



North Central District Health Department

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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 Meeting

Vernon Office Conference Room
375 Hartford Turnpike
Vernon, Connecticut

**Wednesday, October 12, 2016
7:00 p.m.**

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

B. **Executive Session**

PROPOSED MOTION:

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**

None

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
- Accounting software-potential change to Quickbooks
- P/T Public Health Educator opening
- Public Health Nursing Position
- Building Upgrade
- Parking Lot
- Windham P/T Secretary

- Waiving fees for non-profits
- Capacity Modeling-Chris Howland
- Zika Virus Funding
- Personnel Policy Update
- Website-History button added-narrative will be added as time permits
- Personnel Policies
- Eversource Claim-Chris Howland follow-up
- Director's September 13 budget assessment report
- Cash Disbursements
- Monthly Financials
- Monthly Environmental, Preparedness and Health Educator Reports
- Pension Vesting Period
- Proposed Budget FY 17-18 First Draft
- Fleet Status
- Other

E. **Action Needed on Pending Agenda Items**

1. Liability Insurance lines-new quotes available

PROPOSED MOTION- The NCDHD Board does hereby approve Option (insert selected option) for the insurance contract year November 1, 2016-October 31, 2016.

2. Budget Transfers requiring Board Approval.

PROPOSED MOTION-None

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

1. Finance – Maria Whelden, Chair-none
2. Short and Long Term Planning – Ben Rodriguez, Chair-none
3. Capital Improvements – Mary Ann Turner, Chair-none
4. Personnel – Linda DeGray, Chair-none

G. **Action Needed on New Business Items**

1. Health Insurance changes by CBIA

PROPOSED MOTION-The NCDHD Board does hereby approve the (insert insurance plan) for the contract year December 1, 2016-November 30, 2017. The premium cost share will be (insert cost-share and other details as needed).

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 September 14, 2016 and that Minutes of said meeting be approved.

K. **Chairman's Report**

Update relative to the State of Connecticut's pending legislation to disband the Health Districts as presently configured and design an eight county form of operation.

L. **Adjournment**