



# 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 Meeting  
North Central District Health Department  
Windham Town Hall, 979 Main Street  
2<sup>nd</sup> floor Conference Room  
Willimantic, Connecticut

**Wednesday, May 10, 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. (Security Issues)

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

D. **Chairman's Report-**

1. Role of the Board of Health
2. CT Department of Public Health Plans for Health Districts

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)

- Reinspection fees-food establishments
- Organizational Chart
- Updating of Job Descriptions
- P/T Public Health Educator opening
- Public Health Nursing Position
- Building Upgrade
- Parking Lot
- Windham P/T Secretary

- Waiving fees for non-profits-will be revisited with the Fee Schedule review.
- Capacity Modeling-Chris Howland
- Zika Virus Funding
- Cash Disbursements – [Attachment 1](#)
- Quarterly Financials – [Attachment 2](#)
- Budget Transfer-in packet, [Attachment 3](#)
- Monthly Environmental, Preparedness, Health Educator – [Attachment 4](#)
- 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
- Status of as-builts on website

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

1. Motion: The NCDHD Board of Directors approves the proposal provided to reinvest the CD which is maturing on May 12, 2017, according to the proposal that will be provided at the Board Meeting. [Attachment 5](#)
2. Motion: The NCDHD Board of Directors approves the proposed budget transfer as stated in the proposal. [Attachment 3](#)

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

1. Finance – Maria Whelden, Chair-no update
2. Short and Long Term Planning – Ben Rodriguez, Chair-survey results
3. Capital Improvements – Mary Ann Turner, Chair-update
4. Personnel – Linda DeGray, Chair-Committee Meeting minutes - [Attachment 6](#)

G. **New Business**

**Executive Session**

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

I. **Informational Items**

J. **Adoption of Minutes** – Attachment 7

The NCDHD Board of Directors waives the reading of the Minutes of the Regular Meeting of the NCDHD Board on April 12, 2017 and that Minutes of said meeting be approved.

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

L. **Adjournment**

**Next Board Meeting:** Wednesday, June 14, 2017 in the Third Floor Conference Room of the Ellington Town Hall, 55 Main Street, Ellington, Connecticut