



North Central District Health Department

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- Windham—Town Hall, 979 Main Street, Willimantic, CT 06226 * (860) 465-3033 Fax (860) 465-3034
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Patrice A. Sulik, MPH, R.S.
Director of Health

NORTH CENTRAL DISTRICT HEALTH DEPARTMENT
BOARD OF DIRECTORS
MINUTES OF SPECIAL MONTHLY MEETING
Wednesday, March 15, 2023
Health District Vernon Office
375 Hartford Turnpike
Vernon, CT 06066

Members Present: Diane Wheelock, Chair, Maria Whelden, Dianne Trueb, Michael DellaVolpe, Jason Walsh, Brandon Jewell, Victor Mathieu, James Hoyne, William Meier, and Trish Vayda.

Members Absent: Fred Journalist, Dean Gousse, Dawn Maselek, Ben Rodriguez, and Catherine Cannon.

Also Present: Val Romano, Patrice Sulik, Director of Health and Tung Nguyen, Deputy Director of Health.

Call to Order/Determination of Quorum: The meeting was called to order by Diane Wheelock, Chair, at 6:00 PM after a quorum was determined.

Executive Session:

Brandon Jewell made a **motion**, seconded by Maria Whelden to enter Executive Session for the purpose of discussing Security Matters. The motion carried unanimously, and the Board entered Executive Session at 6:04 PM.

Patrice Sulik and Tung Nguyen were invited to enter Executive Session.

The Board came out of Executive Session at 6:26 PM.

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

Patrice also reported that the Town of Stafford has voted to contribute \$300 to the Health District to supplement overdose harm reduction activities for the Town.

Action on Consent Agenda:

1. Brandon Jewell made a **motion**, seconded by Dianne Trueb to approve the proposal for security upgrades to the Enfield Headquarters as presented. The costs will be covered with funds from the Security Reserve. The motion carried with Walsh abstaining.
2. William Meier made a **motion**, seconded by Brandon Jewell to approve Budget Transfer request #3 to transfer \$100,000 from the Building Reserve to Building and Leasehold improvements to pay for construction costs as presented. The motion carried unanimously.

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

1. Finance – Maria Whelden, Chair – Quarterly Financials-Financials were reviewed.
2. Short and Long-Term Planning – Ben Rodriguez, Chair
3. Capital Improvements – Chair is vacant
4. Personnel – William Meier, Chair – Bill reported that the Public Health Nurse position would be re-posted, both as Part-Time and Full-Time, as the current Part-Time Nurses had plans to retire.

New Business

1. Dianne Trueb made a **motion**, seconded by Brandon Jewell to approve the furniture proposal for \$41,423.70, cost to be covered from fund balance. The motion carried unanimously.
2. William Meier made a **motion**, seconded by Brandon Jewell to approve the filing cabinet proposal for \$34,926.54, cost to be covered from fund balance. The motion carried unanimously.
3. Dianne Trueb made a **motion**, seconded by Brandon Jewell to pay the Architect’s bill of \$15,200, cost to be covered from fund balance. The motion carried with Walsh opposed. The Board requested historical information on costs related to building remodel for next meeting.
4. External grant writers (Pilot Program)-Tung Nguyen discussed the potential use of external grant writers as a growth step for the Health District.
5. Treasurer’s Short-Term Investment Fund (STIF) opportunities were mentioned-the District could keep funds liquid while earning a return on the money. The Director is awaiting a return call for specifics.

Informational Items

Maria Whelden raised the issue of teen suicide and overall mental health issues and pointed out that the CDC was advocating a Public Health approach. She requested that this be included on the Board Agenda for next month’s meeting.

Adoption of Minutes

William Meier made a **motion**, seconded by Jason Walsh, to waive the reading of the Minutes of the Regular Meeting of the NCDHD Board on February 8, 2023, and that Minutes of said meetings be approved. The motion carried with DellaVolpe abstaining.

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Adjournment

There being no further business to discuss, a **motion** was made by Brandon Jewell and seconded by Dianne Trueb to adjourn. The motion carried unanimously, and the meeting was adjourned at 8:00 PM.

Respectfully submitted,

Patrice A. Sulik
Director of Health

Next Board Meeting: Wednesday, April 12, 2023, 06:00 PM, Ellington Town Hall 55 Main St, Ellington.