



# 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)  
**Regular Monthly Meeting**  
Vernon Office Conference Room  
375 Hartford Turnpike, Vernon, Connecticut  
**Wednesday, February 14, 2018**  
Immediately following the Public Hearing

A. **Call to Order/Determination of Quorum**

B. **Executive Session** None

C. **Public Hearing**

1. Motion: The NCDHD Board of Directors approves the proposed FY 2018-2019 budget as presented at the Public Hearing. (**Attachment 1**)

D. **Chairman's Report**

1. Director's Contract
2. Robert's Rules of Order (**Attachment 2**)  
**Motion:** Pursuant to NCDHD By-Laws, Article IV, Entitled "Board of Directors", §7, "Meetings", the NCDHD Board of Directors hereby adopts Robert's Rules of Order and amends the NCDHD By-Laws same sections to reflect same.
3. Establishment of Building Advisory Committee (**Attachment 3**)  
**Motion:** The NCDHD Board of Director's hereby accept the Resolution to establish a NCDHD Building Advisory Committee as presented.

E. **Director of Health Update** – (**Attachment 4**)

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.

- Training/Cross-Training of Staff
- Written Procedures for the District
- IT Update
- Reaching out to Partners

- Monthly Environmental, Preparedness, Health Educator Reports (Attachment 5)
- Organizational Chart
- Updating of Job Descriptions
- Building Upgrade
- Parking Lot
- Pension Vesting Period
- Credit Card Payments
- Proposed Consolidation of Local Health Departments
- Food Service Inspection Capacity
- Capacity Modeling
- Status of As-Builts on Website
- Cash Disbursements – October, November, December 2017 (Attachments 6, 7 and 8)
- Quarterly Financials – through December 31, 2017 (Attachment 9)

F. **Action Items** – Items requiring routine approval

1. Discussion and anticipated vote on Strategic Planning Objectives for 2018  
**Motion:** The NCDHD Board of Directors approves the proposed Strategic Planning Objectives as presented for 2018 (Attachment 10)
2. The NCDHD Board of Directors approves the proposed definition of a Capital Improvement Project for inclusion with the By-Laws under Article X - Definitions. (Attachment 11)

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
3. Capital Improvements – Mary Ann Turner, Chair
4. Personnel – Linda DeGray, Chair

H. **New Business**

1. **Motion:** The NCDHD Board of Directors approves contracting with an insurance billing company to manage the application process with Medicare for flu and pneumonia vaccinations. Fee not to exceed \$1,500.

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 January 10, 2018 and that Minutes of said meetings be approved. (Attachments 12)

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

M. **Adjournment**

**Next Board Meeting:** Wednesday, March 14, 2018, in Suffield, Connecticut (Location to be determined)