



# North Central District Health Department

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- 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 Monthly Meeting  
April 13, 2016  
Enfield Headquarters  
31 North Main Street  
Enfield, Connecticut

Members Present: Vice Chairman Mary Ann Turner, Richard Regnier, Dianne Trueb, Fred Journalist, Ben Rodriguez, Maria Whelden, Linda DeGray, Richard Zulick, and Len Norton

Members Absent: Chairman Diane Wheelock, Chris Howland, Mary Schwab, Vic Mathieu, Catherine Gregory, Matthew Maynard and Trish Vayda

Also Present: Patrice Sulik, Director of Health

The meeting was called to order at 7:03 pm by Vice Chairman Mary Ann Turner. A quorum was determined to be present.

## Director of Health Update

Patrice Sulik updated the Board on items completed since the last Board meeting. Ben Rodriguez aided in developing the RFP for a new auditor. This RFP was issued on our website. Diane Wheelock and Ben Rodriguez will interview applicants with the Director.

Public Health Educator Report –It was requested that the press releases go out to Board members at the same time it is being sent to the press.

The Vernon printer lease was researched and it was decided that we should buy a throw-away printer (Amazon for \$219 plus \$17 for a 3-year replacement plan.

Maria Whelden made a motion, seconded by Linda DeGray, to allow Patrice Sulik to use her own judgment as to how she wants to take care of the Vernon printer lease tomorrow. The motion carried unanimously.

Patrice requested that we increase our limit at Amazon to \$2,000.00 to accommodate quarterly ordering of supplies.

Maria Whelden made a motion, seconded by Linda DeGray to increase our corporate limit at Amazon from \$1,000 to \$2,000. The motion carried unanimously.

Following some discussion, Dianne Trueb made a motion, seconded by Maria Whelden, to pay the \$1,000 medical deductible to Patricia Deschamps which was expended in the

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previous medical insurance contract. This payment of the medical deductible was removed in the new contract period.

Our XRF (lead paint) machine, is costly to maintain (approximately \$900 per year). It is not a necessary piece of equipment as the state provides the machine on loan free of charge as needed.

Linda DeGray made a motion, seconded by Rick Zulick to get rid of the XRF machine and borrow one from the State as needed. The motion carried unanimously.

The State Health Department has been meeting with District Health Departments and Board Chairs and is making sure the Board Chairs are aware that the Director of Health is their employee. A suggestion was shared to move Board Meetings to more member towns. Something for our Board to think about is possibly having meetings in Windham (but not during winter months). This item will be brought back to the Board when the Calendar is discussed at September's annual meeting.

The Sanitarian I and II job descriptions were updated, edited and approved by Linda DeGray of the Personnel Committee. The open positions will be posted by Friday, April 15<sup>th</sup>.

Patrice spoke with Pete Hobbs, a retired Building Official that did a walk-through of the health district building as a courtesy. Details of the walk-through were discussed with some action items for follow-up.

Patrice reported that she was informed that Windham has been discussing possibly joining another health districts. Much discussion ensued regarding this matter.

A union question was raised by Stafford regarding a grievance that was filed about the stipend paid to the secretary in our office in Stafford. Patrice was advised to contact our labor attorney regarding this issue.

There was no Executive Session

#### Approval of Minutes

Minutes of January 13, 2016 – Changes that need to be made: Page 1, last sentence Walk-Through should read Mary Ann Turner, Linda DeGray and Maria Whelden arrived at 7:10 p.m Page 2 Health Educator, 1st paragraph – Sentence should read “Some other health departments are using their Health Educators to monitor their Lead Grant programs.” Page 2, Web Site – remove 0 before Grant. Linda DeGray made a motion, seconded Maria Whelden to accept the Minutes with changes requested. The motion carried unanimously.

Minutes of Public Hearing of January 21, 2016 – Dianne Trueb made a motion, seconded by Ben Rodriguez, to accept the Minutes of the Public Hearing of January 21, 2016. The motion carried with Len Norton, Linda DeGray and Mary Ann Turner abstaining.

Minutes of Special Meeting of January 21, 2016 – A motion was made by Maria Whelden, seconded by Dianne Trueb, to accept the Minutes of the Special Meeting of January 21, 2016. The motion carried with Linda DeGray abstaining.

Minutes of March 9, 2016 – On Page 1, put a space between the sentence of “The Personnel Policies...” and the list of bullets. Page 2, Old Business, b. – Building Official’s name is Peter Hobbs – add. Correct spelling of Richard Regnier’s name. Rick Zulick made a motion, seconded by Len Norton, to approve the Minutes of March 9, 2016 as corrected. The motion carried unanimously.

#### Communications from Board

It was noted that no food inspections were conducted in Ellington-this is due to staff being scheduled for different towns and will be reviewed next month.

Suffield – Some folks in Suffield want to put on a forum of health education and substance abuse. Patrice to follow up with Ben Rodriguez’s contact.

Stafford - Meeting for Summerfest will be held on June 8, 2016. The event will be held on July 8<sup>th</sup> 2016.

Enfield – Patrice is coming to the Mayor’s advisory committee meeting in June as the speaker for that evening.

The Board is interested in having our towns look into remedies for managing mosquitoes due to concerns regarding Zika virus. Patrice will be joining a conference call with the State Health Department regarding this situation and communicate information to Board and elected officials.

#### Old Business

Discussed in Director of Health Update.

#### New Business

Cash Disbursements: Mary Ann Turner would like this item to be put on the list of items to send out to bid. Maria Whelden asked that vehicle numbers be used when referencing vehicles.

The Income and Expense report was accepted as presented.

Maria Whelden made a motion, seconded by Dianne Trueb, to approve Budget Transfer Requests Nos. 13, 14, 15 and 16 as submitted. The motion carried unanimously.

Personnel Policies

Patrice had sent out her comments on the first of three sections. These will be put first on the agenda for next month. The full document will be provided to the Board for context.

Committee Reports

Ben Rodriguez is willing to take on the Chairmanship of the Short and Long Term Strategic Planning Committee with some help and guidance.

Adjournment

There being no further business before the Board, Ben Rodriguez made a motion, seconded by Len Norton, to adjourn. The motion carried unanimously and the meeting adjourned at 9:35 p.m.

Respectfully submitted,

Patrice Sulik  
Director of Health

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