



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 MONTHLY MEETING
May 10, 2017
Second Floor Conference Room
Windham Town Hall, 979 Main Street
Willimantic, Connecticut

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Members Present: Diane Wheelock, Chairman, Fred Journalist, Cathy Rebai, Matt Maynard, Ben Rodriguez, Dianne Trueb, Maria Whelden, and Dawn Maselek

Members Absent: Valerie Romano, Mary Ann Turner, Chris Howland, Linda DeGray, Maurice LaRosa, Rick Zulick, Mary Schwab, Vic Mathieu, Trish Vayda and Len Norton

Also Present: Patrice Sulik, Director of Health; Len Nelson, Emergency Preparedness Coordinator and Patrick Getler, Assistant Emergency Preparedness Coordinator

Call to Order/Determination of Quorum

Chairman Diane Wheelock convened the Regular Meeting at 7:00 p.m. after determining there was a quorum present.

Executive Session

Ben Rodriguez made a motion, seconded by Diane Trueb to go into executive session for the purpose of discussing security issues at 7:02 p.m. The motion carried unanimously.

The Board came out of Executive Session at 7:57 p.m. with no action taken. The Chairman reconvened the Regular Meeting.

Director of Health

The District is being approached to explore various funding opportunities that could benefit the community. Several health districts have decided to collaborate on funding requests to increase the likelihood of being awarded.

A new five-year cycle for Emergency Preparedness funding will commence soon and the distribution of the funding will be by region. This is new and all the details have not been worked out.

Chairman's Report

The proposed state budget does not cut additional funding from local health departments beyond what has already been cut but the budget has not yet been finalized.

The State's proposal to require regionalization (integration) of all health departments died in committee. The state is currently assessing part-time health departments.

Role of the Board of Health – The Board has been in transition for the past three years, and there have been frequent changes in the Director position. The role of the Board now needs to change from managing the day to day duties of the health department to supporting the Director of Health in providing the 10 essential health services. Discussion ensued.

The possibility of adding Rules of Conduct or using Roberts Rules of Order was discussed to keep meetings moving forward appropriately.

MOTION

Ben Rodriguez made a motion, seconded by Cathy Rebai, that members may not make a specific request of the Director for information or action without the full vote of the Board. Following discussion, Ben withdrew his motion.

From now on, the agenda should contain the goals that the Board asked the Director to prioritize.

Since the Board typically views the financials quarterly, it was suggested that the Cash Disbursements should also be viewed quarterly.

MOTION

Maria Whelden made a motion, seconded by Dianne Trueb, that the Cash Disbursement Sheets are to be reviewed on a quarterly basis. The motion carried unanimously.

Budget Transfers will continue to be processed monthly as needed, although the bills can be paid prior to the budget transfer approval.

MOTION

Ben Rodriguez made a motion, seconded by Dianne Trueb, that future agendas should contain any agreed upon specific measurable performance goals that are required of the Director. The motion carried unanimously.

MOTION

Cathy Rebai made a motion, seconded by Fred Journalist, that the NCDHD Board of Directors approves the proposal provided to reinvest the CD which is maturing on May 12, 2017, per the proposal from Webster Bank. The motion carried unanimously. The CD will be for 1.4% for 18 months.

MOTION

Cathy Rebai made a motion, seconded by Maria Whelden, that the NCDHD Board of Directors approves the proposed budget transfer as stated in the proposal. The motion carried unanimously.

Finance Committee – No report.

Strategic Planning Committee - Ben Rodriguez, Chairman, sent out a survey to the Board members and received eight of them back. Some people are having a problem with the Survey Monkey so Ben will make the survey in a MS Word document and send it out again. He hopes to have the results to share at the next meeting.

Capital Improvements Committee – Diane Wheelock sat in on a committee meeting and reported that before anything is done to replace/repair the HVAC unit, we will hire someone to come in and clean the vents. Then we will get bids for the repair/replacement of the second-floor unit.

Personnel Committee - Linda DeGray, Chairman, sent in Minutes for the committee meeting. The job posting for the part time nurse was approved and has been sent out. Patrice has received 17 applications, one of whom is bi-lingual.

Executive Session

Ben Rodriguez made a motion, seconded by Cathy Rebai, to go into Executive Session at 9:41 p.m. to discuss personnel issues. The motion carried unanimously.

The Board came out of Executive Session at 10:13 p.m. with no action taken. The Chairman reconvened the Regular Meeting.

Adoption of Minutes

The Chairman of the NCDHD Board of Directors waived the reading of the Minutes of the Regular Meeting of the NCDHD Board on April 12, 2017, and asked for changes or discussion. There being none, a motion was made by Cathy Rebai and seconded by Fred

Journalist to approve the Minutes of the Regular Meeting of April 12, 2017. Motion carried with a vote of 6-0-2 with Maria Whelden and Dawn Maselek abstaining.

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Next Board Meeting

The next Board meeting will be held June 14, 2017, in the Third-Floor Conference Room at the Ellington Town Hall, 55 Main Street, Ellington.

Adjournment

Ben Rodriguez made a motion, seconded by Cathy Rebai, to adjourn the meeting. There being no further business before the Board, the meeting adjourned by a unanimous vote at 10:14 p.m.

Respectfully submitted,

Patrice Sulik
Secretary/Treasurer