



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

SPECIAL Monthly Meeting

November 16, 2016

Vernon Police Station Community Conference Room
Vernon, Connecticut

Members Present: Diane Wheelock, Len Norton, Mary Ann Turner, Chris Howland, Matthew Maynard, Rick Zulick, Fred Journalist and Dianne Trueb

Members Absent: Valerie Romano, Cathy Rebai, Maria Whelden, Linda DeGray, Trish Vayda, Mary Schwab, Richard Regnier, Ben Rodriguez, Vic Mathieu, Catherine Gregory, and Dawn Maselek

Also Present: Patrice Sulik, Director of Health, George Sinnamon, Auditor, and Atty. Jacqueline Carpentier, Labor Attorney

The meeting was called to order by Chairman Diane Wheelock who introduced George Sinnamon, our auditor. George gave a presentation on our current audit which will be finalized by the December meeting.

During the audit, there were no findings or questionable practices. The auditor recommends we continue to use Sage for bookkeeping software because it is working fine. An improvement to what we are currently doing would be to link Sage with Filemaker, our database software.

The fund balance for the District is \$905,204 which includes non-spendable prepaid (insurances) of \$28,188, assigned amount of \$7,000, and unassigned balance of \$807,016. The \$7,000 assigned amount was earmarked for a new vehicle but was not used when we purchased two new vehicles in the 2015-2016 fiscal year.

Mary Ann Turner made a motion, seconded by Chris Howland, that the Board intended for the \$7,000 to be used for new vehicles in 2015-2016 so move the \$7,000 to where it needs to be and add the secondary column for Capital Reserve Fund. The motion carried unanimously.

Then to clarify the purchase of the vehicles and transfer funds, Mary Ann Turner made a motion, seconded by Chris Howland, to transfer \$20,000 from the 2014-2015 budget surplus and add it to 2015-2016 budget for purchase of the second vehicle. The motion carried unanimously.

Following discussion regarding the Capital Reserve Account, Mary Ann Turner made a motion, seconded by Fred Journalist, to move \$250,000 out of the General Fund and put it into the Capital Reserve Account. The motion carried unanimously.

It was decided that discussion of on-line bill pay and credit card payments would be discussed at a future meeting.

At this point our Labor Counsel, Jackie Carpentier was introduced and she went over the process of the Personnel Policies review.

The Personnel Policies are an Employee Handbook or guide and not a contract. Some of the language used in the original policies was union language and not appropriate for the District's handbook. Detailed discussion ensued:

Remove the Separability Clause – Section 1.3.

7.5 hours per day (add – during a work week)

Temporary Employee – not to exceed 12 months.

37.5 hours per week = Full Time

Between 20 hours and 37.5 hours/week = Part Time

Part Time employee shall accrue vacation, sick and personnel time on a pro rata basis.
Remove - Part Time employees are generally not eligible for benefits.

Vacation Time – Much discussion. Chris Howland suggested paying off current employees who have carryover vacation days and go with the new wording of max carryover of 5 days only.

Holidays – Remove Lincoln and Washington Birthdays and go with President's Day and one floating holiday. Leave Good Friday as a holiday.

Remove Section 5.1.2 and 5.1.3 Will vote on this in December.

Concern about sick days-Patrice to look at numbers and see if there is abuse of sick time.

Military Leave – two weeks in summer – use your vacation time. When deployed on active duty, we will pay difference in pay between military and salary here for one year. Do not believe we can make military use vacation time.

Appearance & Dress – field staff should comply with field certification training regarding appearance and hanging jewelry, when engaging in field inspections.

Conflict of Interest for outside employment was discussed.

Page 33, Section 8.2.b – Mapquest or equivalent for mileage reimbursement.

Minutes of November 16, 2016

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Len Norton made a motion, seconded by Chris Howland, to adjourn. The motion carried unanimously and the meeting adjourned at 10:53 PM.

Respectfully submitted,

Patrice A. Sulik
Secretary/Treasurer

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