



North Central District Health Department

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- 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 Monthly Meeting

NCDHD Headquarters
31 North Main Street
Enfield, Connecticut

**Wednesday, August 9, 2017
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. (Contract Negotiations)

C. **Public Hearing** – Not at this time

D. **Chairman's Report**

E. **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)

- Cash Disbursements – **Attachments 1**
- Quarterly Financials – **Attachment 2**
- Payment of Member Town Employee for Administrative Work
- Fleet Status – **Attachment 3**
- Training/Cross-Training of Staff
- Written Procedures for the District
- IT Update
- Reaching Out to Partners
- Monthly Environmental, Preparedness, Health Educator and Web Site Reports – **Attachment 4**
- Reinspection Fees – Food Establishments

- Organizational Chart
- Updating of Job Descriptions
- Building Upgrade
- Parking Lot
- Windham P/T Secretary
- Waiving Fees for Non-Profits – No Changes Proposed
- Zika Virus Funding
- Pension Vesting Period
- Open Ended Leasing Program for Vehicles – Vic Mathieu
- Credit Card Payments
- Proposed Consolidation of Local Health Departments
- Food Service Inspection Capacity
- Capacity Modeling
- Status of As-Builts on Web Site

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

1. **Motion:** The NCDHD Board of Directors approves the proposed budget transfers as stated in the proposal – **Attachments 5 & 6**
2. **Motion:** The NCDHD Board of Directors approves the VISION for the Health District as recommended by the Strategic Planning Committee – **Attachment 7**
3. **Motion:** The NCDHD Board of Directors approves the Mission Statement for the Health District as recommended by the Strategic Planning Committee – **Attachment 7**
4. **Motion:** The NCDHD Board of Directors approves the VALUES for the Health District as recommended by the Strategic Planning Committee – **Attachment 7**

G. **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 – Survey Discussion to follow
3. Capital Improvements – Mary Ann Turner, Chair – Update – **Attachment 8**
4. Personnel – Linda DeGray, Chair

H. **New Business**

1. Connecticut Adoption of the FDA Food Code - **Attachment 9**
2. **Motion:** The NCDHD Board of Directors approves the proposed Fee Schedule changes and moves them to Public Hearing for the September 13, 2017 meeting. – **Attachment 10**
3. Connecticut Children’s Healthy Homes Program – **Attachment 11**

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

J. **Informational Items**

K. **Adoption of Minutes**

The NCDHD Board of Directors waives the reading of the Minutes of the Regular Meeting of the NCDHD Board on June 14, 2017 and that Minutes of said meeting be approved. – **Attachment 12**

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

M. **Adjournment**

Next Board Meeting: Wednesday, September 13, 2017, in Enfield at NCDHD Headquarters.