



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 Annual Meeting
Wednesday, September 14, 2016
NCDHD Headquarters
31 North Main Street
Enfield, Connecticut 06082

Members Present: Vice-Chairman Mary Ann Turner, Linda DeGray, Richard Regnier, Chris Howland, Dianne Trueb, Len Norton, Ben Rodriguez, Valerie Romano, Fred Journalist, Trish Vayda, Matt Maynard and Catherine Rebai

Members Absent: Chairman Diane Wheelock, Maria Whelden, Mary Schwab, Victor Mathieu, Catherine Gregory, Richard Zulick, Dawn Maselek

Also Present: Patrice Sulik, Director of Health

Call to Order/Determination of Quorum: Following a determination of a quorum present, Vice-Chairman Mary Ann Turner called the meeting to order at 7:00 p.m.

Approval of Minutes of August 10, 2016

Len Norton made a motion, seconded by Chris Howland to approve the Minutes of the August 10, 2016 Board Meeting. The motion carried with Trish Vayda and Matt Maynard abstaining.

Executive Session: Linda DeGray made a motion, seconded by Fred Journalist, to go into Executive Session to discuss Personnel Matters. The motion carried unanimously and the Executive Session began at 7:10 p.m.

The regular meeting reconvened at 7:25 p.m.

Election of Officers: Mary Ann Turner made a motion, seconded by Cathy Rebai that Diane Wheelock be elected to the position of Chairman of the Board. The motion carried unanimously.

Linda DeGray made a motion, seconded by Len Norton that Mary Ann Turner be elected to the position of Vice Chairman of the Board. The motion carried unanimously.

Director of Health Update and Standing Items

Discussion ensued about the previous practice of only allowing the use of a quarter of the annual budgeted amount for each quarter without Board approval. At this time, the annual approved budget will be the guide for spending.

Board Members questioned the need for reviewing the financials each month. Aside from budget preparation months, the Board will be satisfied to review the financials quarterly. For budget preparation months, we will provide a 3-year history for context.

It was noted that the initial Organizational Chart that was provided to the Board was incorrect and it was replaced by a version from Diane Wheelock. It was requested that this be sent again to the Board. The current version will be reviewed and updated if needed.

Job Descriptions were circulated and will also be updated and remain under Open Items.

Mary Ann Turner asked that the Public Health Nurse item remain on Open items and that the Director will prepare a plan for the Board including Job Description, hours and cost for hiring this person. While interviewing for the Public Health Educator Patrice may find someone that could fill the Nursing position as well.

Mary Ann Turner would like open items to remain on the agenda until they are closed and provided a list of several items to remain on the agenda.

Liability Insurance Lines-we are anticipating a detailed proposal from Smith Brothers for the liability lines which should be available for the November meeting at the latest.

Personnel Policies-We received the draft revisions from the attorney. Diane Wheelock wants them available for review by the Board for the October meeting.

Building Upgrade and Parking Lot-On hold until January meeting.

Power Surge Damage-initially claim was denied but Patrice will work with Chris Howland to pursue.

A question was raised about Windham Secretary being paid as a temp. The goal is to hire someone permanently, but the temp agency is looking for bilingual candidates.

Hosting fee for CCAT was discussed and Board wants staff to monitor internally when bills are not sent to us.

Diane Trueb would like inspection process at Farmers' Markets to go more quickly so vendors can operate. Also the waiving of some Temporary Permit fees needs to stop-applicants will be notified of this policy in advance of the next major event season.

Concern was raised about our press releases not being seen in some of the local papers. It

was mentioned that perhaps they were too long. Since we do not receive the papers in our office, we do not know if they are being published or by who. It was also suggested that online venues for putting our press releases up be used.

Patrice plans to have a first draft of the 2017-2018 budget for the October meeting and will be reviewing it with the Finance Committee; Maria Whelden and Cathy Rebai.

Monthly Reports-Now that we are fully staffed and employees have electronic tools for inspections, numbers should be increasing. Discussion ensued. Chris Howland said every position should have a capacity model: how many inspections per day per person, etc. Cross training will not be done for all staff at the same time to ensure that productivity does not drop.

Committee Updates: Short & Long Term Planning

Ben Rodriguez, Chairman, developed a brief template of goals and will be working with Patrice and any Board members who volunteer between now and February.

New Business

Progress from Sanitarian I to Sanitarian II-Linda DeGray made a motion, seconded by Chris Howland, that the NCDHD Board of Directors does hereby approve the policy entitled "Criteria for moving from Sanitarian I to Sanitarian II or being hired at the Sanitarian II level" relative to the movement of employees between classes, specifically Sanitarian I to Sanitarian II. The motion carried unanimously.

Fleet Management-tabled as Diane Wheelock was not present.

Mary Ann Turner asked that Pension Discussion be added to the October agenda under New Business as well as the Windham Secretary position and Patrice's 6-month assessment report for the budget.

Adjournment

Chris Howland made a motion, seconded by Linda DeGray to adjourn. There being no further business before the Board, the motion carried unanimously and the meeting adjourned at 9:35 PM

Respectfully submitted,

Patrice Sulik
Director of Health
Secretary/Treasurer