



North Central District Health Department

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Patrice A. Sulik, MPH, D.S.
Director of Health

RECEIVED BY EMAIL

North Central District Health Department
Regular Monthly Meeting
Wednesday, June 8, 2016
Vernon Office Conference Room
375 Hartford Turnpike
Vernon, Connecticut

RECEIVED
VERNON TOWN CLERK
16 AUG -5 AM 9:50

Members Present: Diane Wheelock, Chairman, Mary Ann Turner, Fred Journalist, Maria Whelden, Len Norton, Trish Vayda, Matthew Maynard, Catherine Rebai, Chris Howland, Richard Zulick, Ben Rodriguez, Valerie Romano and Richard Regnier

Members Absent: Linda DeGray, Mary Schwab, Catherine Gregory, Dawn Maselek, Vic Mathieu and Dianne Trueb

Also Present: Patrice Sulik, Director of Health

The meeting was called to order at 7:00 pm by Chairman Diane Wheelock. A quorum was determined to be present. Valerie Romano was introduced as the new Board member from Enfield. She is the Administrator of Blair Manor in Enfield and has lived in Enfield most of her life.

Director of Health Update

All our vehicles are now on a schedule of maintenance; this will assist us in determining budget needs.

Patrice would like to have a separate checking account for the payroll company as they take money out automatically. This would be an additional safeguard for our funds. Mary Ann Turner made a motion, seconded by Maria Whelden to get a separate checking account for payroll and any other additional bank accounts, as required. The motion carried unanimously.

Len Norton sent Patrice a cost comparison of paper/janitorial items he buys for the Town of East Windsor. Prices are very competitive and we will be ordering some items from the company.

Minutes of May 11, 2016

Mary Ann Turner made a motion, seconded by Chris Howland, to accept the Minutes of May 11, 2016. Len Norton asked that it be noted he was not at the meeting. Chairman Wheelock

asked if Mary Ann and Chris agreed to this friendly amendment. They agreed and the motion carried with Len Norton and Mary Ann Turner abstaining.

Old Business

Mary Ann Turner asked about the discussion to change to Quickbooks. Maria Whelden reported that it was a suggestion from the auditor we had spoken to because it would be easier to make spreadsheets with that program. Mary Ann asked that this item stay pending in Old Business until a decision is made.

Mary Ann Turner also asked that the topic of the Public Health Nurse stay pending until a decision had been made.

Communications

Mary Ann Turner reported to the Board that Patrice Sulik will be attending the Enfield Mayor's Advisory Meeting next week and the Enfield Town Council Meeting on Monday evening. Also on Thursday, Patrice will be attending the Enfield Republican Town Committee Meeting.

New Business

Diane Wheelock had a question as to why the payments for the Windham secretary are for different amounts. Patrice explained that this secretary is bi-lingual and we have used her on occasion to help with translations out in the field outside of her normal work hours. We want to keep her hours and presence in the town hall to a maximum. The Stafford secretary grievance has been settled with no change for us.

Committee Reports

There were no Committee Reports presented.

Pension Discussion

Diane Wheelock introduced Mike Roach to discuss annual changes that might need to be made to our pension. There is currently a one year wait to enter the plan and during that year you must work 1,000 hours. The plan year ends on June 30th. Formerly a defined contribution plan which was changed two years ago to a discretionary contribution. This means that the Board decides on what the contribution will be each year. There is a five year vesting schedule and the disposition of non-vested funds now go back to the plan to use as a credit toward fees.

Mary Ann Turner made a motion, seconded by Maria Whelden, to reaffirm the 4.5% contribution for the coming fiscal year and to leave the rest of the plan alone. The motion carried unanimously.

Mary Ann Turner asked for a copy of the Summary Plan Description be given to Board Members. Mike Roach left the meeting at 7:50 p.m.

Discussion on the design of the financials and what needs to be included each month ensued. Following discussion, the majority of Board Members wanted Design A with the percentage of budget used. Comparison to last year's budget will only be for the months during budget preparation.

Budget Transfers – Maria Whelden made a motion, seconded by Mary Ann Turner, to approve Budget Transfer Requests #22 and #23, as stated. The motion carried unanimously.

Generator - Patrice gave a brief report on the power outages the Enfield office experienced for a period of eight days. Power surges caused the generator transfer switch to burn out and possibly other damage. An assessment is being conducted and a claim will be submitted to Eversource.

Building Repair/Renovation – In order to begin the process, Mary Ann Turner reported that she and Patrice will sit down and discuss what needs to be done and then report to the Board. Patrice suggested the building be appraised to find a bottom line amount as to worth. Any Board members who want to serve on this committee should contact Mary Ann Turner, Chairman.

Additional Server for Testing/Disaster Recovery – Jim Lord, our Filemaker Programmer, is looking for an environment to test items, like putting As-Built's on our website again, before they go live. CCAT worked up a price of \$1,400 per year for a server for Jim Lord to use as a safe testing environment. Paul Russell thinks this is a good price and a good idea and could be used as a disaster recovery venue should this be required.

Mary Ann Turner made a motion, seconded by Chris Howland, that we spend \$1,400 (from Contingency) to purchase an additional server for beta testing and disaster recovery. The motion carried unanimously.

Executive Session

Mary Ann Turner made a motion, seconded by Fred Journalist, to go into Executive Session. The motion carried unanimously and the meeting went into Executive Session at 8:47 pm

The Recording Secretary left the meeting at this time.

The Executive Session ended and the meeting recovered.

Chris Holland made a motion, seconded by Fred Journalist to allow Senior Management Staff until the end of September 2016 to use up their accrued vacation time. The motion carried with a vote of 9 in favor and 4 against.

Catherine Rebai made a motion, seconded by Len Norton, to adjourn. The motion carried unanimously and the meeting adjourned at 9:50 p.m.

Respectfully submitted,

Patrice Sulik
Secretary/Treasurer

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