



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
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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

Vernon Office Conference Room
375 Hartford Turnpike, Vernon, Connecticut

Wednesday, November 8, 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 (N/A)

C. **Public Hearing** N/A

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.

- Grant to Prevent Opioid Use
- Training/Cross-Training of Staff
- Written Procedures for the District
- IT Update
- Reaching out to Partners
- Monthly Environmental, Preparedness, Health Educator Reports
Attachment 1
- Organizational Chart
- Updating of Job Descriptions
- Building Upgrade
- Parking Lot
- Pension Vesting Period
- Open Ended Leasing Program for Vehicles
- Credit Card Payments
- Proposed Consolidation of Local Health Departments
- Food Service Inspection Capacity

- Capacity Modeling
- Status of As-Builts on Website
- Quarterly Cash Disbursements – **Attachments 2, 3 & 4**
- Quarterly Financials (July 1, 2017-September 30, 2017) **Attachment 5**

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

1. **Motion:** The NCDHD Board of Directors approves the Proposed Meeting Calendar for 2018. **Attachment 6**
2. **Motion:** The NCDHD Board of Directors approves the Proposed Budget Transfer Request as presented. **Attachment 7**

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 to be discussed under New Business
2. Short and Long-Term Planning – Ben Rodriguez, Chair - will provide update
3. Capital Improvements – Mary Ann Turner, Chair - no update
4. Personnel – Linda DeGray, Chair

G. **New Business**

1. Update from Auditor (draft audit report will be provided at meeting)
2. Proposed Leadership Initiative Pilot – **Attachment 8**
3. Proposed Draft Budget (FY 2018-2019) for discussion - **Attachment 9**
Account Descriptions to aid in Budget Review – **Attachment 10**

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 Special Meeting of the NCDHD Board on October 11, 2017 and that Minutes of said meeting be approved. **Attachment 11**

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

L. **Adjournment**

Next Board Meeting: Wednesday, December 13, 2017, Enfield Office, 31 North Main Street, Enfield, Connecticut.