



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 REGULAR MEETING

Wednesday, February 11, 2015
Board Room, Rockville Hospital
31 Union Street
Vernon, Connecticut

Members Present: Diane Wheelock, Maria Whelden, Len Norton, Diane Trueb, Fred Journalist, Christopher Howland, Catherine Gregory, Mary Ann Turner, Linda DeGray, Len Norton, Dave Skoczulek

Members Absent: Faith Roebelen, Mary Schwab, Trish Vayada, Victor Mathieu, Mark Weston, Matthew Maynard, Charles Grasso

Also Present: Michael Caronna, Interim Director of Health; Deb Caronna, Interim Deputy Director, Donna Fisher, Bookkeeper; Paul Russell, Chief Technology Officer for the Town of Enfield

Call to Order/Determination of Quorum

The meeting was called to order at Rockville Hospital following a determination of a quorum present at 7:15 pm. A motion was made to pass the Minutes from Public Hearing and Regular Meeting on January 14, 2015 as amended. A corrected version of the *Food Inspections Summary Report* handed out at the January 14th meeting is attached (*Attachment A*). Mary Ann Turner requested that the Board receive their packets a week in advance, and that open items remain on the agenda until closed. A list of open items was determined from the Minutes and was reported on later in the director's report. The first motion to pass both sets of Minutes was made by Mary Ann Turner, seconded by Len Norton and it passed unanimously.

Communications

There were no reports.

A motion was made to change the order of the meeting by Len Norton and seconded by Mary Ann Turner and passed unanimously. The purpose of this motion was to allow Paul Russell to make a presentation to the Board.

Capital Improvement Committee Report (Technology Upgrade Report) :

Paul Russell, gave an overview of achievements made since the technology upgrade projects began in March 2014: (*Attachment B*)

- Verizon cell phones/iPads installed
- New Horizon phone system
- Carbonite back-up provided for server back-up

Remaining items to complete:

- Office 365/Win7 Pro delivery for a virtual desktop environment
- Replace identified computers
- Solution for aging servers using a remote hosted solution

Original proposed budget:	\$83,139
Expenditures to date:	\$21,055}
Projected expenditures to complete the remaining items:	<u>\$39,420}</u>
Grand Total:	\$60,475
Estimated Savings based on revised plan*:	\$22,664
<i>Reoccurring charges:</i>	<i>\$45,045</i>

*A virtual desktop solution with an Office 365 installation where all of the information resides on the cloud eliminates the need to replace all of the hardware.

It was noted that the equipment closet clean up slated for February 17th was to include the installation of an uninterrupted power supply. This investment protects the firewall, COX router, network switch, wireless routers and phone system equipment from power fluctuations.

Questions were asked about how the NCDHD will operate in case of an event which results in a significant internet outage. It was explained that as long as employees' can get to a place with power and can connect via Wi-Fi they can log onto their files on Office 365. There was a brief conversation about NCDHD generator and its need to be upgraded. The current configuration does not meet the needs of the NCDHD.

The Town of Enfield is hiring CCAT as a subcontractor to complete the rollout of 365, the installation of the new computers, and to provide the remote hosted server solutions. The relationship between NCDHD and the Town of Enfield will remain the same. The project will "kick-off" immediately with NCDHD placing the order for the needed computers.

It was asked if the \$22,664 savings is available to use elsewhere such as Jim Lord's invoices. To be discussed further. There was further discussion about adding line items to the IT section of the budget, and distinguishing between monthly and one-time purchases. Maria Whelden and Donna Fisher will go through this at later date to make sure the proposed \$45,045 for 2016 IT expenses is allocated in the budget correctly.

Report of Interim Health Director of Health

Budget Amendment Requests:

Donna had proposed last month for overall budget amendments but proposed to delay this again until the adjusted IT budget can be incorporated. There was discussion on whether to make major amendments or continue as is with the budget transfers. Donna was asked to bring the revisions next month to the board for review. It was noted that there is an emergency provision in the Board's By-Laws that allows the Chairman to authorize spending for emergencies.

Amendment #13: Request to transfer \$22 for a car vehicle expense coverage to pay for a vehicle emissions test and windshield wipers paid out of petty cash. A motion was made by Mary Ann Turner, seconded by Chris Howland and it passed unanimously.

Amendment #14: Request to transfer \$1,200 to pay ImageWorks for upgrades to the proposed website design requested by the former director. Mary Ann Turner questioned the \$5,200 total as being too high. A meeting with ImageWorks is scheduled for February 17, 2015. Mary Ann offered her assistance with making changes to the existing website. A motion to pay the invoice was made by Mary Ann Turner, seconded by Chris Howland, and it passed with a majority vote. There was one opposing vote by Mary Ann Turner.

Amendment #15: Request to transfer \$4,100 to pay for pending invoices for Jim Lord. A motion was made by Chris Howland, seconded by Maria Whelden and it passed unanimously with the notation that the bill would be modified. There is one fee for a 5 hour phone call with CCAT that is in question.

Amendment #16: Request made to transfer \$475 to pay the pension consultant. A motion was made by Mary Ann Turner, seconded by Len Norton, and it passed unanimously.

Amendment #17: Request to transfer \$494 for the Date Stamp Machine that wasn't in the original budget. The first motion was made by Mary Ann Turner, seconded by Maria Whelden, and it passed unanimously.

Amendment #18: Request to transfer \$308 for the cost to insure the two new vehicles after the credit of removing two trucks. A motion was made by Mary Ann Turner, seconded by Chris Howland, and it passed unanimously.

Cash disbursements were gone through and questions answered. Donna exited the meeting at 8:20pm.

Report on Farmers Markets: (Attachment C)

Deb Caronna addressed the board about Farmer Markets and proposed changes to move away from using temporary event licensing to a fee schedule that would be specific to these events. Farmer Markets are becoming complex in their offerings with local farm produce, commercial products, food sampling, guest chefs, petting zoos, etc. A public hearing is needed to change the fee schedule in March. The goal is to give a slight fee reduction to promote these events that benefit each town while avoiding risky situations with food and beverages. Deb Caronna will be contacting each town's Market Master and notifying them of the public hearing.

A motion made to have a have a public meeting and it passed. The first motion was made by Mary Ann Turner, seconded by Len Norton and it passed unanimously. The meeting will be at 7:00pm to be held prior to the regular meeting. The meeting will be advertised in the newspaper.

BT Grant Update:

Bill Kramer, BT consultant, helped the NCDHD complete the budget and capabilities list and the corresponding six month budget. There is a large amount of money still needing to be spent and consideration is being given to hiring a full time person using these funds. Bill Kramer is interested and there are 3 other candidates. The Board is in favor of going out to advertise for a job with an hourly rate while screening candidates and determining the long term specifications and funding for the position.

Report on Permit Software:

Mary Ann Turner asked the NCDHD to look at software other districts are moving over to that may become an industry standard. Deb Caronna reached out to Farmington Valley and received information on how they came to the decision to choose Viewpoint. This will be an area the NCDHD continues to monitor as Farmington Valley goes on line with this system. Note: it is used by CCROG.

Other: Updates on Open Items from the January 14th, 2015 Minutes

1. Notification to the Deputy Mayor of Enfield about his concerns regarding the population number format used in the budget notice: No communication was sent, but a change to the format for next year has been made. Mary Ann will take care of this communication.
2. When budget amendment #6 was processed it was notated that this service should be considered for an RFP. Chris Howland indicated he uses the firm in addition to several Enfield businesses and that the firm does a very good job. His recommendation is that unless there is a problem we should stay as is. Mary Ann is requesting it be kept as an open item.
3. Vernon space reduction update: The space is being cut in half. There will still be 2 employees using this office and the office is being looked at on Feb. 17th, 2015 for further review.
4. Update on Stone & Mulch/bathroom issue: Mike passed on all of the public health regulation information to the building inspector.
5. Update on Complaint Summary Report enhancements/length of time for applications: still in progress
6. Update on Tattoo Parlors - Whether or not to inspect: Town of West Hartford has a proposal in progress and will send Deb Caronna a copy when finished.
7. CD opened for \$100,000: this was opened on January 14, 2015.

8. New Sanitarian hire status: Deb updated the board that one avenue is to put out another ad for a Sanitarian II, or a second avenue is to hire certified food inspectors for temporary contract work until June. Meanwhile, cross training continues at the NCDHD with existing staff. The board's consensus was to proceed with the contractors if available while seeking a permanent experienced sanitarian.
9. BT resume received/looked at that was sent in from personnel committee? YES

Mike asked for approval to be able to pay Jim Lord's hotel invoice in the amount of \$327.94 for his work visit to the NCDHD. A motion was made by Len Norton, seconded by Mary Ann Turner and it passed unanimously.

Committee Reports:

Finance Committee: Report postponed until next month,

Long-term Planning: No committee

Capital Improvements Committee:

Budget decisions for tree trimming, removing the front porch, and updates to the office were tabled until next month when Donna comes back to the meeting. Mary Ann would like to proceed with getting furniture and cabling quote.

Personnel Committee: Nothing to report

Chairman's Report:

A motion was made to go into executive session by Mary Ann Turner, seconded by Chris Howland and it passed unanimously.

Public Hearing:

March 11, 2015 at 7:00pm Public Hearing at Rockville Hospital in the Board Room 31 Union Street, Vernon, CT.

Next Regular Meeting:

March 11, 2015 following the 7:00pm Public Hearing at Rockville Hospital in the Board Room 31 Union Street, Vernon, CT.

Executive Session – the board went into executive session at 9:30pm.

Respectfully submitted,

Michael S. Caronna, MPH, RS
Interim Director of Health & Environmental Director