



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

Wednesday, August 9, 2023
Health District Main Headquarters
31 North Main Street
Enfield, CT 06082

Members Present: Diane Wheelock, Chair, Maria Whelden, Fred Journalist, Dianne Trueb, Jason Walsh, Dean Gousse, Brandon Jewell, Ben Rodriguez, and Trish Vayda.

Members Absent: Val Romano, Michael DellaVolpe, James Hoyne, Catherine Cannon, Dawn Maselek, Vic Mathieu, William Meier, and Matthew Maynard.

Also Present: Patrice Sulik, Director of Health.

Call to Order/Determination of Quorum: The meeting was called to order by Diane Wheelock, Chair, at 6:06 PM after a quorum was determined.

Executive Session:

Brandon Jewell made a **motion**, seconded by Ben Rodriguez to enter Executive Session to discuss Legal Matters. The motion carried unanimously, and the Board entered Executive Session at 6:08 PM. Patrice Sulik was invited to join Executive Session.

The Board came out of Executive Session at 6:34 PM.

Director of Health Update: Update of Pending Business Items – (Provided in written form by the Director to the NCDHD Board.

Action on Consent Agenda:

1. Ben Rodriguez made a **motion** for a resolution, seconded by Brandon Jewell, to authorize Patrice Sulik, Director of Health, to sign all contracts and amendments thereof, on behalf of the North Central District Health Department, retroactive to July 1, 2023. The motion carried unanimously.
2. Brandon Jewell made a **motion**, seconded by Maria Whelden, to initiate a schedule change for the agency office hours, which will result in extended hours Monday through Thursday, and a 4-hour schedule on Friday mornings. Staff will rotate to cover Friday morning hours

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and employees will be off three out of every four Fridays. This change will initially be a Pilot Program for 3-months.

The motion carried unanimously with the request that the Director prepare the language for the changes needed in the Personnel Policies to accommodate this change.

Committee Updates and Discussions - (Reports provided in written form for discussion - any action would follow in New Business)

1. Finance – Maria Whelden, Chair – The Preliminary (unaudited) quarterly financials were reviewed.

Maria Whelden made a **motion**, seconded by Brandon Jewell, to approve Budget Transfer Requests 6-10 as presented. The motion carried unanimously.

Maria Whelden made a **motion**, seconded by Jason Walsh, to approve Budget Transfer Request 11 as presented. The motion carried unanimously.

Maria Whelden made a **motion**, seconded by Brandon Jewell, to approve Budget Transfer Request 12 as presented. The motion carried unanimously.

2. Short and Long-Term Planning – Ben Rodriguez, Chair -no update
3. Capital Improvements – Chair is vacant-Building Renovation was discussed in Director of Health update.
4. Personnel – William Meier, Chair-William Meier was not present, but Patrice Sulik updated the Board on her work with the Personnel Committee to address the changing Sanitarian wages across the state. Val Romano had met with the Sanitarions to get their input. William Meier asked Patrice to gather current Sanitarian wage data for the Board to review. Brandon Jewell requested that this data be available for the September Meeting of the Board and that it be included as an agenda item. There was discussion on potentially increasing the number of Sanitarian positions to address workload issues.

New Business

1. Brandon Jewell made a **motion**, seconded by Maria Whelden to approve the Architect's proposed costs of \$10,000 for Phase III of the building remodel. The motion carried unanimously.

Diane Wheelock would like to discuss hosting an open house when the building construction is completed. This will be planned once Phase III of construction is scheduled.

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Adoption of Minutes

The approval of the minutes for the May, 2023 Regular Meeting of the Board will be put on the agenda for the September, 2023 Meeting.

Adjournment

There being no further business to discuss, a **motion** was made by Ben Rodriguez and seconded by Brandon Jewell to adjourn. The motion carried unanimously, and the meeting was adjourned at 7:55 PM.

Respectfully submitted,

Patrice A. Sulik
Director of Health

Next Board Meeting: Wednesday, September 13, 2023, 6:00 PM, Health District Main Headquarters, 31 North Main Street Enfield, CT 06082