



# 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  
April 12, 2017  
Vernon Office Conference Room  
375 Hartford Turnpike  
Vernon, Connecticut

**Members Present:** Diane Wheelock, Chairman, Linda DeGray, Fred Journalist, Cathy Rebai, Matt Maynard, Ben Rodriguez, Dianne Trueb, Len Norton, Mary Ann Turner, Chris Howland and Maurice LaRosa

**Members Absent:** Valerie Romano, Rick Zulick, Mary Schwab, Vic Mathieu, Trish Vayda, Maria Whelden and Dawn Maselek

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

## Call to Order/Determination of Quorum

Chairman Diane Wheelock convened the Regular Meeting at 7:00 p.m. after determining there was a quorum present.

## Director of Health

The regionalization of Health Departments and Health Districts died in committee.

The hiring of a public health nurse was discussed along with recent Sanitarian hiring (started April 3, 2017).

## MOTION

The repair/replacement of the back staircase was discussed. Mary Ann Turner made a motion, seconded by Chris Howland, that the repair/replacement is not to exceed \$10,000. The motion carried unanimously.

The purchase of a new generator was briefly discussed. Len Norton will review information from Patrice to make certain that the generator is sized properly.

Chris Howland outlined capacity modeling and that we need to quantify different activities to form a performance matrix that can be used for advancing employees through the salary steps. By May, all categories that need to be measured will be identified and from there, we will work on filling in the categories.

Patrice met with Windham Human Resources personnel regarding a part time secretary in the Windham office. They will let her know if they can work something out with existing staff. dealing with their Town Council and will get back to us as soon as a decision has been made.

The Temporary event fees will be discussed when the Board reviews the fee schedule.

## **MOTION**

Mary Ann Turner made a motion, seconded by Cathy Rebai, to approve the budget transfer from the Vernon Copier Lease line item to Enfield Copies line item. The motion carried unanimously.

Fleet status will be discussed when Vic Mathieu is present.

Pension vesting – will be discussed in September 2017.

Accepting credit card payments will be researched after As-Builts are available on line.

The Planned Absence (for Directors of Health) policy required under the CT Department of Public Health will be added to the Personnel Policies.

## **By-Laws Changes and Additions**

### **MOTION**

Linda DeGray made a motion, seconded by Chris Howland to approve the By-Laws. There were two typos that need to be corrected. The maker of the motion and seconder were asked if they agreed to the changes. They both replied yes and the By-Laws with changes were approved unanimously. The corrected By-Laws will be sent to all Board members.

**Finance Committee** - Based on half-year review of budget by Finance Committee and Director, there is likely to be a slight excess of revenues over expenditures despite the \$34,500 shortfall from state per capita contributions.

**Strategic Planning Committee** - Ben Rodriguez, Chairman, passed around a version of a Strategic Plan. He would like to solicit feedback from the Board through an on-line survey to develop our Vision, Mission and Values. The first survey will be to develop these three items and subsequent surveys will be used to hash out these three items. The survey should go out in the next two weeks.

**Capital Improvements Committee** - The Committee will be preparing an RFP for air conditioning, heating and a generator.

### **Personnel Committee**

Meetings are being arranged to discuss Nursing position and Capacity Modeling.

## **MOTION**

Mary Ann Turner made a motion, seconded by Dianne Trueb, the NCDHD Board does hereby approve holding a Public Hearing before the June 14, 2017, Regular Board Meeting in the Third-Floor Conference Room of the Ellington Town Hall, 55 Main Street, Ellington, to determine if the Fee Schedule will be removed from the Sanitary Code at 7:05 p.m. Discussion ensued and it was decided that the Fee Schedule did not need to be removed from the Sanitary Code. Mary Ann Turner and Dianne Trueb withdrew their motion and a copy of the current Section 8. Fee Schedule will be sent to all Board members.

It was requested that the possibility of a seven-day work week be discussed in May.

Food inspection reports are being revised to give a more realistic number of inspections conducted and those still to be done. Deb Caronna reviewed statistics and reported that inspections are more caught up by the end of March 2017 than they have ever been.

It was also requested that the status of As-Built's being available on-line should be under Open Items as this should be completed by the next meeting.

## **Adoption of Minutes**

The Chairman of the NCDHD Board of Directors waived the reading of the Minutes of the Regular Meeting of the NCDHD Board on February 8, 2017, and asked for changes or discussion. There being none, the Minutes of the Regular Meeting of February 8, 2017 were approved by a vote of 6-0-5 with Matt Maynard, Chris Howland, Mary Ann Turner, Len Norton, and Maurice LaRosa abstaining.

## **Next Board Meeting**

The next Board meeting will be held May 10, 2017, in Windham at a location to be determined.

## **Adjournment**

Mary Ann Turner made a motion, seconded by Cathy Rebai, to adjourn the meeting. There being no further business before the Board, the meeting adjourned by a unanimous vote at 9:00 PM.

Respectfully submitted,

Patrice Sulik  
Secretary/Treasurer