



North Central District Health Department

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

NORTH CENTRAL DISTRICT HEALTH DEPARTMENT
BOARD OF DIRECTORS
MINUTES OF REGULAR MONTHLY MEETING
February 14, 2018
Vernon Office Conference Room
375 Hartford Turnpike
Vernon, Connecticut

Members Present: Diane Wheelock, Chairman, Dianne Trueb, Maria Whelden, Trish Vayda, Ben Rodriguez, Maurice LaRosa, Len Nelson, Bill Meier and Dawn Maselek.

Members Absent: Mary Ann Turner, Linda DeGray, Valerie Romano, Ken Nelson, Fred Journalist, Mary Schwab, Matthew Maynard, Cathy Rebai, Vic Mathieu and Rick Zulick.

Also Present: Patrice Sulik, Director of Health

Call to Order/Determination of Quorum

Chairman Diane Wheelock convened the Regular Meeting at 7:06 p.m. after determining there was a quorum present.

Public Hearing

Maria Whelden made a motion, seconded by Ben Rodriguez, to approve the proposed FY 2018-2019 budget as presented at the Public Hearing. The balanced budget proposed no per capita increase over the present year. The per capita local share amount will remain at \$4.67. The motion carried with LaRosa opposed.

Director of Health Update

We received great publicity regarding the Flu Clinic we held at the Vernon Office on February 7, 2018. This clinic was held with collaboration with the West Hartford/Bloomfield Health District. Board members are very pleased that we began this program. The approved budget for FY 2018-2019 includes the Nursing Program.

Patrice also reported that the Leadership Training Initiative program was started. The three employees that were invited have all agreed to participate.

Chairman's Report

1. The Chairman reported that Patrice Sulik now has a signed contract with the NCDHD.
2. Bill Meier made a motion, seconded by Ben Rodriguez, that pursuant to NCDHD By-Laws, Article IV, Entitled "Board of Directors", § 7, "Meetings", the NCDHD Board of Directors hereby adopts Roberts Rules of Order and amends the NCDHD By-Laws be a two-minute limit for speakers, especially when there are multiple people who wish to speak. Following discussion, the motion carried unanimously.
3. Bill Meier made a motion, seconded by Ben Rodriguez, that the NCDHD Board of Director's hereby accepts the "Resolution Establishing NCDHD Building Advisory Committee" as presented. Discussion ensued. The Building Advisory Committee's charge is to work with the Finance and Capital Improvements Committees to make modifications and upgrades to the NCDHD Headquarters at 31 North Main Street.

Bill Meier amended his motion to include two additions: In the first paragraph, add "capital projects as defined by the Board" after "... upgrades to the NCDHD Building". In the second paragraph, add "selected by the Board Chairman and appointed annually with Board consent" after "... three members of the Board from different towns". This should be followed by a new sentence – "Said committee operating under FOIA Rules....". This motion carried unanimously.

Action Items

Ben Rodriguez gave a report on the Strategic Planning Objectives for 2018, which resulted from the SWOT analysis that was conducted and discussed. The proposed strategic goals and objectives for 2018 were reviewed.

Maria Whelden made a motion, seconded by Maurice LaRosa, to approve the proposed Strategic Planning Objectives as presented for 2018. The motion carried unanimously.

Bill Meier made a motion, seconded by Ben Rodriguez, to approve the proposed definition of a Capital Improvement Project for inclusion with the By-Laws under Article X – Definitions. The motion was amended and was accepted by Bill Meier, to change a typographical error under Preliminary Plans/Feasibility Studies to be a minimum of \$15,000 – not 415,000. The motion carried unanimously.

Committee Updates and Discussions

Finance – Maria Whelden reviewed the Cash Disbursement for three months. She requested Patrice find out what the total of forfeitures for the Pension Fund were for the year and get that information to her. It was suggested that the Cash Disbursements do not need to go to the Board, they could just be sent to the Finance Committee or sent to the Board, just not as part of the Board meeting packet. The consensus was to leave them as quarterly for now.

Maria then reviewed the Financials for six months with the Board. The Board would like to match the revenue with the expenses for the vaccine program when that data is available. There was also a discussion of Filemaker and the changes that need to be made due to adoption of the FDA Food Code and potential collaboration on Filemaker programming with other health departments.

Short & Long-Term Planning – Discussed previously.

Capital Improvements and Personnel – Chairmen not present so no report.

New Business

The proposed motion to contract with an insurance billing company to manage the application process with Medicare was not acted on - the billing company will not work with the District unless they are performing billing for us.

Informational Items

It was requested that the Board be more diligent in responding to the question of attendance so we can determine if we will have a quorum. This is very important.

It was also noted that when an e-mail comes through with information and a “Reply All” is sent, this constitutes a Board meeting and should not happen.

Adoption of Minutes

Ben Rodriguez made a motion, seconded by Maurice LaRosa, to approve the Minutes of January 10, 2018, as presented. The motion carried with Len Norton abstaining.

Adjournment

Maurice LaRosa made a motion, seconded by Bill Meier, to adjourn. There being no further business before the Board, the motion carried unanimously and the meeting adjourned at 9:22 p.m.

Respectfully submitted,

Patrice A. Sulik
Director of Health