded with the committee's review of the bookkeeper position and the long term needs of the NCDHD. The discussion will continue next month. It was noted that Vic Mathieu forwarded a resume to Mike Caronna of a potential Bio Terrorism applicant. There was discussion in regard to establishing a Human Resources Policy requiring employees to submit driving infractions; such as DUIs, that would result in immediate suspension or firing. This discussion was tabled.

**Chairman's Report:**

Diane Wheelock updated the Board on a project in progress by the NCDHD staff to prepare binders such as an IT history, one dedicated to the new phone system, and so forth. A new project was outlined to work with Claire Crane and Donna Fisher to update the personnel files into the correct sections (FOI, HIPPA & WORK). It was noted that HR files must be retained for 50 years. Additionally, Diane will work with them on a project to establish an employee checklist for NCDHD hires per position.

**Next Regular Meeting:**

February 11, 2015 at 7:00 pm at the Board Room at Rockville General Hospital in Vernon, Connecticut

**Executive Session**

Mary Ann Turner made a motion, seconded by Vic Mathieu, to go into Executive Session. The motion passed unanimously.

Michael Caronna and the Recording Secretary (Claire Crane) left the meeting at this time.

Respectfully submitted,

Michael S. Caronna  
Secretary

NCDHD PUBLIC HEARING  
ENFIELD ROOM  
ENFIELD TOWN HALL  
6:00 P.M.

NCDHD REGULAR MONTHLY MEETING  
MOVED TO:  
NCDHD HEADQUARTERS  
31 NORTH MAIN STREET  
ENFIELD, CONNECTICUT  
(Use Ramp Entrance)

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### RESOLUTION SHEET

**January 14, 2015**

The following action was taken at the North Central District Health Department's Board of Directors Regular Monthly Meeting on Wednesday, January 14, 2015

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to pass the following Resolution:

This is to certify that Michael S. Caronna is the Interim Director of Health of the North Central District Health Department, Enfield, Connecticut 06082 and that on January 14, 2015, pursuant to Section 19a-243 of the Connecticut General Statutes, was authorized to sign any and all contracts and amendments thereof with the State of Connecticut Department of Public Health on behalf of said organization, in order to operate the Preventive Health Block Grant.

And I do further certify that the above authorization has not been revoked and is now in full force and effect.

Signed:

Diane Wheelock  
Chairman of the Board of Directors  
North Central District Health Department

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Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to pass the following Resolution:

I, Diane Wheelock, Chairman of North Central District Health Department Board of Directors, an entity lawfully organized and existing under the laws of the State of Connecticut, do hereby certify that the following is a true copy of a Resolution adopted on the 14<sup>th</sup> day of January 2015, by the governing body of North Central District Health Department, in accordance with all of its documents of governance and management and the laws of the State of Connecticut and further certify that such Resolution has not been modified, rescinded or revoked, and is at present in full force and effect.

**RESOLVED:** That the North Central District Health Department, hereby adopts as its policy to support the nondiscrimination agreements and warranties required under Connecticut General Statutes § 4a-60(a)(1) and § 4a-60a(a)(1), as amended in State of Connecticut Public Act 07-245 and Sections 9(a)(1) and 10(a)(1) of Public Act 07-142, as those statutes may be amended from time to time.

**IN WITNESS WHEREOF**, the undersigned has executed this certificate this 14<sup>th</sup> day of January 2015.

Signed:

Diane Wheelock, Chairman  
North Central District Health Department  
Board of Directors

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And I do further certify that the above authorization has not been revoked and is now in full force and effect.

Signed:

Diane Wheelock  
Chairman, Board of Directors  
North Central District Health Department

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Diane Wheelock, Chairman  
North Central District Health Department  
Board of Directors

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And I do further certify that the above authorization has not been revoked and is now in full force and effect.

Signed:

Diane Wheelock  
Chairman, Board of Directors  
North Central District Health Department

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**IN WITNESS WHEREOF**, the undersigned has executed this certificate this 14<sup>th</sup> day of January 2015.

Signed:

Diane Wheelock, Chairman  
North Central District Health Department  
Board of Directors



# NCDHD Complaint Summary Report

## Attachment C

Complaint Type	12/13	1/14	2/14	3/14	4/14	5/14	6/14	7/14	8/14	9/14	10/14	11/14	12/14	Total
Food Service	6	1	8	5	4	3	5	9	7	5	8	6	9	76
Refuse/garbage/feces	2	0	1	4	6	4	10	7	3	4	3	4	2	50
Housing / building	20	24	18	14	12	12	9	14	8	16	22	13	18	200
Rodents & Insects	1	4	1	9	2	16	5	8	9	6	4	7	0	72
Salon	0	0	1	4	0	0	1	1	0	0	1	1	3	12
Sewage	1	0	3	4	1	1	0	0	1	0	1	0	0	12
Reported illness / food	1	2	1	1	1	1	0	0	0	0	1	0	1	9
Water Quality	1	1	1	1	3	2	0	2	3	0	0	0	0	14
Miscellaneous	3	5	2	3	7	7	7	3	1	1	2	6	3	50
<b>Summary Totals</b>	<b>35</b>	<b>37</b>	<b>36</b>	<b>45</b>	<b>36</b>	<b>46</b>	<b>37</b>	<b>44</b>	<b>32</b>	<b>32</b>	<b>42</b>	<b>37</b>	<b>37</b>	<b>495</b>



# NCDHD Food Inspections Summary Report

Inspection Type	12/13	1/14	2/14	3/14	4/14	5/14	6/14	7/14	8/14	9/14	10/14	11/14	12/14	Total
Focused Food	139	105	138	131	1	76	75	108	115	149	118	86	64	1305
Routine	10	6	7	24	9	19	9	9	20	15	22	13	4	167
Reinspection	9	18	9	20	13	11	8	13	23	17	24	22	18	205
Opening	4	1	4	2	15	5	6	2	2	3	1	0	0	45
30-Day	8	6	3	5	2	3	5	11	2	6	5	3	5	64
Pre-opening	0	0	0	0	2	1	1	0	0	0	0	0	0	4
Follow-up	0	0	0	0	0	1	0	0	1	0	0	0	0	2
Construction insp	0	0	0	0	0	0	0	0	1	0	0	0	0	1
Non-Scored	23	20	2	7	6	16	8	12	18	10	8	12	11	153
<b>Summary Totals</b>	<b>193</b>	<b>156</b>	<b>163</b>	<b>189</b>	<b>48</b>	<b>132</b>	<b>112</b>	<b>155</b>	<b>182</b>	<b>200</b>	<b>178</b>	<b>136</b>	<b>102</b>	<b>1946</b>

## Draft

**Executive Assistant Job Description:** Salary Range - \$40,000 - \$50,000 (Based on current research)

- Maintains office services by organizing office operations and procedures; preparing payroll; controlling correspondence; designing filing systems; reviewing and approving supply requisitions; assigning and monitoring clerical functions.
- Work closely with Executive Director and assist the Director with projects
- Provides historical reference by defining procedures for retention, protection, retrieval, transfer, and disposal of records.
- Maintains office efficiency by planning and implementing office systems, layouts, and equipment procurement.
- Designs and implements office policies by establishing standards and procedures; measuring results against standards; making necessary adjustments.
- Completes operational requirements by scheduling and assigning clerical employees; following up on work results.
- Keeps management informed by reviewing and analyzing special reports; summarizing information; identifying trends.
- Maintains office staff by recruiting, selecting, orienting, and training employees.
- Maintains office staff job results by coaching, counseling, and disciplining employees; planning, monitoring, and appraising job results.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Achieves financial objectives by assisting in preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions.
- Contributes to team effort by accomplishing related results as needed.

### Minimum Qualifications

- Graduated from a recognized college with a bachelor degree in Business Administration/Management, Human Resources or Public Health and/or five years' experience in an office management position.
- Must have strong communication skills.
- Must have the ability to understand and interpret the laws, codes and ordinances.
- Must have the ability to adapt or modify work methods, schedules and standards to meet the needs of varying conditions, code changes, and staff in working toward assigned objectives.
- Must have the ability to deal with associates and the public in a courteous manner.
- Must have strong research and analytical skills
- Must have strong working knowledge of word, excel, power point, File Maker Pro a plus
- Grant management skills a plus
- Must have a valid driver's license and with a certificate of driving history.

### Personal Attributes

- Neat appearance. Emotional stability. Self-confident. Works well under pressure; is well poised, accepts responsibility; ability to present ideas in an easily understood manner; ability to observe and recall details; well organized.
- Can be firm, fair and dignified at the same time.
- Has good command of the English language and ability to learn a second language.
- Is capable of teaching and giving instruction. Is flexible in their thinking. Finds satisfaction in a job well done.
- Has the ability to work in harmony with others, to be dependable, impartial, have good judgment and tact.

**Skills/Qualifications:** Communication, Supply Management, Tracking Budget Expenses, Developing Standards, Promoting Process Improvement, Inventory Control, Reporting Skills