

# North Central District Health Department

- Enfield - 31 North Main Street, Enfield, CT 06082 - (860) 745-0383 FAX 745-3188
- Vernon - 375 Hartford Turnpike, Room 120, Vernon, CT 06066 - (860) 872-1501 FAX 872-1531
- Windham - Town Hall, 979 Main Street, Willimantic, CT 06226 - (860) 465-3033 FAX 465-3032
- Stafford -Town Hall, 1 Main Street, Stafford Springs, CT 06076 - (860) 684-5609 FAX (860) 684-1768

## NORTH CENTRAL DISTRICT HEALTH DEPARTMENT

Board of Directors

REGULAR MEETING

Wednesday, December 9, 2015

NCDHD Headquarters

31 North Main Street

Enfield, Connecticut 06082

7:00 p.m.

1. Call to Order/Determination of Quorum
2. Executive Session
3. Approval of Minutes of Special Meeting of October 14, 2015 and of Regular Meeting of November 4, 2015
4. Health Education Intern Presentation – Katie Wilson
5. Presentation by Len Nelson, BT Coordinator, on BT Grant Work/Budget
6. Communications
  - a. From the Board – Member towns wishing to raise or discuss any issue may do so at this time.
7. Old Business
  - a. New Copier – Wireless
  - b. Outcome of BT Grant Paying for Generator Evaluation
  - c. Electric and Generator Reports
  - d. Energy Audit
  - e. Job Description – Part Time Secretary – Windham and Stafford
  - f. Certificate of Deposit
  - g. Sewer Inspection Report
  - h. Other
8. New Business
  - a. Audit Received
  - b. November Cash Disbursements
  - c. Board Authorization/Transfer Requests
  - d. Health Educator Report
  - e. Legal Consultation – Four Cases
  - f. Monthly Reports – Food, Temp Events, Complaints
  - g. Other
9. Committee Reports
  - a. Finance – Maria Whelden, Chair
  - b. Short & Long Term Planning
  - c. Capital Improvements – Mary Ann Turner, Chair
  - d. Personnel Committee – Linda DeGray
10. Chairperson's Report
11. Next Regular Meeting – January 13, 2016, NCDHD Headquarters, 31 North Main Street, Enfield, Connecticut
12. Adjournment

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## NORTH CENTRAL DISTRICT HEALTH DEPARTMENT

### BOARD OF DIRECTORS

Special Meeting

October 14, 2015

Vernon, Connecticut 06066

**(AMENDED VERSION)**

Members Present: Diane Wheelock, Chairman Mary Ann Turner, Linda DeGray, Fred Journalist, Len Norton, Maria Whelden, Trish Vayda, Faith Roebelen, Vic Mathieu, Diane Wheelock, Richard Regnier, Matthew Maynard and new member Roger Benham Chris Howland arrived at 7:07 p.m.

Members Absent: Dianne Trueb, Mary Schwab, Catherine Gregory

Also Present: Michael s. Caronna, Interim Director of Health

After determining there was a quorum, the meeting was called to order at 7:00 p.m.

There was no Executive Session. Instead, Michael Caronna requested the Board visit the issue of his vacation days not used. Since becoming Interim Director of Health, Michael has not been able to take a vacation. Therefore, Donna has told him that technically he will lose 16 vacation days. He does not feel he can take any of these 16 days as he has his full complement of vacation days for the current fiscal year. If the Board says no, he will just lose these days. Diane Wheelock suggested he carry forward the 16 days but that would be added onto his five weeks vacation he already has. Mary Ann Turner made a motion to give Michael Caronna the money for his 16 vacation days at his current rate of pay because we cannot afford to allow him to take five or six weeks off. Len Norton seconded the motion and the vote carried unanimously.

#### Approval of Minutes of September 9, 2015

Vic Mathieu made a motion, seconded by Trish Vayda to approve the minutes of September 9, 2015 as presented. The motion carried unanimously with Mary Ann Turner and Faith Roebelen abstaining.

#### Communications

Mary Ann Turner informed the Board that Enfield has an interim town manager who may do a walk-through with her to see what the Health Department is and what we do. He will not be here long enough to do an actual meet and greet with the Board.

Michael Caronna informed the Board that he will be attending the November 16<sup>th</sup> Commissioner's Semi Annual Directors of Health Meeting and has attended the Windham Regional Economic Development Summit to extend our presence in the Town of Windham.

Old Business

- a. Newington Electric will be coming in to do a tune-up of the generator for \$200 per year for maintenance and 24 hour access to maintenance if needed. That is \$50 less than last year. They will also be coming in to check out the load capacity of the current generator and exactly what is connected to the generator in case of an emergency. That cost will be \$1,600. Len Nelson, our BT Coordinator, has discussed this with the State and he believes we may be able to charge this fee to the BT grant.
- b. Imageworks – Web Design – Web site went live last month and seems to be running well. The Filemaker link is not working so when septic cleaners need As-Builts, the calls come in to our office and must be looked up for them.
- c. With the purchase of the new copier, we must move the fax line from its current position so it can interface with the new printer, copier, fax and scanner machine. This will take place in the near future. The Board questioned if this new machine was wireless? Michael Caronna will find out and get back to the Board.

New Business

- a. and b. These items will be discussed at 7:45 p.m. when Jeff Knapp and Mike Roach are scheduled to make their presentations.
- c. Diane Wheelock said that this is the time of year when we look at our budget to see if we are sticking to the budget or going over on some line items. The Board may want to freeze line items as we did last year and take any action on accounts that may be coming close to spending budget limits. We may not want to make any transfers and this should be looked at.

It was questioned as to whether we had already had the discussion about the medical insurance and the staff wanted to stay with the current plan but increase the employee share to 14% (**ACTUALLY 11%**). This was actually done in June 2015 and it was for the dental insurance only.

The medical employee contribution is 11% (**ACTUALLY 14%**) now. Maria Whelden asked Michael Caronna what the employee's are interested in and if he did not know, could he get back to the Board with that information.

What was presented to the Board by Donna Fisher was what our broker, Jeff Knapp, had presented to the employees. We could stay with our current plan or go to CBIA which the Board had discussed previously. The information presented with the Agenda was a comparison of similar, but also less expensive alternative medical insurance plans. Len Norton brought up the Health Savings Account that the Town of East Windsor has. The deductible is \$4,000 and the Town of East Windsor sets up an account and gives each employee \$3,000 at the beginning of the year so that the most each employee would spend out of pocket would be \$1000. This was the most cost effective method of medical insurance for the Town of East Windsor. They also offer a Cigna plan but the HSA plan is less expensive for the employees.

Diane Wheelock noted to the Board that an HSA is more advantageous to the employees because at the end of the year, if they have not used all their funds, the money is the employee's and can be used to pay down the next year's premium, pay down Medicare supplemental insurance premium when you reach 65 years of age, etc..

Cash Disbursements and Income/Expense Report: Maria Whelden questioned the fact that at the one quarter point in the fiscal year, we have spent over the annual allotment for some line items and there have been no transfer requests. For the one transfer request that was included tonight we should table this request because the bookkeeper did not say where she wanted to take this money from and transfer it to the line item. Maria believes that the reason this has not been done is because some of the IT line items have not been decided on yet.

Diane Wheelock questioned the fact that on Cash Disbursements sheet – why was Enfield Electric more for the first floor than for the second floor account. Mary Ann Turner recommended we do an energy audit of the building at 31 North Main Street, and also find out who is our electric provider and is it the best rate. Fred Journalist also suggested we should look into solar energy. Michael Caronna explained that there are two meters for the building and the one on the first floor controls most of the outlets on the second floor and all the outlets on the first floor. The meter on the second floor is smaller and controls less of the outlets.

The Board at this point wants to table the transfer until more information is provided. Maria Whelden suggested that next week she will sit down with Donna Fisher and Michael Caronna because we are at the quarter of the year and there are a number of things that need to be reallocated and discussed for all accounts.

Jeff Knapp and Mike Roach entered the meeting at 7:45 p.m.

### Medical Insurance

Jeff Knapp was asked to give his presentation first. Diane Wheelock told him a discussion had been started and the Board requested more information on the CBIA plan option and how much it costs. The biggest difference between CBIA (Connecticut Business & Industry Association) is the network. Anthem technically has the best network in Connecticut. CBIA is not a network but a carrier. Under CBIA there are a number of programs to choose from that all come through CBIA as the carrier. If the employee wants to go to another carrier, they would have to pay the difference of the CBIA rate and their chosen plan. The only additional cost to the District is to join CBIA and that would be \$250 per year. And the current life insurance policies would have to be moved to CBIA also.

The District would cover "X" amount of dollars for the medical insurance plan and if the employee wanted to have a better or lesser plan or even an HSA account, that would be their choice and the employee would pay any difference.

Under CBIA, Blue Cross is not an option but Aetna, Connecticare, Harvard Pilgrim and others would be options.

Following discussion, it was decided that each employee will be contacted about the CBIA choices during the month of October and their requests will be brought to the Board at the next meeting, which is the first week of November. Anthem is off the table and is not an option for renewal for this insurance.

The other discussion was whether or not to continue the deductible reimbursement policy which is currently in place. This reimbursement is strictly for hospital related expenses and it has not been widely used by the employees.

Maria Whelden made a motion, seconded by Faith Roebelen, that Jeff Knapp present a scenario to the employees of what it would cost for the CBIA gold policy with the employees contributing 14% of the premium. The motion carried with Mary Ann Turner, Vic Mathieu and Linda DeGray opposing.

Jeff Knapp will present this information to the employees to get their input on which plan is suitable for them. Linda DeGray wanted it made clear to the employees that even though this plan is being presented to the employees, it may not be the plan they will get. Mary Ann Turner also said that the Board may not continue to pay the deductible benefit as they have not voted on this item yet.

#### Pension Plan

Mike Roach of Pension Consultants reported that there were changes to the pension plan that need to be brought up to date. The contribution was made discretionary. The Board needs to decide the rate and report to Pension Consultant what the contribution will be every year. The Board members recalled that they had changed the contribution to 4.5% for the 7/1/14-6/30/15 pension year. As of now, to get into the pension plan, an employee must be employed on June 30<sup>th</sup> and have worked 1,000 hours. It takes five years to be fully vested. Forfeitures of non-vested portions of accounts can be used to pay fees or offset contributions by the Board. The amount of forfeitures last year was around \$7,000. Mike Roach needs the details of the plan changes and the final June 30<sup>th</sup> census information so he can let the Board know the amount of contribution that needs to be made for the 7/1/14-6/30/15 pension year. The amount of the contribution is based on planned salaries and not included are the step raises and forfeitures. This is why we need the final accounting.

A discussion ensued regarding why Pension Consultants had not received the June 30<sup>th</sup> census for our department. It was noted that the report on the census is usually submitted by the auditor upon the completion of the audit. When it was brought up that our audits are usually completed in November, Vic Mathieu brought up the fact that in order to get our audit in a more timely manner, we should put a deadline for submittal of the audit report. The Suffield Ambulance Association gave their auditor 90 days to complete the audit and charged him \$100 per week over the 90 days.

Diane Wheelock said she would send a copy of the Minutes with a letter regarding the 4.5% contribution rate to Pension Consultants for the July 1, 2014 to June 30, 2015 pension year.

Health Educator Report - The Board considered Mary Joaquin's report to be outstanding and appreciated receiving it in writing prior to the Board meeting.

BT Coordinator Report – Len Nelson, Jr. is the new BT Coordinator. He was the number one pick of the entire committee because he has a lot of background in Emergency Coordination. Patrick Getler has been hired on a part time position to be paid for out of the Grant to allow him to gain experience working with Emergency Preparedness. He has a degree from the Maritime Academy in Emergency Management. They have been working on PODs (Points of Distribution) and making sure we have what we need in each of them. This work will continue as we are catching up on items that were needed when we had no BT Coordinator. They are also working on organizing all the information and supplies we have on hand.

Monthly Reports - The Board would like to know what percentage of Class 1, 2, 3 and 4 are we getting done per year. After Len Nelson has been here 90 days, he will be working as a Sanitarian 2 so we can continue to catch up on inspections. Linda DeGray suggested we continually update our ads for Sanitarian 2 until we find someone who is suitable.

Clarification of Re-inspection Fees for Salons – Deb Caronna would like the Board to confirm that the \$300 re-inspection fee is for the second re-inspection when there are unlicensed personnel working in the shops. Mary Ann Turner made a motion, seconded by Chris Howland, to clarify that the re-inspection fee of \$125 is for the first re-inspection and the \$300 re-inspection fee is for a second and each subsequent re-inspection. The motion carried unanimously.

Part-Time Secretary Job Description – Since the Town of Windham moved our department into the Building Department, is someone comes into the office to conduct health department business, the Building Department's secretary is the person who is handling all inquiries first because there is no secretary for the health department. We are looking for a part time secretary for the Windham office and we have checked with the Town Manager's secretary to see if there was anyone who was currently working part time for the Town who would be willing to work part time for us also. Unfortunately, there is no one. It was suggested we go to the Town with a proposal and a money figure to see if they could accommodate our office. Matt Maynard will talk to the Town Manager, Neal Beets, to see if he can recommend a solution to this situation. The approval of the job description was tabled until next month.

#### Finance Committee Report

Maria Whelden said she will get together with Mike Caronna (when he feels better) and Donna Fisher to go over the way we are reporting budget line items. Diane Wheelock asked Maria Whelden if this could be accomplished before the next Board meeting and Maria said she would certainly try to get this done. Maria Whelden said she had questions regarding IT that have been outstanding for two months. Mary Ann Turner asked for a copy of the IT budget that was made by the Board – what was budgeted and what line it went into. Maria Whelden has questions regarding the generator (\$1600) that will be coming out of the BT budget. We need to get a grant accounting for each of the grants separate from the General Fund.

Capital Improvements/Ad Hoc Committee Report

Mary Ann Turner reported she has about \$1600 remaining from \$5000 grant she received from the Town of Enfield. She would like to use this remaining money to repair a 12' x 15' pot hole in the back of the 31 North Main Street, Enfield building. She would like the District to pay the difference for the repair, which would be around \$600. Len Norton made a motion, seconded by Vic Mathieu, to spend up to \$600 from the line item Office Expense – Other, to pay for the balance of the cost of the repair of the pot hole. The motion carried unanimously.

IT – Enfield IT is our vendor for anything to do with IT; dropping a line, running a line, fiber optics cabling, etc. Where a misunderstanding is occurring is with our direct connection to CCAT. CCAT is Enfield IT's vendor. CCAT is making suggestions outside of Enfield IT. Paul Russell will meet with CCAT to set the record straight as to what needs to be done with our IT. Mary Ann Turner has asked Claire Crane to keep Paul Russell and herself on a cc list for any e-mails that are going out, just like Debbie Caronna does with Jim Lord, our Filemaker programmer.

Sewer Smoke Test – Met with plumber who is not sure he can redo the smoke test but is able to camera the sewer line to see if there are any problems. He can also jet and clean the lines and will get back to Michael Caronna with an itemized bill for each scenario. The plumber also noted during his walk-through of the downstairs area that the boiler has a lot of corrosion and there is not a pin-hole leak. He will give us a price to fix the boiler before the leak becomes severe.

Linda DeGray asked if we had signed a contract with the snow removal person. Mary Ann Turner answered that she had gotten prices for the snow removal and our current snow removal company low-balled the price. We have had some problems with his as he does not do a good job and ruined some of our curbs. Mary Ann Turner will discuss this with Len Norton and will get back to us regarding the snow plow contract.

Vic Mathieu reported that he gave the information of a staff recruiter to his brother who does this type of work and his brother gave it to two other guys. They will charge 25% of the base salary and Vic's brother said he would do it for 20% of the new person's salary – whatever we hire the person for. This is only if Vic's brother finds the person for us and only if they are there 90 days. It was decided the Board would look into the finances to see if we have the money to do this.

Adjournment

Chris Howland made a motion, seconded by Len Norton, to adjourn. The motion carried unanimously and there being no further business before the Board, the meeting closed at 9:50 p.m.

Respectfully submitted,

Michael S. Caronna  
Interim Director of Health

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## NORTH CENTRAL DISTRICT HEALTH DEPARTMENT

Board of Directors

Minutes of Regular Meeting

November 4, 2015

Enfield, Connecticut

**Members Present:** Diane Wheelock, Chairman, Mary Ann Turner, Linda DeGray, Richard Regnier, Trish Vayda, Maria Whelden, Fred Journalist, Dianne Trueb, Matthew Maynard, Chris Howland

**Members Absent:** Mary Schwab, Faith Roebelen, Vic Mathieu, Catherine Gregory, Roger Benham

**Also Present:** Michael Caronna, Interim Director of Health, Deb Caronna, Director of Food and Institutional Services, and Donna Fisher, Bookkeeper

After determining a quorum was present, the Chairman called the meeting to order at 7:02 p.m.

### **Approval of Minutes of October 14, 2015**

There was a miscommunication of percentages for the employee contribution for the dental insurance and medical insurance in the October Minutes. On Page 2, New Business, Paragraph c., second paragraph, the dental insurance only was increased from 8% to 11% in June 2015 and in the next paragraph, the medical insurance contribution was increased from 8% to 14%. Following discussion, Chairman Wheelock asked that the Minutes be tabled until the next meeting and she would get together with the Secretary to make sure everything is in order.

Maria Whelden brought an error on Page 4 under the Pension Plan. It says the amount of forfeitures for last year was around \$7,000. Maria believes they are referencing fiscal year ending June 30, 2015. Bookkeeping reveals that there are no forfeitures for 2015 so this needs to be researched.

Mary Ann Turner made a motion, seconded by Len Norton, to table the Minutes until the next meeting. The motion carried unanimously.

Mary Ann Turner asked Michael Caronna if the new copier is wireless. He was not sure so it was requested that this item be put under Old Business for the next meeting. Mary Ann also asked who was taking on the project of the energy audit for the headquarters meeting and asked that this item also be put under Old Business for the next meeting.

Mary Ann Turner also said that she had requested a copy of the budget but had not received it. Maria Whelden explained that she would be meeting with Paul Russell of Enfield IT to get the line items straightened out with him and then would meet with Donna Fisher and Michael Caronna to put the numbers where they belong. When this is completed she will send the budget out to the Board.



Mary Ann Turner asked about the statement in the Minutes that Len Nelson could possibly pay for the generator evaluation (\$1600) for the building at 31 North Main Street in Enfield out of the BT Grant. She wanted to know the outcome of that statement. Michael Caronna reported that Len has not received an answer from the State as yet. Mary Ann would like this item added to Old Business for next month's meeting.

### **Board Communications**

Dianne Trueb reported that the Ellington Farmer's Market had a great season and that their winter season is starting soon.

### **Generator/Newington Electric Update**

Newington Electric has completed a load test for the electricity for the NCDHD headquarters building. They found out what was connected to the generator and labeled this. There is not much connected to the generator on the lower level. Len Nelson, BT Coordinator is looking for funds to replace the generator. One thing that was identified was that voltage regulator needs to be replaced as soon as possible. The cost would be approximately \$275. This could be repaired under Building Maintenance. Len Norton made a motion, seconded by Mary Ann Turner to repair the voltage regulator and take the cost from Office Supplies – Maintenance. The motion carried unanimously.

The cost of the electrical evaluation of the generator will be paid for from the BT grant and would be approximately \$1,600.

### **Medical Insurance Renewal**

Jeff Knapp introduced himself to the Board again and reported he had met with the employees yesterday regarding changing the medical insurance to CBIA. Jeff explained that under the CBIA plan there were four carriers – Aetna, Connecticare, Harvard Pilgrim and Oxford. Of these four carriers, everyone found a plan that would suit their needs. The plan most similar to the current Anthem plan is the Harvard Pilgrim Gold plan. Some employees found they were more interested in the Aetna Gold plan as it had more of their providers in-network. Aetna is more costly than Harvard Pilgrim (which is the lower cost plant) but it is still significantly lower than Anthem. Jeff suggested that the 86%/14% cost be based on the lowest costing selected Gold option plan instead of the lowest costing Gold option plan. There is a \$250 cost to join CBIA and all life insurance policies would have to be transferred to CBIA. They would match our current premiums for this service.

Mary Ann Turner made a motion, seconded by Len Norton, to go into Executive Session. The motion carried unanimously and the Executive Session began at 7:50 p.m.

Executive Session ended at 8:30 p.m. with no motions, votes or decisions made.

Mary Ann Turner made a motion, seconded by Linda DeGray, that we are going with the Aetna Gold Plan with 15% contribution from the employees and 85% contribution from the Board, the employees are eligible to buy down to lower cost plans if they choose and we are eliminating the \$1500 deductible payback.

Maria Whelden wanted to amend the motion to say "the dollar equivalent of 85% contribution by the Board". The amended motion is: "We are going with the Aetna Gold Plan with 15% contribution from the employees and 85% of the Aetna Gold Plan dollar amount contribution by the Board; the employees are eligible to buy down to lower cost plans if they choose; and we are eliminating the \$1500 hospitalization reimbursement,".

During discussion of the motion, Maria Whelden wanted it clarified that if the employees go to a lower cost plan, the Board's 85% contribution would be of the Aetna Gold Plan. Mary Ann Turner would like to see a form with the numbers calculated by CBIA so that next year we know what was done.

The motion carried unanimously.

### **Job Description – Part Time Secretary**

Mary Ann Turner asked if Matt Maynard and Linda DeGray had set a meeting to discuss ways to present this request to the Windham Town Manager. Matt Maynard replied he had not had a meeting with Linda DeGray but he was in the Windham Town Hall on other business and he ran into the Windham Town Manager who had a few minutes and asked him if the Town would be able to give us a few hours of time from the two secretaries currently working in the Building Department for our Windham office. Matt received an e-mail from the Town Manager this afternoon which said the Town would not be in favor of having one of their employees work part time, on any basis, for our department. There would be union issues. Mary Ann Turner suggested we put together a proposal and take it to the Town Council in Windham to see if we could get somewhere with them.

Mary Ann Turner also suggested we re-visit the situation we have with the part-time secretary in our Stafford office and maybe have a labor lawyer look over what we are doing there.

### **New Business**

#### **Maturity of Certificate of Deposit**

Diane Wheelock suggested we leave the CD at Webster Bank for 18 months. Mary Ann Turner suggested Berkshire Bank out of Windsor has a better rate and it is good for 13 months in case we should need to access this money. Diane Wheelock told Donna Fisher to contact Webster Bank and close the CD and roll it into our checking account until a decision is made. Donna told the Board that the second CD matures in March of 2016.

#### **Quarterly Financial Reports**

Maria Whelden reported that she will be meeting with Paul Russell, Enfield IT, to get things straightened out financially and then meet with Michael Caronna and Donna Fisher to go through the budget as it currently stands and see where we have to adjust line item amounts.

### **Cash Disbursements**

Diane Wheelock questioned why we are paying Len Nelson, BT Coordinator, mileage when there is a BT truck available. Michael Caronna explained that for that particular meeting, Len went from his home to the meeting as it was a shorter distance than coming all the way into Enfield and then going to the meeting,

### **Budget Transfers**

Transfer Request No. 1 - From Carbonite to Core Cal and Microsoft Office – reviewed by Maria Whelden and recommended acceptance.

Approved unanimously.

Transfer Request No. 2 - Vernon Rent – we did not budget for Vernon rent because we thought we would be closing the Vernon office. This should say from Office Equipment to Vernon Rent (it is transposed on the Transfer Request Sheet). Diane Wheelock reported that Claire Crane is working with Vernon IT to get our Vernon office connected to the fiber optic cabling which runs in front of this building. It would cost us for the 20-30 feet of cabling only (about \$150) and Comcast would go away and there would be no more cost. Approved unanimously.

Transfer Request No. 3 - Office Expense Other to Web Design/Support – Due to changes from the original contractual agreement with Imageworks. Following some discussion, approved unanimously

### **Health Educator Report – Mary Elizabeth Joaquin**

The report was reviewed and the Board thanked Mary Joaquin for doing a great job.;

### **BT Coordinator Report – Len Nelson**

Linda DeGray asked about the BT budget and since we know it is for \$129,000, why do we not see line items for the BT budget. It was explained that a budget has been submitted to the State but has not been approved to date. The Board would like to see the line item budget with the term "Draft" on it so that the Board knows it is not the approved budget.

### **Approval to Replace Voltage Regulator**

Approved by Board previously in this meeting

### **Monthly Report**

Len Norton reported he had met Patrick Getler at a meeting and found him to be a very knowledgeable person. Since the next meeting is in Enfield, it was suggested that Len and Patrick prepare a PowerPoint presentation for the next meeting to show what has been done and where we need to go. They are currently looking for new POD sites.

Mary Ann turner asked when will the Electrical Evaluation Report be available. It is believed to be ready next month but we are not certain if it will be ready prior to the next meeting.

Diane Wheelock suggested we have calendar of events for the District so if any Board members would like to attend certain events, they would be aware of what is happening. It was suggested it should be also on our website.

Deb's reports were discussed. A new form was presented to the Board showing percentage of completion of food service inspections for each town. This will be incorporated into an Excel spreadsheet in the future to make it easy to update it on a monthly basis. As we can see from the numbers, we still need a Sanitarian 2 to help get these numbers up where they should be. We have had no luck in advertising for a Sanitarian 2. We have had very good luck with our intern, Katie Wilson. She has been helping in all areas of the Health Department and has expressed an interest in taking the public health courses that would enable her to become a sanitarian. We ave had other interest in interning but these are more for personal reasons – they look good on resumes but Katie's is to obtain six credits for school and it fits very nicely into what we would be looking for. If we were to get other intern, we would like to develop a format or template of what we would be looking for so the interns would be a good fit for the health department.

When Len Nelson completes his 90 day period getting BT under control, he will be doing part time sanitarian work. Unfortunately, we are not aware of when he last did food inspections, etc. When he was a sanitarian in New Haven, his priority was lead investigations. Diane Wheelock asked Maria Whelden how many sanitarian positions do we still have open and Maria will able to answer that when she has gone over the budget with Michael Caronna and Donna Fisher. Maria also is looking into how much money we will have available to hire a headhunter to fill the Director of Health position

Michael Caronna reported that we are still trying to get grant monies to pay Patrick Getler's salary so that would free up some more of the BT grant monies. Diane Wheelock said that the reason Len Nelson was hired was that he was also a Registered Sanitarian and his job with us for BT would be part time. If we use Len Nelson full time as BT, we would be forced to let Patrick Getler go as there would be no funds for him under the BT grant. Also, to make this job more stable for Len Nelson, we offered him the half and half job just in case the BT monies go away Len would still have job security.

All employee evaluations have been completed and have set goals to be completed for the coming year. We also got good feedback from the employees regarding the use of the iPads.

### **Committee Reports**

**Finance Committee** – no report

**Capital Improvements** – Someone will be in to fix the pot hole in the back of the Enfield building. The monies will be available from the Town of Enfield until April 2016.

Also, Mary Ann Turner reported that she has someone in mind to do the mowing of our property but our current snow plow person, J&S Landscaping, was the lowest bidder by far for the snow removal. Her concern is that he will not take care regarding the new curbs that were installed. Chris Howland pointed out that we get a Certificate of Insurance from the plow person and if the curbs are damaged, we make a claim to his insurance company. Mary Ann just wanted to make the Board aware that she is looking into getting someone new for the landscaping job.

**Personnel Committee** – Linda DeGray - will be discussed in Executive Session.

Mary Ann Turner made a motion to go into Executive Session, seconded by Linda DeGray. The motion carried unanimously and the Executive Session began at 9:10 p.m.

Michael Caronna, Deb Caronna, Donna Fisher and the Recording Secretary left the meeting at this time.

Respectfully submitted,

Michael s. Caronna

Interim Director of Heath