

North Central District Health Department

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- 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
Minutes of Regular Meeting of May 13, 2015
NCDHD Headquarters
31 North Main Street
Enfield, Connecticut 06082

Members Present: Chairman Diane Wheelock, Trish Vayda, Faith Roebelen, Chris Howland, Linda DeGray, Fred Journalist, Dianne Trueb, and Matthew Maynard. Len Norton arrived at 7:09 p.m. Mary Schwab arrived at 7:13 p.m.

Members Absent: Mary Ann Turner, Maria Whelden, Vic Mathieu and Catherine Gregory.

Also Present: Michael S. Caronna, Interim Director of Health; Deborah A. Caronna, Director of Food & Institutional Services and Donna Fisher, Bookkeeper.

Following a determination of a quorum, Chairman Diane Wheelock called the meeting to order at 7:07 p.m.

Approval of Minutes of April 8, 2015

Chris Howland made a motion, seconded by Fred Journalist, to approve the Minutes of April 8, 2015, as presented. The motion carried with Lind DeGray abstaining..

Communications

Dianne Trueb asked if we have anything in place to show where a food establishment plan review is in the process. Deb Caronna explained that we do keep a Plan Received Log Book in each town which gives the information of when a plan was received, was it paid for and who the plan was assigned to. We are working toward entering this information in Filemaker but this is not a priority for our programmer at this point in time.

Open Items

Generator - Michael Caronna reported there was no new news regarding the generator. Diane Wheelock reported that Robert Kleinhans, Vernon Public Works Director, did a walk-through of our building on April 9, 2015. He said he felt the lower level of the building is a good fit for offices with minor work that has to be done; i.e. level the floor in the former kitchen area, paint ceiling and walls and other cosmetic work. He also said that if remove one of the staircases out front of the building, if we use creative landscaping, the building should look balanced. He did say we should not wood for hand railings but should match it to what we have on our handicap ramp.

Imageworks - Michael Caronna reported he has been in touch with Imageworks and they have told him the web site will be built out by May 26, 2015. They will need about four days to populate the website and we should go live by the end of May.

BT Grant - As reported last month, we had a conference call with the State regarding the current year's budget. The State contacted us this week and will meet with us on Friday, May 15, 2015, to go over what we can do to spend down monies for this grant. The State specifically wanted more information on the purchase of an inventory system and they will grant us time to spend the monies for this grant. Next year, the BT Grant money is being distributed by per capita served. As the largest population District in the State, we will receive a major amount of money - \$129,300. It will be very important to have a full-time coordinator to outline our needs and implement deliverables for this grant. Michael Caronna sent a letter of concurrence to the State last week saying we would accept the monies and will use them to comply with the grant.

Linda DeGray asked if Bradley International Airport is covered under our BT Grant. Michael Caronna responded that the airport has its own preparedness program and it has three Directors of Health who have jurisdiction at the airport. During the e-bola scare, Michael Pirro had met with the airport and the other two Directors, but now that has quieted down, we need to continue to formalize something with the airport and the other Directors.

Filemaker Report - Deb Caronna reported that the Swimming Pools relicensing database has been completed and field testing has been done. The kinks have been worked out and is working in good shape. We have not gone forward with the Hotel/Motel database as Jim Lord has begun working with CCAT on their project and since we have only 29 hotel/motels in the District, we will defer this project to a future date.

We have done one Filemaker demonstration to the Hartford Health Department and they were very impressed. We have also been requested to give a demonstration to Central Connecticut Health District and we are working toward arranging this with them.

Tattoo Parlors - Certified letters have been sent out to 14 tattoo parlors in our District requesting a registration form, registration fee of \$100 and a doctor's letter saying the technicians are trained in safe tattooing. They have until June 1, 2015 to respond. We have received questions from two of the parlors in the meantime.

Grease Trap Inspections - Deb Caronna reported that following a conversation with Kevin Schlatz, Enfield WPCA Superintendent, they have decided to keep the inspection of grease traps in house for the foreseeable future.

Mortgage Pay-Off - Following the April meeting, Michael Caronna contacted Joe Cimino, Jr. and gave him the information from the Board. Mr. Cimino opted to wait until May 2015 to receive the final pay off. Donna Fisher has sent the last monthly payment of \$671.12. The remaining balance of \$9,652.18 will be paid after tonight's meeting. The building will then be ours.

Revised Transfer Requests for April - This item was deferred to later in the meeting.

Fire Protection Suppression System - Michael Caronna spoke with our broker, Bob Herd and he was to research the costs to remove the sprinkler systems. Right now, there is a \$350 per quarter, water bill to Connecticut Water Company and \$180 quarterly inspection fee for a total of approximately \$2,000 per year. Also, there is a five year inspection that must be conducted. Because of the change of this building from restaurant to office space, we could get rid of the sprinkler system for a \$2,000 per year savings. There is no liability to do this. Michael Caronna is to get the final information and present it to the Board at next month's meeting.

Network Domain Security Certificate - This is a three year certificate which is due this year. This has not been budgeted for but is necessary. We also have two other domain certificates that will be coming due in 2017 - one for the use of our name and the other for the use of the .org designation. These also were not budgeted for but now that we know about them, we will be able to put money in the IT budget for them.

On-Line Payments - This is on hold until the new IT system and Filemaker 14 go into effect.

Business Card - We applied for the card from Webster Bank on April 14th. To date, they are still working on this item for us.

Hotel Complaint - this has been sent to our insurance broker and it is still under investigation by him.

Butler Case - We have not heard from Mr. Butler nor Robinson & Cole regarding this matter.

Renegotiation of Mark Fenton Contract - We did the walkable community tour and presentation in Suffield. Met with town officials and the presentation went well. They are now seeing how the results of the tour could help make the town a walkable community. We are supposed to meet with Ellington later in May for this presentation. Vernon cancelled their participation in this project as they felt it was a duplication of efforts they already had in place. Therefore, we have funds left over due to this and we will be buying two bike racks with bricks for seven of our towns and they should arrive in about a month. The Town of Windham decided not to participate in this grant.

Parking Lot Pot Hole Repair - We received three bids for the repair/replacement of the catch basin in the side parking lot and repair of the tar around the catch basin in the back parking lot, including curbing as needed. Len Norton made a motion, seconded by Trish Vayda, to grant this repair contract to RAH Construction and the pay for it out of Medical Insurance. The contract is not to exceed \$5,200.00. The motion carried unanimously.

Landscaping - Trees and bushes in the front of the building have been removed, stumps have been chipped out but left divot holes in the front lot.

Vernon Office Move - Diane Wheelock worked with the Public Works Director of Vernon and came up with a compromise to closing the Vernon Office completely. The town will give us two rooms across the hall from our current office and our current office will become a meeting room which can be used by the occupants in the building. Also the closet in the Current office will remain for use for BT storage. We are to pay our regular monthly fee until the end of June and in return, the town will clean the carpets, hand blinds and cut a door through the wall to connect the two new rooms. This will cut our rent in half and we will still have a presence in Vernon.

Budget Transfer Changes - Chris Howland made a motion, seconded by Diane Trueb, to reconsider Budget Amendment Request #31 from the April 8, 2014 meeting where the funds would come from. The motion carried unanimously.

Following discussion, Diane Trueb made a motion, seconded by Fred Journalist, to amend Budget Amendment Request #31 to take \$21.93 from Disability. The motion carried unanimously.

New Business

Cash Disbursements - There were no questions.

Budget Amendment Requests - The following requests were passed.

No. 36 - Motion made by Diane Trueb, seconded by Len Norton, to take \$60 from the Sheriff account and transfer to Vehicle - Other Expenses - to pay for Emissions Testing for three vehicles. The motion carried unanimously.

No. 37 - Motion made by Matt Maynard, seconded by Chris Howland, to take \$160 from the Sheriff account and transfer to Other Field Expenses to pay for petty cash expenses and work shirts for two new employees. The motion carried unanimously.

No. 38 - Motion made by Chris Howland, seconded by Linda DeGray to take \$2,672 from Disability Account and transfer to Equipment - Computer to pay for 6 new computers. The motion carried unanimously.

No. 39 - Motion made by Chris Howland, seconded by Fred Journalist, to take \$1,050 from Disability account and transfer it to Filemaker Programmer Account. The motion carried unanimously.

No. 40 - Motion made by Linda DeGray, seconded by Faith Roebelen, to take \$675 from Vehicle Gas Account and transfer to Legal Account to pay for legal expenses from Siegel & O'Connor. The motion carried unanimously.

No. 41 - Motion made by Chris Howland, seconded by Diane Trueb, to take \$1,161 from Life Insurance Account and \$169 from Tuition Account and transfer to Maintenance account to pay for work done by Mike's Tree Service. The motion carried unanimously.

No. 42 - Motion made by Linda DeGray and seconded by Chris Howland to take \$842 from the Accountant account and transfer it to Maintenance account to pay for R&L Morgan Enterprises office cleaning expenses. The motion carried unanimously.

No. 43 - Motion made by Linda DeGray, seconded by Len Norton to take \$100 from the Sheriff account and transfer it to the Maintenance account to pay for J&S Landscaping for spring clean-up. The motion carried unanimously.

No. 44 - Motion made by Linda DeGray, seconded by Faith Roebelen to take \$420 from Tuition and transfer to Liability account to pay for increase cost in the Director's and Officer's Liability premium. The motion carried unanimously.

No. 45 - Motion made by Linda DeGray, seconded by Faith Roebelen, to take \$636 from the Vehicle Gas account and transfer to Mortgage account to pay off the mortgage for the building at 31 North Main Street, Enfield, Connecticut. The motion carried unanimously.

No. 46 - Motion made by Linda DeGray, seconded by Faith Roebelen, to take \$99 from the Tuition account and transfer it to the Training account to pay for the balance due for the Spanish Course. The motion carried unanimously.

No. 47 - Motion made by Linda DeGray, seconded by Trish Vayda, to take \$147 from the Tuition account and transfer it to the Publication & Subscriptions Account to pay for the reference manuals. The motion carried unanimously.

No. 48 - Motion made by Chris Howland, seconded by Len Norton, to take \$113 from the Tuition account and transfer it to the Discretionary Expenses account to pay for floral arrangements for a Board member and employee. The motion carried unanimously.

No. 49 - Motion made by Linda DeGray, seconded by Len Norton, to take \$630 from the Accountant account and transfer it to the Utilities - Enfield Office account to pay for the upcoming electric and gas bills. The motion carried unanimously.

No. 50 - Motion made by Linda DeGray, seconded by Len Norton, to take \$589 from Postage account and transfer it to Contents account to pay for annual property insurance premium. The motion carried unanimously.

No. 51 - Motion made by Diane Trueb, seconded by Chris Howland, to take \$922 from Medical Insurance and transfer it to IT Security to purchase the Network Domain Security

Certificate for three years. The motion carried unanimously.

No. 52 - Motion made by Chris Howland, seconded by Len Norton, to take \$449 from Medical Insurance and transfer to Peachtree Software to pay for upgrading our accounting software for one year. The motion carried unanimously.

Dental Plan Renewal - The current employee dental plan is up for renewal on July 1, 2015. Anthem has increased the premiums by 6%. The major problem is that some employees live out of state and their dentists are not in network except for the Anthem plan. During discussion, it was suggested that we have our insurance broker check out Delta Dental and Cigna to see if either of these plans would be suitable for our employees. This will be on the agenda for the June meeting.

Annual Auditor Appoint - It was the consensus of the Board to fill out the paperwork for the state to appoint Bardaglio, Hart & Shuman as our auditors for another year.

Lead Grant Commitment - We need to send a letter to the State accepting grant monies for Lead. We have used this money in the past to do lead abatement inspections and to buy cleaning supplies to assist citizens with lead in their homes to alleviate this problem. The Board unanimously agreed to sending the Lead Grant Commitment letter.

Mold Picture - After discussing the issue of unauthorized use of a mold image on our website, it was decided that Michael Caronna should contact Robinson & Cole and ask them to do about an hour's worth of research on this project.

Hiring of Part-Time Food Inspector - Deb Caronna presented a report to Board asking to fund a Part-Time Food Inspector for the summer months to bridge the gap with summer activities such as bathing water sampling, farmer's market, pool inspections, etc. In researching this with other health districts, it was noted that most part-time food inspectors work no more than 19.5 hours per week, no benefits, they use their own vehicles and some are paid mileage, and they are current Connecticut Food Service Certified.

Diane Trueb asked how many sanitarians are we down. Deb Caronna replied at least two. She also stated that we could really use a Sanitarian 2, so we would not have to train this new person. Following discussion, Diane Trueb made a motion, seconded by Linda DeGray to merge two Sanitarian 1 positions and recruit one Sanitarian 2 position who has all certifications necessary. The motion carried unanimously.

Linda DeGray made a motion, seconded by Diane Trueb, to post an ad to hire a part-time food contractor at a per job rate (maximum of \$50 per job) with no mileage reimbursement for the period of June 15 to September 15. The motion carried unanimously.

IT Budget - Donna Fisher presented a spreadsheet of IT monies being spent and what line items they should be taken out of to date. In trying to keep IT information in one bucket of money, this spreadsheet highlights the need to add specific line items. If we spend everything we have currently budgeted for IT, we will have an ending balance of \$6,416.78. There are two costs that are left in the IT budget that we do not know how much will be

necessary to spend in this budget year. Those two costs are Jim Lord, Filemaker Programmer and the CCAT project. In a conference call with Paul Russell, we found that his budget total and our budget totals are different. We have a check to pay the Town of Enfield for \$4,735. Paul Russell told Donna to hold off on the payment until the CCAT project is done. What he basically told NCDHD that if the numbers do not come out as he had promised, he would absorb that cost. CCAT will bill us monthly.

Committee Reports:

Finance - None

b. no chair

not hear

personnel - nothing to report - getting applications for new Director of Health.

Need two more transfer requests:

#53 - motion made by Chris Howland, seconded by Linda DeGray to transfer \$4,379 within the IT budget from Network Switches to pay for the renewal of the Filemaker Licenses for three years. The motion carried unanimously.

#54 - Motion made by Chris Howland, seconded by Diane Trueb, to transfer \$372 within the IT budget from Network Switches to Software to pay the additional cost for the software. The motion passed unanimously.

Executive Session

Trish Vayda made a motion, seconded by Fred Journalist to go into Executive Session at 9:45 p.m. The motion carried unanimously.

Adjournment

Chris Howland made a motion, seconded by Len Norton, to adjourn. The motion carried unanimously and the meeting adjourned at 10:00 p.m.

Respectfully submitted

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

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