 **North Central District Health Department**

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**Patrice A. Sulik, MPH, R.S.**

**Director of Health**

NORTH CENTRAL DISTRICT HEALTH DEPARTMENT

BOARD OF DIRECTORS

MINUTES OF REGULAR MEETING

Wednesday, November 14, 2018

Vernon Office Conference Room

375 Hartford Turnpike

Vernon, Connecticut 06066

**Members Present:** Diane Wheelock, Chairman, Linda DeGray, Dianne Trueb, Maria Whelden, Trish Vayda, Ben Rodriguez, Catherine Rebai, William Meier, and Shannon Grant (arrived at 7:52 p.m.).

**Members Absent:** Ken Nelson, Maurice LaRosa, Mary Ann Turner, Fred Journalist, Len Norton, Mary Schwab, Victor Mathieu, Matthew Maynard, Rick Zulick, and Dawn Maselek.

**Also Present:** George Sinnamon, Auditor and Patrice Sulik, Director of Health

**Call to Order/Determination of Quorum**

Chairman Diane Wheelock convened the meeting at 7:03 p.m. after determining there was a quorum present.

**Chairman’s Report**

Diane requested that the auditor present the audit findings at the beginning of the meeting.

**Review of Health District Audit**

Audit was presented and discussed. Discussion ensued regarding designating a portion of the undesignated fund balance for Capital Expense items that would have subcategories for items such as vehicle reserve, IT equipment reserve, health insurance reserve, etc.

Motion made by Catherine Rebai, seconded by Ben Rodriguez, to contract George Sinnamon to perform the Health District’s audit for the following audit periods: FYE June 2019, FYE June 2020 and FYE June 2021 for the proposed fee of $9,500 per year.

The motion carried unanimously.

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**Executive Session: Real Estate**

**Motion** made by William Meier and seconded by Catherine Rebai, to enter Executive Session for the purposes of a discussion regarding real estate. The motion carried unanimously, and the Board and Director entered Executive Session at 8:04 p.m.

The Board came out of Executive Session at 8:39 p.m.

**Director of Health Update**

The Director reviewed the budget process and additional grant funding that the District would be receiving in the current grant year for opioid abuse prevention.

Patrice was asked to take the list of bulleted items from the agenda and maintain it on her report rather than keeping it on the agenda.

**Committee Updates and Discussions**

Finance Committee – Maria Whelden reviewed the quarterly financials and cash disbursements and found all to be in order.

Short & Long-Term Planning Committee – Ben Rodriguez inquired when the Community Health Needs Assessment Report would be ready for the Board to review. The report has been delayed due to one of the data sources (Data Haven) not being available yet. Staff will move forward with completing the report without this data and will use the Data Haven data as a mid-cycle comparison. Significant differences in data will be used to realign goals and objectives. Once the report is ready, it will be presented in each Member-Town.

Capital Improvements Committee – Mary Ann Turner

Personnel Committee – Linda DeGray discussed the need to increase positions in response to increased grant funding, provided it is understood that the positions are grant-funded. The challenges in securing experienced staff for Sanitarians was discussed and Linda encouraged the Director to reach out to schools of public health and encourage them to maintain their programs in order to provide for current and future workforce needs.

**New Business**

1. Review of Health District Audit – Discussed at the beginning of the meeting.

2. CD Due to Mature Discussion

**Motion** made by Ben Rodriguez and seconded by William Meier to roll the CD over at Webster Bank’s proposed rate of 3.15% for 20 months. The motion carried unanimously.

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3. Discussion Regarding Increasing Nurse Hours Proposal

**Motion** made by Linda DeGray and seconded by Catherine Rebai to approve the proposal for increasing the Public Health Nurse’s hours (Attachment 7), as presented.

The motion carried unanimously.

4. Review of Proposed Budget – FY 2019-2020

The proposed budget was reviewed and discussed in detail. The Board will be

contacted for additional comments and if needed, another Finance Committee

Meeting will be convened prior to the December Meeting.

5. **Motion** made by Maria Whelden and seconded by William Meier to allow the Director to use up to $500 to provide a holiday party to the staff out of appreciation for their

contribution to the District.

The motion carried unanimously.

**Adoption of Minutes**

**Motion** was made by Ben Rodriguez and seconded by Maria Whelden to approve the Minutes of October 10, 2018, as presented.

The motion carried with Linda DeGray and Dianne Trueb abstaining.

**Adjournment**

There being no further business to discuss, a **motion** was made by Linda DeGray and seconded by Maria Whelden to adjourn. The motion carried unanimously, and the meeting adjourned at 9:41 p.m.

Respectfully submitted

Patrice A. Sulik

Secretary/Treasurer

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**Next Board Meeting** – Wednesday, December 12, 2018, NCDHD Headquarters, 31 North Main Street, Enfield, Connecticut 06082