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) 465-3034
☐ Stafford—Town Hall, 1 Main Street, Stafford Springs, CT 06076 * (860) 684-5609 Fax (860) 684-1768

Patrice A. Sulik, MPH, R.S.
Director of Health

North Central District Health Department
Minutes of Regular Meeting
Wednesday, August 10, 2016
NCDHD Headquarters
31 North Main Street
Enfield, Connecticut 06082

Members Present: Chairman Diane Wheelock, Linda DeGray, Richard Regnier, Mary Ann Turner, Chris Howland, Dianne Trueb, Len Norton, Maria Whelden, Ben Rodriguez, and Catherine Rebai

Members Absent: Valerie Romano, Fred Journalist, Mary Schwab, Vic Mathieu, Catherine Gregory, Matthew Maynard, Rick Zulick, Dawn Maselek, Trish Vayda

Also Present: Patrice Sulik, Director of Health and Patricia Deschamps, Recording Secretary

Call to Order/Determination of Quorum: Following a determination of a quorum present, Chairman Diane Wheelock called the meeting to order at 7:00 p.m.

Executive Session: Catherine Rebai made a motion, seconded by Linda DeGray, to go into Executive Session to discuss Personnel Matters. The motion carried unanimously and the Executive Session began at 7:02 p.m.

The regular meeting reconvened at 7:58 p.m.

Director of Health Update

Items will be addressed as they come up under Old and New Business.

Approval of Minutes of June 8, 2016 and July 13, 2016

Chris Howland made a motion, seconded by Len Norton to approve the Minutes of the June 8, 2016 Board Meeting. The motion carried with Linda DeGray abstaining.

Linda DeGray made a motion, seconded by Chris Howland, to approve the Minutes of the July 13, 2016 Board Meeting. The motion carried unanimously.

Communications from Board Members

Dianne Trueb asked that the Health District make every effort to move along the approval of a new bakery in Ellington – LuAnn's Bakery and handle it in a timely fashion.

Mary Ann Turner brought up the reports about the Scantic River Park having a high bacteria level. Patrice informed the Board that this is State property and not an approved bathing area; therefore the water is not sampled by our Department. She had also spoken to the Town Manager regarding the concerns over this park.

Patrice also reported that she had been in contact with the Windham Town Manager and they are very pleased with the staffing we have in place for Windham at this time.

Old Business

a. The potential change to Quickbooks will be addressed with our new auditor at the end of the audit.

b. The Public Health Nurse situation will be brought up at the September meeting.

c. Liability Insurance Lines are in process and Patrice will go over proposals with Chris Holland.

d. Personnel Policies – Diane Wheelock, Linda DeGray and Patrice will go over the Policies together. The Board will review the policies after they have been to the labor attorney. They should be completed by September or October.

e. Building Upgrade – Patrice gave the Board her needs for the renovations to the NCDHD Headquarters. Mary Ann Turner asked the Board to consider waiting until January to make decision on what improvements will need to be made to building.

f. Power Surge Damage – A claim has been submitted to Eversource and are waiting for a reply which we should receive by September. We need to buy a new generator that can power the entire building. Patrice will confer with Len Norton on the size needed.

New Business

a. Cash Disbursements – no comments

b. Monthly Financials – The Board would like to have a Key Code for the financials.

c. Budget Transfer Request – Maria Whelden made a motion, seconded by Len Norton, to approve the Budget Transfer #24 as submitted. The motion carried unanimously.

d. Year End Grants – The reports for the grants were reviewed by the board.

e. Discussion ensued about how employees would move from Sanitarian I to a Sanitarian II and how to go from a Sanitarian II to a Sanitarian III. It was the consensus of the Board that Sanitarian III positions will remain supervisory for now. Patrice thought a Sanitarian III position would be the person who would supervise a field office. Catherine Rebai would like a copy of the District organizational chart.

f. Board Calendar – Len Norton made a motion, seconded by Chris Howland to accept the 2017-2018 Board Calendar as presented with locations to be filled in at a future date. The motion carried unanimously.

g. Monthly Reports – The reports were reviewed and it was questioned if we were scheduled to receive any of the Zika virus monies. The Fleet Maintenance Report will be put back on the agenda for next month. The Board questioned the $150 reinspection fee for Food Service Establishments. They believed this was increased at least a year ago. Patrice will research this item.

Committee Reports

a. Finance – No report

b. Short & Long Term Planning – Ben Rodriguez has begun looking into what are our best practices as opposed to our required practices. By the September meeting he should have a one page description of what is needed for a two year plan. Ben has requested he be sent any information we have to date.

c. Capital Improvements – Discussion revolved around the parking lot and how to make it safer and reduce our costs. It was suggested that we close off the parking lot entrance on Lincoln Street and have the tenant's next door on North Main Street pay rent for parking in our lot to help reduce snow removal costs. This discussion was tabled until January.

d. Personnel Committee – Personnel Policies are being worked on as discussed.

Chairperson's Report

Diane Wheelock presented a new agenda for future meetings. Any motions to be decided would accompany the agenda. We will try this agenda out for the next meeting to see if it will help reduce meeting time.

The next Regular Meeting will be held on September 14, 2016 at the NCDHD Headquarters at 31 North Main Street in Enfield, Connecticut at 7:00 p.m.

Adjournment

There being no further business before the Board, Linda DeGray made a motion, seconded

by Ben Rodriguez, to adjourn the meeting. The motion carried unanimously and the meeting was adjourned at 9:05 p.m.

Respectfully submitted,

Patrice Sulik
Director of Health
Secretary/Treasurer

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