North Central District Health Department

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9 Windham - Town Hall, 979 Main Street, Willimantic, CT 06226 - (860) 465-3033 FAX 465-3032
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North Central District Health Department
Minutes of Special Meeting of June 10, 2015
Vernon Office Conference Room
375 Hartford Turnpike
Vernon, Connecticut

Members Present: Diane Wheelock, Chairman; Mary Ann Turner, Vice Chairman; Linda DeGray; Richard Regnier; Fred Journalist; Dianne Trueb; Len Norton; Maria Whelden; Faith Roebelen; Victor Mathieu; Catherine Gregory; and Matthew Maynard.

Members Absent: Chris Howland; Mary Schwab; and Trish Vayda

Also Present: Michael S. Caronna, Interim Director of Health

Following a determination of a quorum, Chairman Diane Wheelock called the meeting to order at 7:05 p.m.

Mary Ann Turner made a motion, seconded by Dianne Trueb, to suspend the rules and change the order of the agenda to address the Executive Session as the first item of business. The motion carried unanimously.

Mary Ann Turner made a motion, seconded by Linda DeGray, to go into Executive Session to discuss Matters Concerning Security Strategy, Personnel Matters, Pending or Threatened Litigation and/or Real Estate Negotiations. The motion carried unanimously and the Executive Session started at 7:06 p.m.

The Executive Session ended at 8:50 p.m. with no votes or decisions being made.

Approval of Minutes of May 13, 2015

Mary Ann Turner made a motion, seconded by Faith Roebelen, to approve the Minutes of May 13, 2015 as presented. The motion carried unanimously.

Communications

None

Open Items

Board Member Search - Michael Caronna noted that we have a new Board member from Enfield – Richard Regnier. Mr. Regnier introduced himself and told the Board about his background as a supervisor for Child Protective Services for the State of Massachusetts and adjunct faculty at Bay Path College in Psychology.

We still need two Board members from Vernon, two from Stafford and one more from Enfield since Trish Vayda resigned from serving on the Board for Enfield and will be appointed to serve on the Board from Windsor Locks.

Generator – Nothing new.

Imageworks – Web Design Update – Mary Ann Turner reported that just this afternoon, Imageworks realized the Filemaker Pro system is integral to our system. They cannot make Filemaker Pro work with the new website being designed. Imageworks said it can be done but first there would be a specifications phase which would cost $1,200 upon approval by the Board tonight. From that determination, Imageworks would come up with a cost for implementation. We paid Imageworks $3,100 to hire them and $1,200 for work done. Now it will cost another $1,200 plus whatever they find it will cost to implement Filemaker Pro in to our website. Mary Ann Turner went to CCAT to see if they could pick up our website design and was told we had gone too far and CCAT would have to take apart what has already been done to be able to fix it.

Diane Wheelock explained to the Board that we originally had three bids come before the Board to fix the website so it could be manipulated by staff. The Board chose Imageworks. At that time we were not concerned with Filemaker Pro. We only wanted to be able to clean up the website. We then changed the contract with them to make the site reactive, like the Georgia site and this is where the problem with Filemaker Pro and not being able to interact with the site as designed by Imageworks.

Michael Caronna suggested we stop work on the website with Imageworks and get a price from CCAT as to how much they would charge to move our original website and tie it into their cloud system. Mary Ann Turner thought this was a good suggestion and we should shelve the website work for now and come back to the Board in a month with suggestions on how to proceed.

At this time, Michael Caronna gave an overview of the East Windsor program – ViewPermit, which we use to approve building projects in East Windsor. Some other health departments are looking into this program and some of our towns – Ellington – had a problem with the program.

BT Grant – Michael Caronna reported that he had a one on one meeting with Jonathan Best from the State Health Department who told Michael he would work with us to come to a resolution as to how to spend the remaining $30,000 of this year's budgeted amount. If we had a part-time BT coordinator for the entire year, we would have been able to spend this money with no problem. In the next fiscal year, which begins July 1, we will be receiving $129,000 plus the $30,000 that is earmarked for our department from this year. It is Michael's opinion that we need to develop an outline of how we will plan to spend this money in the coming fiscal year. One of the main objectives is to get

a full time emergency response coordinator on board to develop the outline and determine how we need to spend this money.

Dianne Trueb asked where we were on hiring this person. Michael Caronna said we had advertised and got five candidates. Of those, three were interviewed but none were chosen. It was decided that we need to advertise again as soon as possible to get someone on board right away. It was decided to go to wider are to get as many candidates as possible. Catherine Gregory said she will do some research and send the ad to university grad programs and we will also use Monster on-line.

Fire Protection Suppression System – Michael Caronna suggests not removing the system. Maria Whelden said that since the system is already in place, the liability to staff and property is not worth any savings we may see. Michael Caronna is to look into reclassifying our building and we will table this item until the next meeting.

Network Domain Security Certificate – This has been updated by CCAT.

On-Line Payments – This was part of the website change so it will be on hold until that has been settled. This will stay on open business.

Business Credit Card – Still under review by bank.

Windsor Locks Hotel Complaint – We have not heard anything from our insurance broker regarding this complaint.

Butler Case – Our attorney is actively pursuing Mr. Butler and will be going back to court to attach Mr. Butler's property.

Pot Hole Repairs – The large catch basin in the side parking lot has been repaired and RAH Construction has a small patch that still needs to be done. The price for that portion of the job is $4,900 of the approved amount of $5,200. This does not include the curbing to be done. Michael Caronna and Bob Higley walked the parking and estimate that 85 feet of curbing will be necessary at a total cost of $1,020 - $720 in excess of the budgeted amount. The Board said do the work now and get approval to pay next month.

Dental Plan Renewal – Following discussion of the 6% increase in the Anthem dental insurance, Mary Ann Turner made a motion, seconded by Len Norton, to increase the employee contribution for the dental plan from 8 to 11 % and to renew the current dental plan for fiscal year July 1, 2015 to June 30, 2016. The motion carried unanimously.

Hiring Registered Sanitarian and Part-Time Food Inspector - We have received about six applications. Of those, only one was a Registered Sanitarian. Deb Caronna is mailing the applications for the part time food inspector to certified food inspectors on a list supplied by the State Health Department. Regarding the Registered Sanitarian

position, Michael Caronna explained that he had spoken to a couple of Directors of Health and they are having the same problems – there are not enough qualified people in the job market and they are going to go where the pay is the highest. Fred Journalist said the employees come to the NCDHD to be trained and then leave for higher paying jobs when they have received all their certifications. Deb Caronna mentioned we had one employee who left our employment to go to another health district for a $10,000 a year increase. Mary Ann Turner said we need a plan to be able to increase pay to employees. She also said Michael Caronna should put together a plan to make this happen. Diane Wheelock said we need to develop step plans to move employees forward and we should begin discussion in July.

Vernon Office Move – The Board had already gone across the hall to view the renovations.

Mold Image – Michael Caronna reported that instead of spending any more money on this issue of the picture of mold that was attached to an article on our website, we took the picture down and we will take a wait and see approach to this issue.

New Business

Cash Disbursements – There were no questions.

Transfer Requests – Following a short discussion, Maria Whelden made a motion, seconded by Dianne Trueb, to approve Budget Transfer Requests No. 55 – 65, inclusive, as presented. The motion carried unanimously.

Authorization to Pay Year-End Bills – Donna Fisher requested she be allowed to pay year end bills on time (in June), such as utility bills, etc. and if they require a line item transfer, get that approved at the July meeting. This request was granted by the Board.

Authorization to pay 5 Year Fire Suppression Inspection Amount – Table this for now and re-review it again in next year's budget after we look into reclassifying our building.

Health Educator Program Report – The Ellington portion of the Block Grant Walkable and Bikeable Communities was held last evening and was well received. The State Health Department, Eugene Nichols, is very satisfied with how our grant is proceeding. We have to send a letter of intent to the State Health Department accepting grant monies and outlining what programs we will use these funds for. This three year grant is earmarked for policy changes so we would continue to partner with Mark Fenton for healthy communities and a brochure with walking and biking trails in each town along with events available in each town.

BT Program Report – Previously reported under Old Business.

Cleaning Company Contract Review and Possible Amendment – We are looking to work with our current cleaning company to reduce the number of days from two to one per week for cleaning our offices. Since WIC has moved out, the need has been reduced. Mary Ann Turner noted that she is meeting with J&S Landscaping this week regarding cleaning up the outside of our building including removing grass from cracks in the parking lot, etc.

IT Web Page Interface Problem – Previously addressed under Old Business.

Filemaker - Mobile Device Licensing – Mary Ann Turner reported that we received notification in June 2014 that Filemaker Pro had one price for the main computers it was used on but we just found out that there is an additional license required for our mobile devices. These will cost $2,410.00. Mary Ann Turner made a motion, seconded by Len Norton, to buy two packs of five licenses (10) for our mobile devices for three year term to go along with our standard Filemaker pricing. The money will be transferred out of the Firewall account. The motion carried unanimously.

Committee Reports

Finance Committee – No report

Short & Long Term Planning – No report

Capital Improvement Ad Hoc – Mary Ann Turner – reported Word Perfect can no longer be used. Filemaker testing is proceeding rapidly. Peachtree testing will be going forward also. Maria Whelden asked if we will have Peachtree licensing for more than one device.

Personnel Committee – Linda DeGray reported the committee met in Executive Session.

Chairperson's Report

This was discussed in Executive Session.

Next Meeting

The consensus of the Board was that the last three meetings to be held in Vernon will be Special Meetings held at the Vernon Office Conference Room. The next meeting will be a Special Meeting of July 8, 2015 to be held in the Vernon Office Conference Room.

Adjournment

There being no further business before the Board, Vic Mathieu made a motion, seconded by Len Norton to adjourn. The motion carried unanimously.

Respectfully submitted,

Michael S. Caronna, MPH, R.S.
Interim Director of Health

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