



North Central District Health Department

- Enfield—31 North Main Street, Enfield, CT 06082 * (860) 745-0383 Fax (860) 745-3188
- 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)
Special Meeting
North Central District Health Department
31 North Main Street
Enfield, Connecticut

Wednesday, January 18, 2017
Immediately following Public Hearing at 7:00 PM

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** – To receive input on the Proposed Budget for FY 17-18

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-Auditor does not recommend changing
- P/T Public Health Educator opening
- Public Health Nursing Position
- Sanitarian II position
- Building Upgrade
- Parking Lot
- Windham P/T Secretary
- Waiving fees for non-profits
- Capacity Modeling-Chris Howland
- Zika Virus Funding

- Personnel Policies-have been reviewed with staff
- Website-History button added-narrative will be added as time permits
- Eversource Claim-complete-recommend removing from agenda
- Cash Disbursements
- Quarterly Financials-(February)
- Monthly Environmental, Preparedness, Health Ed, Website reports
- Pension Vesting Period
- Proposed Budget FY 2017-2018 Vote anticipated
- Fleet Status
- Credit Card Payments

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

1. Liability Insurance Agent: Keith Fuller will present formal recommendations to the Board, including pension fiduciary coverage, as requested.

PROPOSED MOTION-The NCDHD Board does hereby approve the recommended changes and additions to the District's liability insurance coverage.

2. Proposed Budget for Board Consideration

PROPOSED MOTION-The NCDHD Board does hereby approve the proposed budget for FY 17-18.

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

1. Finance – Maria Whelden, Chair
2. Short and Long Term Planning – Ben Rodriguez, Chair
3. Capital Improvements – Mary Ann Turner, Chair
4. Personnel – Linda DeGray, Chair

G. **New Business**

To re-allocate \$5,130.02 that was Medical Reserve Corps (MRC) grant funding that was carried over from June 2014, but not clearly identified as MRC funding as per auditor recommendation.

PROPOSED MOTION-The NCDHD Board does hereby approve clearly identifying the \$5,130.02 as MRC funding and designating separate financial statements to track the revenue and expenditures as is done with other grant funds.

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 December 14, 2016 and that Minutes of said meeting be approved.

K. **Informational Items, Petitions, Communications, Correspondence, Reports, etc. Not Requiring Action**

L. **Chairman's Report**

M. **Adjournment**

Next Board Meeting: Wednesday, February 8, 2017, Suffield (location to be determined)