



# 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 REGULAR MONTHLY MEETING  
September 13, 2017  
NCDHD Headquarters  
31 North Main Street  
Enfield, Connecticut

**Members Present:** Diane Wheelock, Mary Ann Turner, Linda DeGray, Maurice LaRosa, Fred Journalist, Dianne Trueb, Trish Vayda, Ben Rodriguez, Cathy Rebai, Maria Whelden, Valerie Romano and Bill Meier

**Members Absent:** Mary Schwab, Matthew Maynard, Dawn Maselek, Len Norton, Vic Mathieu, and Richard Zulick

**Also Present:** Patrice Sulik, Director of Health

## **Call to Order/Determination of Quorum**

Chairman Diane Wheelock convened the Regular Meeting at 7:10 p.m. after determining there was a quorum present.

## **Public Hearing**

Ben Rodriguez made a motion, seconded by Mary Ann Turner, to approve the fee changes as presented at the Public Hearing with one amendment on Page 1 – Reinspection Fee. This item will become effective January 1, 2018. All other changes will go into effect October 1, 2017.

## **Executive Session**

Mary Ann Turner made a motion, seconded by Maurice LaRosa, to go into Executive Session. The motion carried unanimously and the Board went into Executive Session at 7:15 p.m.

The Executive Session ended and Chairman Diane Wheelock reconvened the Regular Monthly Meeting at 7:27

## **Chairman's Report**

### **Election of Officers: Vice Chairman**

The Chairman asked for nominations for Vice Chairman. Maurice LaRosa nominated Mary Ann Turner. Cathy Rebai nominated Ben Rodriguez. The nominations were then closed. A paper ballot was cast by the Board and the results were Ben Rodriguez - 7 votes and Mary Ann Turner – 4 votes. Ben Rodriguez was voted in as Vice Chairman.

### **Chairman:**

The Chairman asked for nominations for Chairman. Cathy Rebai nominated Diane Wheelock. That was the only nomination. The vote was unanimous and Diane Wheelock was voted in as Chairman.

Long Term Planning Committee Report – Ben Rodriguez, Chairman reported that the next step was to compile and review health data. Hospital Needs Assessment data is being reviewed.

Next step is to send out a draft of goals to focus on for the upcoming year. The Board wanted to know if anything would be covered by the Block Grant and it was reported that the Needs Assessments and eating healthy would be covered by the Block Grant.

Ben will continue to work on this long-term planning but in November focus will shift to budget preparation.

## **Director of Health Report**

Patrice received a call from the Connecticut Department of Mental Health and Addiction Services regarding a grant opportunity on preventing opioid use in our District. The grant would be \$34,000 per year for four years. Focus towns would be Enfield, Vernon and Windham but the work would be provided to all Member-Towns.

Significant work is being done for the Food Code changes. We have planned five meetings throughout the district to inform food service operators of the changes. We will schedule more meetings as demand increases.

Labor Attorney has confirmed that we are paying salary to the Stafford Admin person correctly. Attorney recommends the staff person submit time sheets to track how many hours she is working.

Patrice reported that figures indicate 79% completion rate for July and August restaurant inspections.

Four Member-Towns expressed interest in participating in flu clinics, but three (3) of the towns have Anthem insurance. Anthem requires a contract with Medicare, which the District is not pursuing for the pilot program. The District has secured contracts with Cigna, Aetna and Connecticare. We will be working with the Town of Enfield and reaching out to other Towns about flu clinics. If the pilot is successful, we will secure a contract with Medicare and Anthem.

Annual reports are completed and have been sent to all towns. The Board requested the annual reports be sent to each Board member.

### **Action on Consent Agenda**

1. Maria Whelden made a motion, seconded by Cathy Rebai, to approve the proposed budget transfer #1 with the accounts switched as; From: Equipment – Office, To: Equipment – Computer (the reverse of what was written). The motion as amended carried unanimously.

### **Committee Updates and Discussion**

Finance Committee – Maria Whelden, Chair, reported that budget work will begin in the next couple of weeks. The Board wants to spend more time going over the line items of this budget.

Short & Long Term Committee – Ben Rodriguez, Chair –report already provided.

Mary Ann Turner, Chair of the Capital Improvements Committee reviewed the Minutes of the August 29, 2017 meeting. We will be hiring an outside HVAC company and the Town of Enfield is planning to remove the old generator before winter. The repair of the curbs and landscaping will be discussed at the next meeting. The Committee has given the old renovation plans to Patrice to review and make comments. Bob Hurd will update the plans for about \$3,500 and will finish the overall scope of the plans for \$8,000 to \$9,000. This will be discussed at the next meeting of the Committee scheduled for September 26, 2017.

Personnel Committee – Linda DeGray, Chair reported on the contract from DMHAS which, if received, will allow us to hire the Health Educator as a full-time employee at the current rate of pay.

### **New Business**

The grant opportunity to prevent opioid use was discussed previously.

Meeting Calendar for 2018 – Following discussion about meeting places, it was decided to postpone approving the Calendar of Meeting Date until the October or November meeting.

### **Adoption of Minutes**

Ben Rodriguez made a motion, seconded by Dianne Trueb, to approve the Minutes of June 14, 2017. Discussion ensued.

Regarding the sentence on Page 2, paragraph 3, about Jim Lord figuring out how to input As-Builts into Filemaker. The Board would like clarification of this sentence.

Also on Page 2, paragraph 7, correct the sentence “Chris Howland will share the Paypal costs” to be that “Chris Howland will share the cost issues information with the Board”.

On Page 4 – clarify the motion regarding the issue with the parking lot by attaching the letter noted in the motion.

On Page 1, the heading – the location of the meeting was the Ellington Town Hall, 55 Main Street, Ellington, Connecticut – not Willimantic, Connecticut.

The motion, with the above amendments, carried with Maria Whelden and William Meier abstaining.

Mary Ann Turner made a motion, seconded by Maurice LaRosa, to approve the Minutes of August 9, 2017. The motion carried unanimously.

### **Informational Items**

Mary Ann Turner asked that the Board consider inviting a business of efficiency experts in to review and offer suggestions as to how to streamline our operations.

### **Adjournment**

A motion was made by Maurice LaRosa and seconded by Cathy Rebai, to adjourn. There being no further business before the Board, the motion carried unanimously and the meeting adjourned at 9:00 p.m.

Respectfully submitted,

Patrice Sulik  
Secretary/Treasurer