



North Central District Health Department

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- 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

AGENDA
NORTH CENTRAL DISTRICT HEALTH DEPARTMENT (NCDHD)
Regular Meeting
North Central District Health Department
31 North Main Street
Enfield, Connecticut

Wednesday, December 14, 2016
7:00 p.m.

A. Call to Order/Determination of Quorum

B. Executive Session

The NCDHD Board of Directors, pursuant to the authority given in Connecticut General Statutes § 1-200(6) (B), hereby moves to go into Executive Session to discuss personnel matters.

C. Public Hearing - None

D. Director of Health

Monthly Report Review and Update of Pending Business Items –
(Provided in written form by the Director to the NCDHD Board.
Discussion and clarification – no action required at this time)

- Reinspection fees-food establishments
- Organizational Chart
- Updating of Job Descriptions
- Accounting software-potential change to Quickbooks-Auditor does not recommend change-recommend removing from agenda.
- P/T Public Health Educator opening
- Public Health Nursing Position
- Building Upgrade
- Parking Lot
- Windham P/T Secretary
- Waiving fees for non-profits
- Capacity Modeling-Chris Howland
- Zika Virus Funding

- Website-History button added-narrative will be added as time permits
- Personnel Policies-under Action on Consent Agenda
- Eversource Claim-Chris Howland-follow-up-claim has been filed with our insurance company
- Director's September 13 budget assessment report
- Cash Disbursements
- Quarterly Financials-N/A for December
- Monthly Environmental, Preparedness and Health Educator Reports
- Pension Vesting Period
- Fleet Status
- Credit Card Payments

E. **Action on Consent Agenda** – Items requiring routine approval

1. Personnel Policies-Remaining sections to be reviewed:
 - a. Overtime 3.3.1.A
 - b. Vacation Time 5.1.1
 - c. Military Leave 5.4.4
 - d. Incompatible Employment 1-6a.

PROPOSED MOTION-The NCDHD Board does hereby approve the proposed updates of the Personnel Policies as presented.

2. Proposed Budget for Board Consideration

PROPOSED MOTION-The NCDHD Board does hereby approve the proposed budget for Public Hearing.

F. **Committee Updates and Discussion** – (reports provided in written form for discussion - any action would follow in New Business)

1. Finance – Maria Whelden, Chair (Proposed Budget)
2. Short and Long Term Planning – Ben Rodriguez, Chair
3. Capital Improvements – Mary Ann Turner, Chair (Discussion on Firewall)
4. Personnel – Linda DeGray, Chair (Proposed Policies)

G. **New Business**

None

H. **Identification/Adoption of Additional Agenda Items**

I. **Informational Items**

J. **Adoption of Minutes**

The NCDHD Board of Directors waives the reading of the Minutes of the Regular Meeting of the NCDHD Board on October 12, 2016 and the Special Meeting on November 16, 2016 and that Minutes of said meeting be approved.

- K. **Informational Items, Petitions, Communications, Correspondence, Reports, etc. Not Requiring Action**
- L. **Chairman's Report** - update on Proposed Consolidation of Local Health Departments
- M. **Adjournment**

Next Board Meeting: Wednesday, January 11, 2017, Enfield Office, 31 North Main Street, Enfield.