

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
December 9, 2015
Enfield, Connecticut

Members Present: Diane Wheelock, Chairman, Mary Ann Turner, Linda DeGray, Richard Regnier, Maria Whelden, Dianne Trueb, Matthew Maynard, Len Norton, Victor Mathieu, Richard Zulick

Members Absent: Mary Schwab, Faith Roebelen, Catherine Gregory, Roger Benham, Chris Holland, Fred Journalist, Dawn Maselek, Trish Vayda

Also Present: Michael Caronna, Interim Director of Health, Deb Caronna, Director of Food and Institutional Services, Donna Fisher, Bookkeeper; Leonard Nelson, BT Coordinator, and Patrick Getler, BT Intern

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

Diane Wheelock informed the Board that Faith Roebelen from Suffield had resigned.

Approval of Minutes of October 14, 2015

Minutes of October 14, 2015 – Vic Mathieu made a motion, seconded by Mary Ann Turner to approve. The motion carried unanimously.

Approval of Minutes of November 4, 2015

Minutes of November 4, 2015 – With the correction of the clerical errors, the Minutes were approved unanimously.

By January 1st, there will be a calendar on our website of NCDHD events for the public and our Board members.

Health Education Intern Presentation

At this point, Katie Wilson, Intern, was introduced to Board. Since this was her last week working with us, she was asked to make a presentation to the Board on her experience as an intern working with the Health District. Katie explained that her duties while she

was an intern here included food inspections, complaints, septic, lead and asthma home visits and clerical. Katie also handed out to the Board, the Enfield Needs Assessment which she completed. Her goal is to become a Registered Sanitarian and work in public health.

The Board suggested she write down what she accomplished and how the District could do a better job. Deb Caronna pointed out that Katie was a very competent intern for the District and her internship had a very positive outcome for our office. We have had inquiries from Eastern Connecticut State University and Southern Connecticut State University to do additional internships.

BT Grant Presentation

Len Nelson, BT Coordinator and Patrick Getler, BT Intern, made a presentation as to what they have accomplished to date and what still needs to be accomplished, most of which is due by June 30, 2016. Len Nelson has been working on grant priorities which include, the budget, contract deliverables, meeting with local Emergency Management Directors and locating new Points of Dispensing (PODs) for Enfield and Windham. We need to demonstrate we can open one of our PODs by June 30, 2016. Also, recruitment is a priority now. We need approximately 450 volunteers for any emergencies we may face.

Linda DeGray asked for a copy of the BT Grant and would like it forwarded to all Board members. Len Nelson requested that all Board members become volunteers. Diane Wheelock suggested that after the holidays, Len Nelson should schedule Incident Command training for all Board members.

Communications

Matt Maynard and Linda DeGray explained to the Board that the reason we cannot add our clerical duties to any current Windham staff is due to the union and their contracts. If we wanted to go in and re-negotiate contracts, they would be willing to listen to us but were not in favor of having any of their staff work for us also.

Suffield has a new First Selectman and Vic Mathieu has asked for a packet of information to give to the new person explaining what the Health Department does for Suffield. Since we have new First Selectmen in five of our eight towns, it was suggested we prepare the same type of information for all the newly elected selectmen.

Old Business

- a. The new copier is networked and is wireless.

- b. The BT generator was evaluated by Newington Electric (\$1600) and repaired by them for around \$600 (voltage regulator and battery). Len Nelson was asked if he knew of any grants that would be available to us for a new generator. Len replied that the Police Departments and Fire Departments usually get those grants first and it is unlikely that we would receive a grant for a generator.
- c. Mary Ann Turner questioned why we even need a generator with the Town Hall and Fire Department so close by. It was stated that since we are a District and we cover eight towns, we should have our own emergency shelter to house our employees if necessary, and to work out of to cover all our towns. A new generator, according to Newington Electric, would cost approximately \$33,495 and includes permits, trenches and a concrete pad. The price for remediation of the electrical situation in this building would be around \$5,000 - \$7,000. It was suggested we see what grant monies are available to upgrade the electrical and plumbing for our entire building. Diane Wheelock said she would bring in the retired Building Official from Vernon next week and have him tell us what we need, how much money would be required and then we can move forward with this item.
- d. The first phase of the energy audit has been completed and we are waiting for the next available appointment so we complete the final phase. We are using CT Energize and they are extremely busy.
- e. Job Description – Windham does not want to have their employees work for the Health District. The town's employees do not want to be responsible for collecting our monies. Since Willimantic's work load will not decrease, we really need to get someone to work in that office on a part time basis and having someone who is bi-lingual is critical. It was suggested we look for someone for 9 am to 1 pm, four days per week or 16 hours per week with no benefits. We need to see if we have the monies to hire this person. Deb Caronna was asked to look at the Job Description for the part time Windham secretary and describe exactly what we need and bring it back to the Board in January. We will then be able to decide if there are funds available to hire this person.
- f. CD's – we have two Certificates of Deposit. One is for \$150,000 which just matured so we rolled it over into a new one at Webster Bank for 1% interest and it will mature in May 2017; and a second CD for \$100,000 which will mature in March 2016.
- g. Sewer Inspection Report – A video inspection was conducted and report was written but we have not received it yet. The old cast iron piping was video scanned and found that there is plastic pipe under the ramp with a "belly" (it is not level). Sewage backs up in that area and causes the back up in our rest rooms. Since

WIC is no longer using the downstairs room, we have had not had any back-ups. Mary Ann Turner said she would pull building plans for this building, check with Water Pollution Control Authority regarding access to the sewer and use the video report to put together an RFP to get an idea of how we can permanently fix this problem.

New Business

- a. Audit – Maria Whelden reported that the most important figures in the audit are on Page 9, the net unrestricted funds amount of \$656,940, and on Page 4, the total net position increase for fiscal year 2014-2015 of \$303,007. Discussion ensued as to how much of the \$656,940 would be readily available to do building repairs and move administrative staff downstairs. Maria Whelden said of those funds, \$250,000 are in CD's and since we purchased a second vehicle for \$22,000 which was not budgeted, that should be removed from this amount. Also we should keep three months operating expenses on hand for emergencies (at \$125,000 per month, which equals \$375,000).
- b. The November Cash Disbursements were reviewed.
- d. Health Educator Resignation: Mary Elizabeth Joaquin has resigned due to the fact that her primary job with the Department of Agriculture has gotten very busy. Betty Murphy from Central Connecticut Health District will cover some of the Putting On Airs portion of our grant until we find a replacement. We will need to post a new ad for a Health Educator, part time – 19 hours per week, grant funded. The candidate must be able to travel to Windham due to the number of asthma cases there and must be an R.N., Respiratory Therapist or Certified Health Educator. It was requested that the current Job Description be sent to the Board and posted. It was suggested the ad be sent to Springfield Technical College and American International College in Springfield.

Mary Ann Turner made a motion, seconded by Linda DeGray, to move the 9:30 p.m. Board curfew to 10:30 p.m. The motion carried with Len Norton voting nay.

- e. Legal Consultations – Michael Caronna reported that he has consulted with Robinson & Cole on four occasions recently: 324 Somers Road, Ellington – this was a tenant/landlord dispute involving no heat and has been resolved ; 94 West Main Street, Vernon – Brian Bielawiec was summoned to court as a defendant for the tenant but our attorney resolved this; and two lead cases where attorneys were requesting file information but we were told by Robinson & Cole due to HIPPA laws, we could not divulge the information requested.

- c. Maria Whelden made a motion, seconded by Mary Ann Turner that both requests for transfers (No. 4 and No. 5) be approved as presented but omit the Amendment No. on both. The motion carried unanimously.
- f. Deb Caronna reviewed the monthly reports with the new format. We are still making some changes and by next month they should be in good shape. Deb was asked if we can show on the reports whether or not we have made any inroads with the new software and hardware. Are they helping get tasks done in a more efficient manner or are they hindering getting work done.
- g. Other – Mary Ann Turner went over the number of staff we have and if we have any vacancies that need to be filled so we can plan for them when budget deliberations begin. Also, Maria Whelden had the final figures for how much money we have to spend on discretionary projects. The Net Position figure of \$656,940 minus three months operating expenses of \$375,000 and minus the second vehicle purchased of \$22,000, gives a final amount of \$259,940 available for renovation projects.

9. **Committee Reports**

Mary Ann Turner reported that the crack in the parking lot had been repaired so now the exterior of 31 North Main Street, Enfield is in great shape.

The Board went into Executive Session at 10:10 p.m.

Michael Caronna, Deb Caronna, Donna Fisher, Katie Wilson, Len Nelson, Patrick Getler and the Recording Secretary left the meeting at this time.

Respectfully submitted,

Michael S. Caronna
Secretary/Treasurer

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