



# 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 MEETING  
Wednesday, September 12, 2018  
NCDHD Headquarters  
31 North Main Street  
Enfield, Connecticut

**Members Present:** Diane Wheelock, Linda DeGray, Shannon Grant, Fred Journalist, Len Norton, Maria Whelden, Trish Vayda, Ben Rodriguez, Vic Mathieu, Catherine Rebai, William Meier

**Members Absent:** Ken Nelson, Maurice LaRosa, Mary Ann Turner, Dianne Trueb, Mary Schwab, Matthew Maynard, Rick Zulick, Dawn Maselek

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

## Call to Order/Determination of Quorum

Chairman Diane Wheelock convened the meeting at 7:01 p.m. after determining there was a quorum present.

## Election of Officers

Ben Rodriguez was nominated for Vice Chair by Cathy Rebai, seconded by Vic Mathieu. The motion carried unanimously.

Diane Wheelock was nominated for Chair by Vic Mathieu, seconded by Cathy Rebai. The motion carried unanimously.

## Director of Health Update

Patrice provided an update on collaborative activities between the Department of Public Health, Asnuntuck Community College and Enfield Youth Services.

The audit for fiscal year 2017-2018 has begun. The auditor will be present at the November Regular Meeting of the Board to discuss the audit.

### **Action on consent Agenda**

Motion made by Linda DeGray and seconded by Ben Rodriguez to approve the Budget Transfer Request Nos. 8, 9, 10, 11, 12 and 13, as presented. The motion carried unanimously.

Discussion regarding budget transfers ensued.

Motion made by Cathy Rebai and seconded by Maria Whelden that only budget transfer requests between different categories be brought to the Board for approval, while budget transfers within the same category can be handled by the Director.

Bill Meier suggested that the motion be amended to specify that any budget transfers made under the category of Wages, Payroll Taxes and Employee Benefits be approved by the Board. Cathy Rebai accepted this friendly amendment. The motion carried unanimously.

Motion made by Linda DeGray, and seconded by Ben Rodriguez, to certify that Patrice A. Sulik is the Director of Health of the North Central District Health Department, Enfield, Connecticut 06082 and is authorized to sign any and all contracts and amendments thereof on behalf of said organization for the 2018-2019 Fiscal Year. The motion carried unanimously.

### **Committee Updates and Discussions**

Finance Committee-Maria Whelden reviewed preliminary (unadjusted) year-end budget figures. The figures will be reviewed again once the audit is complete.

Short & Long-Term Planning Committee-Ben Rodriguez reviewed the progress on the Board's Strategic Plan. Ben also reported on meeting with the Health District staff in June.

Capital Improvements Committee-No report

Personnel Committee-Linda DeGray worked with Patrice to finalize a job posting to replace the District's Public Health Nurse

There was discussion about utilizing a portion of the District's undesignated fund balance to assist employees who are working towards advanced degrees that would enhance their work for the District. There would be minimum grade requirements as well as longevity requirements that would align with the amount of funding provided. This topic will be placed on the October agenda for further discussion.

### **New Business**

1. Plans for Enfield Building – Discussed during Executive Session.
2. Carry Over of MRC funds – Motion made by Linda DeGray, seconded by Vic Mathieu to approve the carry-over of MRC funds (\$1,935.29) to the 2018-2019 fiscal year. The motion carried unanimously.
3. The CT Department of Public Health has offered a financial incentive of \$15,000 for part time health departments to explore joining or forming a Health District.
4. Transition of front office staff-Patrice is creating a position to replace a scheduled retirement in March 2019. Linda DeGray will work on a job description with Patrice and the proposal, including salary range will be presented for Board approval.

### **Adoption of Minutes**

Motion was made by Maria Whelden and seconded by Vic Mathieu to approve the minutes of the May 17, 2018 and June 13, 2018 meetings. The motion carried unanimously.

Motion was made by Linda DeGray and seconded by Ben Rodriguez to enter Executive Session at 9:01 p.m. for the purpose of discussing a real estate matter. The motion carried unanimously.

Motion was made by Linda DeGray and seconded by Bill Meier to come out of Executive Session at 9:30 p.m. The motion carried unanimously.

### **Adjournment**

There being no further business to discuss, motion was made by Linda DeGray and seconded by Len Norton to adjourn at 9:30 p.m.

Respectfully submitted,

Patrice A. Sulik  
Secretary/Treasurer

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**Next Board Meeting** – Wednesday, October 10, 2018, East Windsor Town Hall Conference Room, 11 Rye Street, Broad Brook, Connecticut 06016