



North Central District Health Department

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

North Central District Health Department
Regular Monthly Meeting
Wednesday, July 13, 2016
Vernon Office Conference Room
375 Hartford Turnpike
Vernon, Connecticut

Members Present: Diane Wheelock, Chairman, Mary Ann Turner, Chris Holland, Linda DeGray, Richard Regnier, Valerie Romano, Fred Journalist, Len Norton, Maria Whelden, Trish Vayda, Catherine Rebai, and Ben Rodriguez

Members Absent: Dianne Trueb, Mary Schwab, Vic Mathieu, Catherine Gregory, Matthew Maynard, Dawn Maselek, and Richard Zulick

Also Present: Patrice Sulik, Director of Health; Jim Marlor, Pension Investment Representative; Patricia Deschamps, Recording Secretary

Call to Order/Determination of Quorum

Following a determination of a quorum being present, Chairman Wheelock called the meeting to order at 7:00 p.m.

Director of Health Update

Patrice called the Board's attention to the large amount of preparedness expense for equipment. It was done late in the year because the funding was received late.

The maintenance of our fleet is up to date and a process for tracking mileage and dealing with maintenance has been established.

Smith Brothers undertook looking into our insurances but ended up with a sales pitch. Our agent was able to get a more competitive price for liability. We still need an Umbrella Policy and to have the auto policies be more consistent.

The labor attorney does not believe the Personnel Policies have to be entirely rewritten. He has requested we mark the margins as to what we want changed or is of a concern and he will give them a quick perusal to tell us if he will charge us a flat fee or if he will need to charge us by the hour.

The power surge damage has been assessed so we can put a claim in to Northeast Utilities. We are still awaiting a final report from Newington Electric. Our generator is cooked.

Pension Investment Advisor

Jim Marlor entered the meeting as this time. He introduced himself and explained our Money Purchase Plan for the new Board members.

As of the end of June 2016, the balance in the pension plan was \$982,000. The majority of the funds are in Money Market, Growth Funds and New Discovery Funds. The Board makes a deposit into the pension account once a year. The Board requested Jim Marlor send a letter in July or October to the Board stating that he had done due diligence. The Board requested Jim come to the July Board Meeting annually to provide information and explain any changes.

Executive Session

Mary Ann Turner made a motion, seconded by Linda DeGray to go into Executive Session. The motion carried and the Board went into Executive Session at 7:35 p.m.

The meeting reconvened at 8:00 p.m.

Approval of Minutes

The Minutes were tabled until August meeting as they were incomplete.

Communications from Towns

Mary Ann Turner asked how the Enfield 4th of July event work. Patrice reported that the event was relatively organized and things went smoothly with only small glitches reported.

Mary Ann Turner requested the Summary of Plan Description of the Pension Plan be sent to all Board members.

Old Business

- a. Change to accounting database. Patrice said this would be revisited at the end of the year. The auditor will make recommendation after completing audit.
- b. Public Health Nurse - no update.
- c. Liability Insurance - Patrice wants to review proposal with Chris Howland.
- d. Personnel Policies - Working with Labor Attorney

New Business

- a. - Cash Disbursements – Year end petty cash has not been posted as yet.

The Windham secretary position has been resolved and we have a temp secretary in that position for 19 hours per week. The Stafford secretary union grievance has been resolved.

but only budgeted for one. These will be included in the current year's budget. We will look at year end for the grants at next month's meeting.

c.- Len Norton made a motion, seconded by Catherine Rebai to authorize Patrice Sulik to sign contracts: Lead Grant, Block Grant, BT Grant and any other grants as may come before our department.

d – Staff Training – Patrice asked the Board to consider applying \$5,000.00 from the previous fiscal year's remaining funds in order to provide additional training for staff - some individual, some group training.

Len Norton made a motion, seconded by Catherine Rebai, to take \$5,000 from the 2015-2016 budget surplus to be used for training. The motion carried unanimously.

e. - 2016-2017 Budget Discussion – We have already been notified of a \$34,500 Per Capita short fall. Overall the budget is looking pretty good with some tweaking based on results of the final audit. Patrice gave the Board her ideas as to where some savings could be found and where some shortfalls would occur. Diane Wheelock wanted an eye kept on vehicles and what was spent on each vehicle with a possibility of purchasing a vehicle in the next fiscal year.

f. - Monthly reports were briefly discussed.

Committee Reports

Capital Improvements Committee - Chris Holland made a motion, seconded by Catherine Rebai to move Mary Ann Turner's report to next month.

Personnel Committee – Working with attorney to update Policies.

Chairman's Report

Performance evaluations will be conducted in August. The last piece to be evaluated is moving from a Sanitarian I to Sanitarian II and Sanitarian II to Sanitarian III.

Adjournment

Len Norton made a motion, seconded by Linda DeGray to adjourn. There being no further business before the Board, the meeting adjourned at 8:45 p.m.

Respectfully submitted,

Patrice Sulik
Secretary/Treasurer

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