

# North Central District Health Department

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## NORTH CENTRAL DISTRICT HEALTH DEPARTMENT MINUTES OF REGULAR MEETING

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

**Members Present:** Diane Wheelock, Maria Whelden, Diane Trueb, Fred Journalist, Christopher Howland, Catherine Gregory, Mary Ann Turner, Linda DeGray, Victor Mathieu, Matthew Maynard

**Members Absent:** Faith Roebelen, Mary Schwab, Trish Vayada, Len Norton, Mark Weston, Charles Grasso, David Skoczulek

**Also Present:** Michael Caronna, Interim Director of Health; Deb Caronna, Interim Deputy Director, Donna Fisher, Bookkeeper

The meeting was called to order following determination that a quorum was present, at 7:07 pm. A motion was made by Maria Whelden and seconded by Chris Howland to accept the Minutes of the Regular Meeting on February 11, 2015. The motion passed unanimously.

### **Director's Report on Open Items:**

1. New computer equipment ordered and received.
2. Generator discussed; determined assessment to be completed on determining if current unit needs to be repaired or replaced.
3. ImageWorks – work continues with the redesign of the NCDHD website from the initial design. The Board said to continue moving forward with the goal to make the site interactive.
4. February 11<sup>th</sup> Budget Amendment #15 – Mike Caronna is satisfied with the detail provided by Jim Lord on the invoice previously in question.
5. The BT grant and the interviews for the associated open position for a BT Coordinator were discussed resulting in two motions:
  - a. Motion One: Chris Howland made the motion and seconded by Maria Whelden to offer a temporary job to a candidate with enough hours to spend down the grant that would include benefits with an end date of June 30<sup>th</sup>. The full-time specifications would be determined for the next fiscal year in relation to the grant dollars awarded by the state. The motion was withdrawn during discussion.

- b. Motion Two: A motion was made Chris Howland, and seconded by Mary Ann Turner for the interim Director to hire a BT Coordinator at \$30/hour while keeping on the existing consultant until June 30<sup>th</sup>. The motion passed unanimously.
6. Requested report enhancement – this remains an action item on list of FileMaker items to be completed by Jim Lord.
7. Tattoo Parlors Inspections: the NCDHD is monitoring what the town of New Britain is doing as they have the largest number of tattoo parlors in the state. The Board will be updated at the next meeting.

### **Communication**

Mary Ann Turner reported that Bradley Airport Police have been disbanded and suggested we may want to investigate or reach out to Windsor Locks regarding changes in responsibilities.

### **Report of Interim Director of Health**

*Cash Disbursements* and the *January Income & Expense Statements* were discussed. A motion was made by Maria Whelden and seconded by Mary Ann Turner not to reforecast the budget for the next fiscal year. The motion passed unanimously.

### **Budget Transfer Requests:**

Amendment #19: A motion was made by Victor Mathieu and seconded by Mary Ann Turner to transfer \$2,230 from the vehicle gas account to the legal account to pay for two invoices pending from Robinson & Cole. The motion passed unanimously.

Amendment #20: A motion was made by Maria Whelden and seconded by Mary Ann Turner to transfer \$1,250 from the wages account to the payroll service account to pay for the increase in fees for the two new employees and administration fees for 10 remaining payrolls to the year end. The motion passed unanimously.

Amendment #21: A motion was made by Mary Ann Turner and seconded by Maria Whelden to transfer \$380 from the wages account to the FileMaker programmer account to pay for Jim Lord's hotel bill approved last month. Chris Howland pointed out that page 5 in the February Minutes lists the approved amount to be \$327.94. This will be clarified but regardless of which is the correct amount. The motion passed unanimously.

Amendment #22: A motion was made by Mary Ann Turner and seconded by Maria Whelden to debit funds in the amount of \$856 from the Lead Grant to take care of three invoices from Safe Homes. The motion passed unanimously.

Amendment#23: A motion was made by Mary Ann Turner and seconded Victor Mathieu to transfer \$2,600 from the wages account to the New Horizon Phone System account to cover expenses in this line item until year end. The motion passed unanimously.

Amendment#24: A motion was made by Mary Ann Turner and seconded by Catherine Gregory to transfer \$6,549 from the wages account to a designated line item approved by the Board to pay

for the "internet" charges for current and future invoices from Point to Point and Cox Cable. The motion passed unanimously.

Donna Fisher brought to the Board's attention difficulties in designating expenses in appropriate line items such as in Amendments 23 & 24. Maria Whelden and Donna will meet to create and/or correct existing categories.

Based on the Public Hearing, Deb Caronna asked the Board to pass the proposed Farmer's Market Permit and Fee Schedule changes as outlined in the Section 8-Fee Schedule Section 8.1. A motion was made by Mary Ann Turner and seconded by Diane Trueb to pass Section 8-Fee Schedule Section 8.1 Food Service with three minor corrections. The motion passed unanimously. A registration form is being developed for the new permit process.

The "Buy A Brick" program associated with the Block Grant intended to defray the cost of installing bike racks in the district is not having the intended results. The Board was asked to consider supplementing the cost with approximately \$432. The Board requested this be tabled until next month when it is known the exact shortfall that will not be covered by the grant.

Challenges with the "Putting on Airs" Grant were outlined. The two participating health districts (Northeast and Eastern Highlands) are no longer providing the monetary support previously given towards home investigations and outreach. In addition, there are no longer formal agreements in place with each district. The costs to our district will be monitored and a further discussions to take place with the Northeast and Eastern Highland directors in considerations of drafting new formal agreements.

The proposed changes to the Vernon Office were outlined by Diane Wheelock. One proposal is to cut the existing space in half and give the staff daytime access to an adjacent conference room in addition to a storage space. The district would have priority access to the conference room for evening meetings. A second proposal is on the table to look at space that has become available across the hall. The bottom line is that the rent in July should be cut in half.

Mike concluded his report by passing on to the Board what he learned at a Freedom of Information presentation. He also shared a *Behavioral Risks Among North Central Adults* report which was produced for the District by the State Health Department. He also asked for approval of an Asset Disposal Form for old equipment which was approved.

#### **Committee Reports:**

**Finance Committee:** Decision not to reforecast budget made earlier in the meeting and to continue with budget transfer amendments. Maria Whelden indicated that this year is providing 12 months of good detail to continue to use in creating better budgets.

**Long-Term Planning:** No committee

**Capital Improvements Committee:**

Mary Ann Turner presented a budgetary cost of \$15,900 to \$16,900 to complete the outside work (tree trimming, tree removal, shrub removal, front porch/steps removed with one replaced, and inside work to the first floor in relation to the move downstairs). It was decided that further discussion and review was required on some of these items. Mary Ann asked to proceed with engaging Mike's Tree Trimming service to prune all of the trees around the parking lot, rip out the bushes in front of the building, and cut down some trees out front. A motion was made by Mary Ann Turner and seconded by Maria Whelden to approve the \$1,435.73 expenditure for the outlined work with Mike's Tree Trimming Service. The motion passed unanimously. Mary Ann will present the cost just for the front porch/stairs work next month, and is talking to the town about re-curbing and striping the parking lot.

**Personnel Committee:**

Linda DeGray indicated the need to decide on the Executive Director Job description; to be discussed further in executive session.

**Chairman's Report:**

Diane Wheelock informed the Board of the need to go through the By-Laws and suggested rather than having a review committee and separate meetings, that they take a section each month at the regular Board meetings. There was no opposition to this.

**Next Regular Meeting :**

April 8, 2015 at 7:00 pm at the North Central District Health Department at 31 North Main Street, Enfield, CT.

**Executive Session**

A motion was made by Mary Ann Turner and seconded by Victor Mathieu to go into Executive Session at 9:19 pm to discuss the Director of Health and Office positions. The motion passed unanimously.

Mike Caronna and the Recording Secretary left the meeting at this point.

Respectfully submitted,

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

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