



North Central District Health Department

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- 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
NCDHD Headquarters
31 North Main Street, Enfield, Connecticut
Wednesday, January 10, 2018
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)(A), hereby moves to go into Executive Session to discuss Personnel Issues

C. **Public Hearing** N/A

D. **Chairman's Report**

1. Committees – **Attachments – 1 & 2**
2. Contract Vote

Motion: The NCDHD Board of Directors approves the contract extension of three years with Director Patrice Sulik as presented/amended.

E. **Director of Health** – **Attachment 3**

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.

- Opioid Grant
- Training/Cross-Training of Staff
- Written Procedures for the District
- IT Update
- Reaching out to Partners
- Monthly Environmental, Preparedness, Health Educator Reports
Attachment 4
- 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

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

1. **Motion:** The NCDHD Board of Directors approves the proposed meeting calendar for 2018. **Attachment 5**
2. **Motion:** The NCDHD Board of Directors approves the proposed FY 2018-2019 budget to be moved to Public Hearing at the January 10, 2018 Meeting. **Attachments 6, 7 & 8**
3. **Motion:** The NCDHD Board of Directors approves the Proposed Budget Transfer request as presented. **Attachment 18**

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

1. Finance – Maria Whelden, Chair - Updated proposed budget. Committee Minutes included, **Attachment 9**
2. Short and Long-Term Planning – Ben Rodriguez, Chair - Planning objectives provided for review. To be discussed and voted on at January 10, 2018 meeting. Committee Minutes included, **Attachments 10 & 11**
3. Capital Improvements – Mary Ann Turner, Chair - No update. Committee Minutes included, **Attachments 12 & 13**
4. Personnel – Linda DeGray, Chair

H. **New Business**

The Building Committee recommended that the landscaping/snow removal contract go out for bid. Language recommended by insurance agent is included in bid to limit District liability in parking lot. If the Board decides to move forward, the dates for release of the RFP will be determined. **Attachments 14 & 15**

1. **Motion:** The NCDHD Board of Directors approves the language of the RFP with recommended contract requirements to be circulated; dates to be determined.

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 Special Meeting of the NCDHD Board on October 11, 2017 and the Regular Meeting of the Board on November 8, 2017 and that Minutes of said meetings be approved.
Attachments 16 and 17

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

M. **Adjournment**

Next Board Meeting: Wednesday, February 14, 2018, Vernon Office Conference Room, 375 Hartford Turnpike, Vernon, Connecticut