

# North Central District Health Department

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

## NORTH CENTRAL DISTRICT HEALTH DEPARTMENT

Board of Directors

Minutes of Regular Meeting

November 4, 2015

Enfield, Connecticut

**Members Present:** Diane Wheelock, Chairman, Mary Ann Turner, Linda DeGray, Richard Regnier, Trish Vayda, Maria Whelden, Fred Journalist, Dianne Trueb, Matthew Maynard, Chris Howland

**Members Absent:** Mary Schwab, Faith Roebelen, Vic Mathieu, Catherine Gregory, Roger Benham

**Also Present:** Michael Caronna, Interim Director of Health, Deb Caronna, Director of Food and Institutional Services, and Donna Fisher, Bookkeeper

After determining a quorum was present, the Chairman called the meeting to order at 7:02 p.m.

### **Approval of Minutes of October 14, 2015**

There was a miscommunication of percentages for the employee contribution for the dental insurance and medical insurance in the October Minutes. On Page 2, New Business, Paragraph c., second paragraph, the dental insurance only was increased from 8% to 11% in June 2015 and in the next paragraph, the medical insurance contribution was increased from 8% to 14%. Following discussion, Chairman Wheelock asked that the Minutes be tabled until the next meeting and she would get together with the Secretary to make sure everything is in order.

Maria Whelden brought an error on Page 4 under the Pension Plan. It says the amount of forfeitures for last year was around \$7,000. Maria believes they are referencing fiscal year ending June 30, 2015. Bookkeeping reveals that there are no forfeitures for 2015 so this needs to be researched.

Mary Ann Turner made a motion, seconded by Len Norton, to table the Minutes until the next meeting. The motion carried unanimously.

Mary Ann Turner asked Michael Caronna if the new copier is wireless. He was not sure so it was requested that this item be put under Old Business for the next meeting. Mary Ann also asked who was taking on the project of the energy audit for the headquarters meeting and asked that this item also be put under Old Business for the next meeting.

Mary Ann Turner also said that she had requested a copy of the budget but had not received it. Maria Whelden explained that she would be meeting with Paul Russell of Enfield IT to get the line items straightened out with him and then would meet with Donna Fisher and Michael Caronna to put the numbers where they belong. When this is completed she will send the budget out to the Board.

Mary Ann Turner asked about the statement in the Minutes that Len Nelson could possibly pay for the generator evaluation (\$1600) for the building at 31 North Main Street in Enfield out of the BT Grant. She wanted to know the outcome of that statement. Michael Caronna reported that Len has not received an answer from the State as yet. Mary Ann would like this item added to Old Business for next month's meeting.

### **Board Communications**

Dianne Trueb reported that the Ellington Farmer's Market had a great season and that their winter season is starting soon.

### **Generator/Newington Electric Update**

Newington Electric has completed a load test for the electricity for the NCDHD headquarters building. They found out what was connected to the generator and labeled this. There is not much connected to the generator on the lower level. Len Nelson, BT Coordinator is looking for funds to replace the generator. One thing that was identified was that voltage regulator needs to be replaced as soon as possible. The cost would be approximately \$275. This could be repaired under Building Maintenance. Len Norton made a motion, seconded by Mary Ann Turner to repair the voltage regulator and take the cost from Office Supplies – Maintenance. The motion carried unanimously.

The cost of the electrical evaluation of the generator will be paid for from the BT grant and would be approximately \$1,600.

### **Medical Insurance Renewal**

Jeff Knapp introduced himself to the Board again and reported he had met with the employees yesterday regarding changing the medical insurance to CBIA. Jeff explained that under the CBIA plan there were four carriers – Aetna, Connecticare, Harvard Pilgrim and Oxford. Of these four carriers, everyone found a plan that would suit their needs. The plan most similar to the current Anthem plan is the Harvard Pilgrim Gold plan. Some employees found they were more interested in the Aetna Gold plan as it had more of their providers in-network. Aetna is more costly than Harvard Pilgrim (which is the lower cost plant) but it is still significantly lower than Anthem. Jeff suggested that the 86%/14% cost be based on the lowest costing selected Gold option plan instead of the lowest costing Gold option plan. There is a \$250 cost to join CBIA and all life insurance policies would have to be transferred to CBIA. They would match our current premiums for this service.

Mary Ann Turner made a motion, seconded by Len Norton, to go into Executive Session. The motion carried unanimously and the Executive Session began at 7:50 p.m.

Executive Session ended at 8:30 p.m. with no motions, votes or decisions made.

Mary Ann Turner made a motion, seconded by Linda DeGray, that we are going with the Aetna Gold Plan with 15% contribution from the employees and 85% contribution from the Board, the employees are eligible to buy down to lower cost plans if they choose and we are eliminating the \$1500 deductible payback.

Maria Whelden wanted to amend the motion to say "the dollar equivalent of 85% contribution by the Board". The amended motion is: "We are going with the Aetna Gold Plan with 15% contribution from the employees and 85% of the Aetna Gold Plan dollar amount contribution by the Board; the employees are eligible to buy down to lower cost plans if they choose; and we are eliminating the \$1500 hospitalization reimbursement,".

During discussion of the motion, Maria Whelden wanted it clarified that if the employees go to a lower cost plan, the Board's 85% contribution would be of the Aetna Gold Plan. Mary Ann Turner would like to see a form with the numbers calculated by CBIA so that next year we know what was done.

The motion carried unanimously.

### **Job Description – Part Time Secretary**

Mary Ann Turner asked if Matt Maynard and Linda DeGray had set a meeting to discuss ways to present this request to the Windham Town Manager. Matt Maynard replied he had not had a meeting with Linda DeGray but he was in the Windham Town Hall on other business and he ran into the Windham Town Manager who had a few minutes and asked him if the Town would be able to give us a few hours of time from the two secretaries currently working in the Building Department for our Windham office. Matt received an e-mail from the Town Manager this afternoon which said the Town would not be in favor of having one of their employees work part time, on any basis, for our department. There would be union issues. Mary Ann Turner suggested we put together a proposal and take it to the Town Council in Windham to see if we could get somewhere with them.

Mary Ann Turner also suggested we re-visit the situation we have with the part-time secretary in our Stafford office and maybe have a labor lawyer look over what we are doing there.

### **New Business**

#### **Maturity of Certificate of Deposit**

Diane Wheelock suggested we leave the CD at Webster Bank for 18 months. Mary Ann Turner suggested Berkshire Bank out of Windsor has a better rate and it is good for 13 months in case we should need to access this money. Diane Wheelock told Donna Fisher to contact Webster Bank and close the CD and roll it into our checking account until a decision is made. Donna told the Board that the second CD matures in March of 2016.

#### **Quarterly Financial Reports**

Maria Whelden reported that she will be meeting with Paul Russell, Enfield IT, to get things straightened out financially and then meet with Michael Caronna and Donna Fisher to go through the budget as it currently stands and see where we have to adjust line item amounts.

### **Cash Disbursements**

Diane Wheelock questioned why we are paying Len Nelson, BT Coordinator, mileage when there is a BT truck available. Michael Caronna explained that for that particular meeting, Len went from his home to the meeting as it was a shorter distance than coming all the way into Enfield and then going to the meeting.

### **Budget Transfers**

Transfer Request No. 1 - From Carbonite to Core Cal and Microsoft Office – reviewed by Maria Whelden and recommended acceptance.

Approved unanimously.

Transfer Request No. 2 - Vernon Rent – we did not budget for Vernon rent because we thought we would be closing the Vernon office. This should say from Office Equipment to Vernon Rent (it is transposed on the Transfer Request Sheet). Diane Wheelock reported that Claire Crane is working with Vernon IT to get our Vernon office connected to the fiber optic cabling which runs in front of this building. It would cost us for the 20-30 feet of cabling only (about \$150) and Comcast would go away and there would be no more cost. Approved unanimously.

Transfer Request No. 3 - Office Expense Other to Web Design/Support – Due to changes from the original contractual agreement with Imageworks. Following some discussion, approved unanimously

### **Health Educator Report – Mary Elizabeth Joaquin**

The report was reviewed and the Board thanked Mary Joaquin for doing a great job.;

### **BT Coordinator Report – Len Nelson**

Linda DeGray asked about the BT budget and since we know it is for \$129,000, why do we not see line items for the BT budget. It was explained that a budget has been submitted to the State but has not been approved to date. The Board would like to see the line item budget with the term "Draft" on it so that the Board knows it is not the approved budget.

### **Approval to Replace Voltage Regulator**

Approved by Board previously in this meeting

### **Monthly Report**

Len Norton reported he had met Patrick Getler at a meeting and found him to be a very knowledgeable person. Since the next meeting is in Enfield, it was suggested that Len and Patrick prepare a PowerPoint presentation for the next meeting to show what has been done and where we need to go. They are currently looking for new POD sites.

Mary Ann turner asked when will the Electrical Evaluation Report be available. It is believed to be ready next month but we are not certain if it will be ready prior to the next meeting.

Diane Wheelock suggested we have calendar of events for the District so if any Board members would like to attend certain events, they would be aware of what is happening. It was suggested it should be also on our website.

Deb's reports were discussed. A new form was presented to the Board showing percentage of completion of food service inspections for each town. This will be incorporated into an Excel spreadsheet in the future to make it easy to update it on a monthly basis. As we can see from the numbers, we still need a Sanitarian 2 to help get these numbers up where they should be. We have had no luck in advertising for a Sanitarian 2. We have had very good luck with our intern, Katie Wilson. She has been helping in all areas of the Health Department and has expressed an interest in taking the public health courses that would enable her to become a sanitarian. We ave had other interest in interning but these are more for personal reasons – they look good on resumes but Katie's is to obtain six credits for school and it fits very nicely into what we would be looking for. If we were to get other intern, we would like to develop a format or template of what we would be looking for so the interns would be a good fit for the health department.

When Len Nelson completes his 90 day period getting BT under control, he will be doing part time sanitarian work. Unfortunately, we are not aware of when he last did food inspections, etc. When he was a sanitarian in New Haven, his priority was lead investigations. Diane Wheelock asked Maria Whelden how many sanitarian positions do we still have open and Maria will able to answer that when she has gone over the budget with Michael Caronna and Donna Fisher. Maria also is looking into how much money we will have available to hire a headhunter to fill the Director of Health position

Michael Caronna reported that we are still trying to get grant monies to pay Patrick Getler's salary so that would free up some more of the BT grant monies. Diane Wheelock said that the reason Len Nelson was hired was that he was also a Registered Sanitarian and his job with us for BT would be part time. If we use Len Nelson full time as BT, we would be forced to let Patrick Getler go as there would be no funds for him under the BT grant. Also, to make this job more stable for Len Nelson, we offered him the half and half job just in case the BT monies go away Len would still have job security.

All employee evaluations have been completed and have set goals to be completed for the coming year. We also got good feedback from the employees regarding the use of the iPads.

### **Committee Reports**

**Finance Committee** – no report

**Capital Improvements** – Someone will be in to fix the pot hole in the back of the Enfield building. The monies will be available from the Town of Enfield until April 2016.

Also, Mary Ann Turner reported that she has someone in mind to do the mowing of our property but our current snow plow person, J&S Landscaping, was the lowest bidder by far for the snow removal. Her concern is that he will not take care regarding the new curbs that were installed. Chris Howland pointed out that we get a Certificate of Insurance from the plow person and if the curbs are damaged, we make a claim to his insurance company. Mary Ann just wanted to make the Board aware that she is looking into getting someone new for the landscaping job.

**Personnel Committee** – Linda DeGray - will be discussed in Executive Session.

Mary Ann Turner made a motion to go into Executive Session, seconded by Linda DeGray. The motion carried unanimously and the Executive Session began at 9:10 p.m.

Michael Caronna, Deb Caronna, Donna Fisher and the Recording Secretary left the meeting at this time.

Respectfully submitted,

Michael s. Caronna

Interim Director of Heath