North Central District Health Department

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NORTH CENTRAL DISTRICT HEALTH DEPARTMENT
MINUTES OF REGULAR MEETING
WEDNESDAY, September 9, 2015
NCDHD Headquarters
31 North Main Street
Enfield, Connecticut

Members Present: Chairman Diane Wheelock, Chris Howland, Linda DeGray, Richard Regnier, Dianne Trueb, Maria Whelden, Trish Vayda, Vic Mathieu, Matthew Maynard, Len Norton (Arrived at 7:25 p.m.)

Members Absent: Mary Ann Turner, Fred Journalist, Mary Schwab, Faith Roebelen, and Catherine Gregory

Also Present: Michael Caronna, Acting Director of Health, Deborah A. Caronna, Director of Food & Institutional Services, and Claire Crane, IT

Following a determination of a quorum present, the meeting was called to order at 7:05 p.m.

Web Site Review

The Board moved into the other room downstairs at the NCDHD Headquarters to see a presentation of the new NCDHD website by Claire Crane. She told the Board that the website was ready to go live on Monday, September 14, 2015, and showed them the changes that had been made. The presentation ended at 7:30 p.m.

Vic Mathieu made a motion, seconded by Linda DeGray to allow the updated website to go live on Monday, September 14, 2015. The motion carried unanimously.

Purchase of New Copier

Claire Crane reported to the Board on purchasing/leasing a new copier for the Headquarters office. She is promoting the lease of a Savin color copier, scanner and fax machine which will replace the current fax machine, laser jet printer and individual color copiers that are currently being used. Claire recommended we continue with our current vendor (A&A Business Machines) as they had the best price and we already have a relationship with them. They will also move this copier downstairs when the time comes.

Chris Howland made a motion, seconded by Trish Vayda to go with the Savin copier as presented. Maria Whelden asked for information regarding security printing and it was explained that the supervisors would keep their individual printers for now for that reason. The motion carried unanimously.

Executive Session

Linda DeGray made a motion seconded by Vic Mathieu, to go into Executive Session. The motion carried unanimously and the Executive Session began at 7:55 p.m.

The Executive Session ended at 8:15 p.m. with no action or votes taken.

Approval of Minutes of August 12, 2015

Maria Whelden said that in the Minutes under the Finance Committee Report, it is stated "that it was brought to Maria Whelden's attention that three vehicles were ready to be retired", when it should have said it was brought to Maria's attention that we consider the replacement of three vehicles due to repairs.

Chris Howland made a motion, seconded by Maria Whelden, to accept the Minutes of August 12, 2015, as amended the motion carried with four abstentions: Linda DeGray, Len Norton, Matt Maynard and Trish Vayda.

Approval of Minutes of Special Meeting of August 19, 2015

Linda DeGray stated that she had attended that meeting but was not indicated under Members Present. She then made a motion, seconded by Len Norton, to accept the Minutes of the Special Meeting of August 19, 2015, as amended. The motion carried unanimously.

Communications

Maureen Mullen of King Street, Enfield, Connecticut entered the meeting at this point to bring pictures of flooding on property due to the construction of a berm at the CREC Academy on King Street in Enfield. She said Mike Caronna had been a big help to her but since this subject is in a court case, the NCDHD cannot comment on this situation.

Election of Officers

Maria Whelden made a motion, seconded by Len Norton, to nominate Mary Ann Turner as Vice Chairman of the Board of Directors. The motion carried unanimously.

Chris Howland made a motion, seconded by Len Norton to nominate Diane Wheelock as Chairman of the Board of Directors. The motion carried unanimously.

Old Business

a. Generator/Electrical Requirements Update – it was noted that the generator needs to be serviced in preparation for winter.

b. Imageworks – Web Design – the presentation was given previously.

New Business

a. Cash Disbursements and Monthly Income Statement – no questions.

b. The Health Educators report was attached to the Agenda and by having it in writing ahead of time, it should speed up the meetings. Trish Vayda asked if our Health Educator could look into the Diabetes program that was being promoted by the Manchester Health Department.

c. BT Program Report was also attached to the Agenda and there were no questions about it.

d. Deb Caronna briefly went over the monthly reports.

e. The purchase of the new copier had been discussed previously.

f. Vic Mathieu made a presentation to the Board regarding the purchase of new vehicles and the trade-in of old vehicles. Since money has been put aside for at least one vehicle, when bought in quantity (two or more) the prices would be better. These new vehicles would by Chevrolet Equinox as we already have two of them and the staff seem to like them.

   Dianne Trueb made a motion, seconded by Chris Howland, to purchase two new vehicles at this time. The motion carried unanimously.

   Vic Mathieu also reported that Affordable Auto has said they would clean and detail the inside of our vehicles for $50 each. It was decided by the Board that this should be done every three months on a staggered schedule. Since we have 10 vehicles, the amount would be $2,000 for the year.

g. Windham Office Coverage

   Deb Caronna gave a presentation on the results of having a secretary in the Windham Office – part-time – from July 27, 2015 to September 18, 2015. It was noted that the coverage was well received by the Windham Town Hall and there does seem to be a real need to have someone in the office so the field personnel do not get tied to their desk.

Discussed was the possibility of having someone who works part-time for the Town of Windham and then part-time for the NCDHD (as we do in Stafford) would be the most cost effective method. Also, if we could find someone who is bi-lingual, that would be a great help to our department.

In the short term, we bought a pamphlet holder that the Public Works Department will hang for us and we will fill it with the most asked for forms. Also the entry to the Town Hall will be re-lettered to better define directions to our office and finally, to try to get people who need to come into the office to do so on Thursday evenings from 5:00 p.m to 7:30 p.m.

Diane Wheelock suggested we revisit the par-time secretary here and to approach the town to forge a part-time secretary relationship. We also need to develop a job description for this 19 hours a week position.

h. Board Calendar

Following a brief discussion, Chris Howland made a motion, seconded by Richard Regnier, to approve the Board Calendar for 2016 as presented. The motion carried unanimously.

Committee Reports

The committee reports were put off until the October 2015 meeting.

Chairperson's Report

Diane Wheelock reported she had received an e-mail from the State of Connecticut regarding a grant they had available encouraging health departments to hire military personnel and possibly support apprenticeships. We will be looking into this.

Miscellaneous

Michael Caronna reported on the two major repairs we had to do to the heating/air conditioning unit on the second floor of this building. We need to get some figures regarding the replacement of this unit.

Next Meeting

The next Special Meeting will be held October 14, 2015 in the Vernon Office Conference Room at 375 Hartford Turnpike, Vernon.

Adjournment

Chris Howland made a motion, seconded by Len Norton. There being no further business before the Board, the meeting was adjourned at 9:30 p.m.

Respectfully submitted,

Michael S, Caronna
Acting Director of Public Health

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