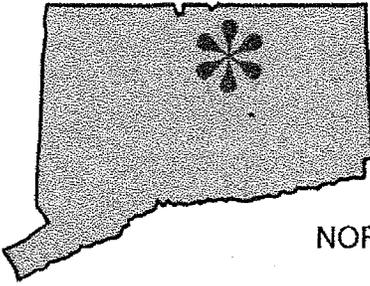


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NORTH CENTRAL DISTRICT HEALTH DEPARTMENT

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- VERNON – 375 Hartford Turnpike, Room 120 • Vernon, CT 06066 • 860-872-1501 • Fax 872-1531
- WINDHAM – Town Hall, 979 Main Street • Willimantic, CT 06226 • 860-465-3033 • Fax 465-3032
- STAFFORD – Town Hall, 1 Main Street • Stafford Springs, CT 06076 • 860-684-5609 • Fax 684-1768

NORTH CENTRAL DISTRICT HEALTH DEPARTMENT
MINUTES OF REGULAR MEETING
WEDNESDAY, September 21, 2011
NCDHD Headquarters
Enfield, Connecticut

WILLIAM H. BLITZ, M.P.H., M.U.P., R.S.
DIRECTOR OF HEALTH

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Members Present: Mary Ann Turner, David Wawer, Matthew Coppler, Ed Kramer, Carol Sarget, Mary Schwab, Michael DiLorenzo, David Skoczulek, Dr. Orland Donald, Lisa Lemire, and Katherine Voss (arrived at 7:10 p.m.)

Members Absent: Jo-Marie Nelson, Trish Vayda, Tami Miller, Cecelia Mickey, David Mack, Dan Anderson, and Lee Palardy

Also Present: William Blitz and Heather Freeman (NCDHD Health Educator)

Following determination of a quorum, the Regular Meeting of September 21, 2011, was called to order at 7:00 p.m. by Chairman David Skoczulek.

Approval of Minutes of Regular Meeting of July 20, 2011

By unanimous consensus, the Minutes of the Regular Meeting of July 20, 2011, were approved with no omissions, corrections or deletions.

Dr. Orland Donald made a motion, seconded by Ed Kramer, to adjust the order of the Agenda to allow Heather Freeman, Health Educator, to give her presentation early. The motion carried unanimously.

Heather gave a brief presentation on her work as Health Educator for the NCDHD since she was hired on July 29, 2011. She described the exercise programs we are offering, the nutrition programs that will be offered soon and her work with the Putting on Airs grant we share with Northeast District Department of Health.

Her immediate work was to get the Fall exercise classes up and running and then concentrating on the asthma program "Putting on Airs". Once these existing programs are streamlined and running efficiently, Heather will concentrate on grant writing to get new health education programs started. She is also doing outreach programs and building community relationships so we can collaborate and streamline programs so they do not overlap and are of greatest benefit to all our communities.



Election of Officers

Mary Ann Turner made a motion, seconded by David Wawer to elect David Skoczulek Chairman of the Board of Directors. The motion carried unanimously.

David Wawer made a motion, seconded by Michael DiLorenzo, to elect Ed Kramer Vice Chairman of the Board of Directors. The motion carried unanimously.

Treasurer's Report

The July and August 2011 financial reports were reviewed. Our Fund Balance is \$273,000 which will cover any grants we will be receiving from the state that might come in later than their start dates. Roy Narvesen, our auditor, has started the audit and should be completed by November.

Communications

We received an e-mail from Daniel O'Keefe of Vernon resigning from the Board due to an unforeseen move he had to make to Manchester.

We also received a thank you card from Trish Vayda for the plant we sent to her upon the death of her mother recently.

We have received notification that our Per Capita Grant funding has been approved by the State of Connecticut.

We have not received notification yet but we are told that Lisa Lemire, R.N., the Infection Control Nurse from Johnson Memorial Hospital, has been appointed to the Board for Stafford.

David Wawer wanted to extend thanks to the staff for the way they worked with the 4th of July Committee to put on a very successful holiday event.

Committee Reports

Finance Committee: David Skoczulek passed around a synopsis that Finance Committee Chairman, Dan Anderson, had put together because he was unable to attend this meeting. The report is to answer any lingering questions regarding employee health insurance and is attached to these Minutes.

Short & Long Term Planning: Committee Chairman, Matt Coppler, will be meeting with Bill Blitz within the next week to get things started regarding short and long term plans.

Personnel Committee: David Skoczulek stated for interim Chairman, Tami Miller, that the next order of business for the Personnel Committee will be to see what needs to be overhauled in the Personnel Policies.

By-Laws Committee: David Wawer, Chairman, summarized the past three months of work that was done to update our By-Laws. Other health department's By-Laws were compared with our current By-Laws. We were looking for language to bring our By-Laws current. We now have an Executive Committee to deal with any issues that come up in between meetings so that the entire Board does not have to meet. The positions of officers were clearly defined.

David Wawer made a motion to accept the By-Laws as presented. Mary Ann Turner seconded the motion and it passed unanimously.

Chairperson's Report

David Skoczulek distributed thumb drives to all Board members. These thumb drives contain 20 .pdf files that contain financial information, policies, By-Laws, state statutes, NCDHD Sanitary Code, etc. Everything a new Board member would require as background information.

Report of the Director of Health

1. We ended up with no large problems resulting from Tropical Storm Irene. We did receive information to be handed out to residents but they were received after the storm.
2. We now have scanners in all our offices. We should be done scanning in all septic and well as-builts in Stafford, Vernon and Windham by the end of next month.
3. State Health Department Laboratory bills were \$1288 for July and \$1106 for August. The bulk of this testing was for bathing water samples and some GC's from Windham High School clinic.
4. Federal mileage reimbursement has increase from 51¢ to 55.5¢.
5. The report of the Director of Environmental Services was reviewed along with the report from the Director of Food and Institutional Services.
6. The report from the Emergency Response Coordinator (Bill Turley) was reviewed by the Board.
7. The report of the Health Educator was also briefly reviewed.

Other Business

Mary Ann Turner asked Bill Blitz how does the health department handle a child who is in school and is known to have bed bugs. Bill Blitz replied that we treat the child the same as we would if the child had head lice.

Adjournment

Chairman David Skoczulek declared the meeting adjourned at 8:15 p.m.

Respectfully submitted,

William H. Blitz
Secretary

pd