



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
BOARD OF DIRECTORS
MINUTES OF MONTHLY/ANNUAL MEETING
Wednesday, September 14, 2022
Health District Main Headquarters
31 North Main Street
Enfield, CT 06082
6:00 pm

Members Present: Diane Wheelock, Chair, Maria Whelden, Fred Journalist, Dianne Trueb, Michael DellaVolpe, Dean Gousse, Brandon Jewell, Catherine Cannon, Victor Mathieu, Ben Rodriguez, Christiane Abraham, William Meier, Trish Vayda, and Jason Walsh

Members Absent: Len Norton, Michael DellaVolpe, James Hoyne and Dawn Maselek

Also Present: Patrice Sulik, Director of Health and Tung Nguyen, Deputy Director of Health.

Call to Order/Determination of Quorum: The meeting was called to order by Diane Wheelock, Chair, at 6:03 PM, after a quorum was determined.

Election of Chair and Vice Chair

Maria Whelden made a **motion**, seconded by William Meier, to appoint Diane Wheelock as Board Chair. The motion carried unanimously.

Diane Wheelock made a **motion**, seconded by Maria Whelden to appoint Ben Rodriguez as Vice Chair. The motion carried unanimously.

Chairman's Report -Diane Wheelock updated the Board on progress with the building plans, and potential timing for renovating the second floor.

Director of Health Update: Patrice updated the Board on a grant proposal the staff is submitting this week. Tung updated the Board on the status of COVID and Monkeypox.

Action on Consent Agenda

N/A

Committee Updates and Discussions

1. Finance – Maria Whelden, Chair- Review of Quarterly Financials-Maria led the review and discussion for the preliminary 4th quarter financials.
2. Short and Long-Term Planning – Ben Rodriguez, Chair-no update.

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3. Capital Improvements – Chair is vacant
4. Personnel – William Meier, Chair-Bill updated the Board on the success of the new Environmental Specialist position.

New Business

1. Health District operating hours.
The Board discussed and requested that online applications and payments be put in place so that customer service is augmented.
2. Maria Whelden made a motion, seconded by Bill Meier, to approve the Budget Transfer Requests number 3-7, for the fiscal year ending June 30th, 2022, as presented.
The motion carried unanimously.
3. Internal Budget Adjustments were reviewed.

Identification/Adoption of Additional Agenda Items

Informational Items

Adoption of Minutes

Jason Walsh made a **motion**, seconded by Maria Whelden, to waive the reading of the Minutes of the Special Meeting of the NCDHD Board on July 13, 2022, and that Minutes of said meeting be approved.

Informational Items, Petitions, Communications, Correspondence, Reports, etc. Not Requiring Action

Executive Session:

Brandon Jewell made a **motion**, seconded by Jason Walsh to enter Executive Session for the purpose of discussing Personnel Matters.

The motion carried unanimously, and the Board entered Executive Session at 7:55 PM. Patrice Sulik was invited to join Executive Session.

Patrice left Executive Session at 8:17 PM.

Patrice was invited back into Executive Session at 8:51 PM.

The Board left Executive Session at 8:54

Bill Meier made a **motion**, seconded by Jason Walsh to place Deputy Director on new Step 2 of salary schedule, and that the increase be made effective on October 1st this year. Going forward the increase will happen on his work anniversary.

Maria Whelden made a friendly amendment to specify that the salary will be \$105,576. Bill Meier and Jason Walsh accepted this friendly amendment.

The motion carried unanimously.

Bill Meier made a motion, seconded by Brandon Jewell, to give the Director of Health a 3.5% salary increase, for excellent leadership and an increase to her vehicle allowance of \$100 per month, as per her contract,

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retroactive to July 1, 2022. The motion was amended for the increase to be retroactive to January 26, 2022, as per the Director's contract.

The motion carried unanimously.

Adjournment

There being no further business to discuss, a **motion** was made by Vic Mathieu and seconded by Brandon Jewell to adjourn. The motion carried unanimously, and the meeting was adjourned at 8:59 PM.

Respectfully submitted,

Patrice A. Sulik
Director of Health

Next Board Meeting: Wednesday, October 12, 2022, 06:00 PM.