



# North Central District Health Department

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

North Central District Health Department  
Minutes of Regular Monthly Meeting  
May 11, 2016  
NCDHD Enfield Headquarters  
31 North Main Street  
Enfield, Connecticut

Members Present: Diane Wheelock, Chairman, Dianne Trueeb, Fred Journalist, Maria Whelden, Linda DeGray, Len Norton, Trish Vayda, Matthew Maynard, Catherine Rebai, Chris Howland, Vic Mathieu (arrived 7:05 pm), Richard Zulick (arrived 7:07 pm), and Richard Regnier (arrived 7:09 pm)

Members Absent: Mary Ann Turner, Mary Schwab, Catherine Gregory, Ben Rodriguez, Dawn Maselek and Valerie Romano

Also Present: Patrice Sulik, Director of Health

The meeting was called to order at 7:00 pm by Chairman Diane Wheelock. A quorum was determined to be present. Catherine Rebai was introduced as the new Board member from Vernon. She works for the Vernon Board of Education in the Business Office and is very familiar with preparing budgets.

## Personnel Policies

Following much discussion on suggested changes to the Personnel Policies, it was decided that Patrice and Linda DeGray (Chairman, Personnel Committee) would go over the policies with our labor attorney to ensure legal compliance.

## Minutes of April 13, 2016

Maria Whelden made a motion, seconded by Fred Journalist to approve the Minutes of April 13, 2016, as presented. The motion carried unanimously.

## Communications

Maria Whelden reported that she has requested Patrice Sulik attend an East Windsor Selectman's meeting to discuss the Health District and what we do.

### Director of Health Update

The union in Stafford has settled the grievance involving our part time secretary.

The Zika virus plan from the State of Connecticut has been sent out to the Board. There will be no spraying for mosquitoes but information will be prepared for the public as to how to prevent mosquito breeding areas; i.e. getting rid of standing water, etc.

Vacancies – We now have two positions open for Sanitarian II as Steve Denesha will be leaving at the end of June. We also have one position for a Sanitarian I and a part time Health Educator.

Patrice presented options for Sanitarians to have a career path to move from Sanitarian II to Sanitarian III. The Board is interested in considering this criteria. An R.S. is required to move from Sanitarian I to Sanitarian II.

### Old Business

#### Audit RFP

One auditor responded to the RFP. He was interviewed this morning and the committee was impressed with him. He wanted a three year contract for \$9,500 per year but he was willing to do a one year contract with two extensions. He is also the auditor for five other health districts and is the only CPA in his firm.

Maria Whelden made a motion, seconded by Dianne Trueb, to hire Sinnamon & Associates pending a check of his references. The motion carried unanimously.

### New Business

Diane Wheelock would like to have the pension person come to our next month's meeting to discuss the pension contribution.

The Board would also like to make all insurances policies to renew due at the same time. The District will price out the liability lines as well as health and ancillary lines.

Dianne Trueb made a motion, seconded by Chris Howland to stay with Anthem Blue Cross/Blue Care for the dental insurance for the employees for an increase of \$149 per year. The motion carried unanimously.

There were no questions for the Cash Disbursements.

For the quarterly financial report, we are financially in good shape but much of the unused funding is due to staff vacancies. The Board, in looking at the quarterly financial reports requested to see what percentage of each line item was remaining instead of previous year's numbers. Maria Whelden suggested we switch to Quick Books so it is easier to make Excel spreadsheets.

Budget Transfers – Maria Whelden made a motion, seconded by Dianne Trueb, to approve Budget Transfer Requests #17, 18, 19, 20 and 21 as presented. The motion carried unanimously.

Environmental Reports – The Board reviewed the reports as submitted.

Health Educator – The weekly press releases are still going out with Board members submitting quotes. The Block Grant is moving slowly but is moving.

Emergency Preparedness – Staff participated in a Statewide drill which accomplished a number of items for the District. Len Nelson and Patrice Sulik attended the Preparedness Summit in Dallas, Texas and connected with some of our Massachusetts neighbors regarding emergency preparedness. We have been informed by the State that there will be no decrease in preparedness funding for the next fiscal year.

#### Committee Reports

There were no reports given.

Patrice put forth a plan to build a part time Public Health Nurse. The finances, which were used for illustrative purposes, would be approximately \$70,000 per year. If we were to share a nurse with another district, the cost would be shared. Patrice is exploring sharing a position with Eastern Highland Health District. There is a service sharing grant that could be applied for and funding from cosmetology inspections that could further reduce the cost. The Board has said they would consider this position with more information.

Linda DeGray made a motion, seconded by Maria Whelden, to go into Executive Session. The motion carried unanimously and the Board went into Executive Session at 9:15 p.m.

Patrice Sulik and the Recording Secretary left the meeting at this time.