North Central District Health Department

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North Central District Health Department
Minutes of Regular Meeting of August 12, 2015
NCDHD Headquarters
31 North Main Street
Enfield, Connecticut 06082

Members Present: Diane Wheelock, Chairman, Chris Howland, Richard Regnier, Fred Journalist, Mary Ann Turner, Vic Mathieu, Diane Trueb and Maria Whelden

Members Absent: Linda DeGray, Len Norton, Mary Schwab, Trish Vayda, Faith Roebelen, Catherine Gregory and Matthew Maynard

Quorum was determine at 7:05 p.m.

Executive Session

Mary Ann Turner made a motion, seconded by Chris Howland to go into Executive Session to discuss matters concerning security strategy, personnel matters, pending or threatened litigation and/or real estate negotiations. The motion carried unanimously and the Board went into Executive Session at 7:06 p.m.

Maria Whelden made a motion to recess the Executive Session at 8:00 p.m. and reconvene the Regular Monthly Meeting at 8:05 p.m. Fred Journalist seconded the motion and it carried unanimously.

Diane Trueb made a motion seconded by
To adopt the salary steps as discussed in Executive Session. The motion carried unanimously.

Diane Trueb made a motion, seconded by Vic Mathieu, to change the certification bonus from $1.00 per hour to a one time $250 bonus. The motion carried unanimously.

Diane Wheelock asked for a 9:30 p.m. curfew as our meetings run too long. We can extend the meeting by 15 minutes if we are in the middle of a discussion but we would finish that discussion only. The way to accomplish this would be for committee reports, except for budgets, to be submitted in writing and sent out with the Agenda prior to the meeting. The Director's updates will be in writing also.

Mrs. Maureen Mullen of 1625 King Street, Enfield, came before the Board to discuss the CREC Academy berm situation and what the Health Department was going to do about

this situation. After listening to Mrs. Mullen's concerns and looking at pictures she had brought, it was the consensus of the Board that there was nothing the Board of Health could do since this situation is in litigation with the Town of Enfield. Mrs. Mullen was asked to keep Michael Caronna apprised of what was being done with this problem and to get back to us when litigation had ended.

Mrs. Mullen left the meeting at this point

Approval of Minutes of July 10, 2015

Vic Mathieu made a motion, seconded by Chris Howland, to approve the Minutes of the July 10, 2015 meeting as presented. The motion carried unanimously.

Maria Whelden questioned whether our building has smoke detectors. There are no smoke detectors but there is an external fire alarm that would go off if there was a fire. Maria Whelden suggested we look into installing smoke detectors.

Old Business

The Deputy Commissioner of Public Health has requested to come to our office for about one hour in the afternoon of September 9, 2015. Mike Caronna will be meeting with him.

Generator – No update

Imageworks – The web site is 80% populated. While it is not live, Claire Crane can see what it looks like and make changes working with Imageworks. Mary Ann Turner asked where we were with the $1200 price for the architectural plug in. Michael Caronna responded that we have not received the bid price yet to get it up and running as it does now with access for the public and for future upgrades for public access. We are expecting the bid price any day now.

Fire Protection – Michael Caronna said his opinion of the fire suppression is to leave it as is so that the building and contents are protected. We should supplement the fire suppression system with smoke detectors also. Diane Trueb made a motion, seconded by Maria Whelden. To keep the sprinkler system as it is and add smoke detectors for the day time employees. The motion carried unanimously.

Credit Cards - are in and in use.

Windsor Locks Hotel Complaint – was sent to our insurance broker. The claim was sent to the wrong policy. It has now been submitted to the correct policy. Nothing has happened.

Board consensus was to remove this item from Old Business and Michael Caronna will get back to us if anything changes.

Butler Case - Mr. Butler's case was completed and can be removed from Old Business also.

Hiring of Registered Sanitarian and Part-Time Food Inspector - No viable candidates have applied. We will run ad again for the Registered Sanitarian on Craig's List per Mary Ann Turner's request and on Monster, Inc. and Indeed. The Part-Time Food Inspector was to be hired for summer work so it can be removed from Old Business.

New Business

Cash Disbursements – No questions. Maria Whelden reviewed the sheets and had no questions.

Board Authorization Requests - are fine but Maria Whelden wanted to recommend that the 1/12th amount per month as used last year to more define where monies were being spent, should now be changed to ¼ of the annual allotment. This way we will reduce the number of transfer requests because they will have more room to make payments. Maria Whelden made the motion, seconded by Chris Howland, to change the Transfer Requests from 1/12 per month to one quarter.

Health Educator Report – Mary Joaquin is working on the Block Grant to develop teams for each town and develop Needs Assessments for each towns. Katie Wilson will be interning with our department starting August 31, 2015. She will be aiding Mary Elizabeth with Block Grant work and will be shadowing sanitarians to see what that job is like. She will be working with us 2.5 days per week. Mary Elizabeth has requested of her supervisor of her full time job, to be able to remain at NCDHD if given a more unstructured schedule. She would be able to give us 12 – 15 hours per week as long as it was understood that if there were an emergency, her full-time job would come first.

BT Program Report – We have received approximately 20 applicants of which one is very viable and 3 or 4 are familiar with working with MRC. The one very favorable person has worked with school health protocol plans for security, worked as an Emergency Management Specialist at the State Health Department, Homeland Security, etc. Michael Caronna would like to ask Rob Miller, Michael Pucaro and Melissa Marquis who are familiar with the BT Grant, to be on the panel with Board members to interview prospective BT Coordinators. We will do the interviews as soon as possible.

Cleaning Company Contract – The contract has been signed down and the company is down to one day per week and they have been told to sweep the stairs and the ramp for $362 per month.

Sewer Smoke Test – during the Enfield smoke test the downstairs filled with smoke. It is as a result of a leak in the sewer line. Diane Wheelock will check with Vernon WPCA to find a company to do another smoke test to try to pin down where the problem is.

Monthly Reports - Deb Caronna briefly went over the monthly reports for July.

Committee Reports

Finance – Maria Whelden, Chairman – Met with the bookkeeper to preliminarily go over the numbers from the end of the fiscal year. Some of the highlights were:

The bottom line, because we were short staffed this past year, we are plus $225,600 over what we had anticipated spending with the exception of the pension deposit (which is minus $40,000). The auditor will be going through all the IT figures because we have a number of new categories and will get them organized.

We have made a tremendous investment in IT infrastructure so Maria Whelden did some comparisons to see what the investments had brought us. Enfield has budgeted $45,000 for this year for annual maintenance costs. No firm numbers are had but just as an overall, in 2012 – we spent 19,000 on IT. In 2013, $40,000 was spent, in 2014, $42,000 was spent and in 2015 to date $72,000 has been spent on IT upgrades. We have planned to spend $70,000 this year but there may be duplicates. We are on track as far as what Enfield IT told us we would need to spend for maintenance.

Replacement of two cars - We have put money into the budget to replace one vehicle. It was brought to Maria Whelden's attention that we have three vehicles that are ready to be retired: the Honda CRV and two other trucks. We did not plan to replace three vehicles this year but with the $225,000 overage, this is something we might want to consider. We have budgeted $22,000 for vehicles.

Capital Improvement Ad Hoc Committee - After payment of the pension, we anticipate have approximately $180,000. Some of the possible uses for these funds would be; $18,000 – $20,000 in Building Maintenance to pay for striping of the parking lot, washing the building, fixing the pot hole in back. With the $5,000 grant from the Town of Enfield for some of this work, we may only have to spend $13,000 - $15,000. In regard to doing over the downstairs – Maria suggested we hold off on doing the work since we need sewer repairs and other work to be done before any move can be made.

We have no capital plan. We need one for the building, one for the vehicles and one for IT infrastructure. Michael Caronna mentioned that a building improvement of the upstairs heating/air conditioning unit may need to be looked at in the near future. It will have to be the next item we tackle in the building – after the sewer repair.

Landscaping will have to be put off for now. Mary Ann Turner wants us to move to a new landscaping and snow plowing company. She will bring this item back to the Board in the future.

Adjournment

There being no further business before the Board, Vic Mathieu made a motion, seconded by Chris Howland, to adjourn. The motion carried unanimously and the meeting adjourned at 9:35 p.m.

Respectfully submitted,

Michael S. Caronna
Interim Director of Health

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