



# 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 OF THE BOARD  
Wednesday, November 8, 2023  
Health District Main Headquarters  
31 North Main Street  
Enfield, CT 06082

**Members Present:** Diane Wheelock, Chair, Maria Whelden, Fred Journalist, Jason Walsh, James Hoyne, Brandon Jewell, Ben Rodriguez, Xiomara Capo, Victor Mathieu, and Trish Vayda.

**Members Absent:** Val Romano, Dianne Trueb, Michael DellaVolpe, Dean Gousse, Catherine Cannon, Dawn Maselek, and Bill Meier.

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

**Call to Order/Determination of Quorum:** The meeting was called to order by Diane Wheelock, at 6:03 PM after a quorum was determined.

**Executive Session:** Personnel Matters

Victor Mathieu made a **motion**, seconded by Brandon Jewell, to enter Executive Session for the purpose of discussing Personnel Matters. The motion carried unanimously. Patrice Sulik was invited to join Executive Session. The Board entered Executive Session at 7:05 PM.

The Board came out of Executive Session at 7:21 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. Jason Walsh made a **motion**, seconded by Victor Mathieu, to approve the proposed calendar for meeting dates for 2024 as presented. The motion carried unanimously.
2. Maria Whelden made a **motion**, seconded by Brandon Jewell, to approve Budget Transfer Request 1 as presented. The motion carried unanimously.
3. Maria Whelden made a **motion**, seconded by Brandon Jewell to approve Budget Transfer Request 2 as amended. The motion carried unanimously.  
(Amendment: the funds were transferred **to** Building and Leasehold Improvements, not **from**.)

## Minutes of Regular Meeting

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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 were reviewed. Grant revenue funding streams were reviewed. The topic of Sanitarian wage increases was discussed and asked that it be revisited at the December Meeting when comparison information on benefits is available.
2. Short and Long-Term Planning – Ben Rodriguez, Chair-no update
3. Capital Improvements – Chair is vacant-
4. Personnel – William Meier, Chair-no update

### New Business

1. Window Coverings for upstairs. Proposal from Walch & Company was reviewed. Victor Mathieu made a **motion**, seconded by Brandon Jewell, to move forward with the purchase of window coverings as presented. The motion carried unanimously.

### Adoption of Minutes

Maria Whelden made a **motion**, seconded by Fred Journalist, to waive the reading of the Minutes of the Special/Annual Meeting of the NCDHD Board on October 18, 2023, and that Minutes of said meetings be approved. The motion carried with Brandon Jewell abstaining.

### Adjournment

There being no further business to discuss, a **motion** was made by Victor Mathieu and seconded by Fred Journalist to adjourn. The motion carried unanimously, and the meeting was adjourned at 7:22 PM.

Respectfully submitted,

Patrice A. Sulik  
Director of Health

**Next Board Meeting:** Wednesday, December 13, 2023, 6:00 PM, Enfield Office, 31 North Main St, Enfield.