



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
- 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 Meeting
North Central District Health Department
375 Hartford Turnpike
Vernon, Connecticut

Wednesday, April 12, 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.

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

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
- 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-to be discussed
- Capacity Modeling-Chris Howland
- Zika Virus Funding
- Cash Disbursements – N/A

- Quarterly Financials - N/A
- Budget Transfer - in packet
- Monthly Environmental, Preparedness, Health Educator
- Pension Vesting Period
- Fleet Status-update - Vic/Patrice
- Credit Card Payments
- Proposed Consolidation of Local Health Departments
- Food service inspection capacity
- Protection for funds at Webster Bank
- Connecticut Director of Health Planned Absence Policy

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

1. The proposed By-law changes will be considered for a vote. (Review of changes attached)

PROPOSED MOTION - The NCDHD Board does hereby approve the recommended changes and additions to the District's By-laws.

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

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

G. **New Business**

1. Fee changes have been discussed previously, but since the fee schedule is embedded in the Sanitary Code, currently a Public Hearing is required to make changes. The recommendation is to remove the Fee Schedule from the Sanitary Code and maintain it as a stand-alone document that can be changed by the Board as necessary. Notice of this Public Hearing will be published two weeks prior to the hearing in the Journal Inquirer and The Chronicle.

PROPOSED MOTION-The NCDHD Board does hereby approve holding a Public Hearing before the June 14, 2017, Regular Board Meeting in the Third Floor Conference Room of the Ellington Town Hall, 55 Main Street, Ellington, to determine if the Fee Schedule will be removed from the Sanitary Code.

2. Consideration of Building Maintenance/Repair Items providing estimates are available.

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 February 8, 2017 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, May 10, 2017, **Windham Location to be determined.**