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# North Central District Health Department

- Enfield—31 North Main Street, Enfield, CT 06082 \* (860) 745-0383 Fax (860) 745-3188
- Vernon—375 Hartford Turnpike, Room 120, Vernon, CT 06066 \* (860) 872-1501 Fax (860) 872 1531
- Windham—Town Hall, 979 Main Street, Willimantic, CT 06226 \* (860) 465-3033 Fax (860) 465-3034
- Stafford—Town Hall, 1 Main Street, Stafford Springs, CT 06076 \* (860) 684-5609 Fax (860) 684-1768

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

## AGENDA NORTH CENTRAL DISTRICT HEALTH DEPARTMENT (NCDHD)

Regular Meeting  
North Central District Health Department  
Suffield Volunteer Ambulance Association  
205 Bridge Street  
Suffield, Connecticut

Wednesday, February 8, 2017  
7:00 PM

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VERNON TOWN CLERK  
17 FEB -6 PM 12:24

A. Call to Order/Determination of Quorum

B. Executive Session

The NCDHD Board of Directors, pursuant to the authority given in Connecticut General Statutes § 1-200(6) (B), hereby moves to go into Executive Session to discuss personnel matters.

C. Public Hearing – Not at this time

D. Director of Health

Monthly Report Review and Update of Pending Business Items –  
(Provided in written form by the Director to the NCDHD Board.  
Discussion and clarification – no action required at this time)

- Reinspection fees-food establishments
- Organizational Chart
- Updating of Job Descriptions
- P/T Public Health Educator opening
- Public Health Nursing Position-Plan for Pilot
- Sanitarian II position
- Building Upgrade
- Parking Lot
- Windham P/T Secretary
- Waiving fees for non-profits
- Capacity Modeling-Chris Howland
- Zika Virus Funding

- Cash Disbursements
- Quarterly Financials-included in packet
- Budget Transfer
- Monthly Environmental, Preparedness, Health Educator
- Pension Vesting Period
- Fleet Status
- Credit Card Payments
- Proposed Consolidation of Local Health Departments
- Food service inspection capacity
- Protection for funds at Webster Bank

E. **Action on Consent Agenda** – Items requiring routine approval

1. The by-laws will be reviewed and changes proposed.

**PROPOSED MOTION-The NCDHD Board does hereby approve the recommended changes and additions to the District's by-laws.**

2. To re-allocate \$5,064.86 that was Medical Reserve Corps (MRC) grant funding that was carried over from June 2014, but not clearly identified as MRC funding as per auditor recommendation.

**PROPOSED MOTION-The NCDHD Board does hereby approve clearly identifying the \$5,064.86 as MRC funding and tracking the expenditures as such.**

3. To reinvest the CD due to mature on 2/11/2017 with Webster Bank at 1.5% for 16 months. \$100,903.44 was placed into an 11-month CD on 3/11/16 at 1.10%. The balance as of 1/24/2017 was \$101,305.84.

**PROPOSED MOTION-The NCDHD Board does hereby approve reinvesting the funds from the CD maturing on 2/11/2017 with Webster Bank at 1.5% for 16 months.**

F. **Committee Updates and Discussion** – (reports provided in written form for discussion - any action would follow in New Business)

1. Finance – Maria Whelden, Chair
2. Short and Long Term Planning – Ben Rodriguez, Chair
3. Capital Improvements – Mary Ann Turner, Chair
4. Personnel – Linda DeGray, Chair

G. **New Business**

1. The description and steps for administrative staff denoted 2 administrative positions as being "salaried" when they are "hourly" according to their offer letters. They are paid as hourly employees.

**PROPOSED MOTION-The NCDHD Board does hereby approve denoting the 2 administrative staff positions that are labeled as salaried to hourly to conform with their offer letters and manner of being paid.**

H. **Identification/Adoption of Additional Agenda Items**

I. **Informational Items**

J. **Adoption of Minutes**

The NCDHD Board of Directors waives the reading of the Minutes of the Regular Meeting of the NCDHD Board on December 14, 2016 and that Minutes of said meeting be approved.

The NCDHD Board of Directors waives the reading of the Minutes of the Public Hearing of the NCDHD Board on January 18, 2017 and that Minutes of said Public Hearing be approved.

The NCDHD Board of Directors waives the reading of the Minutes of the Special Meeting of the NCDHD Board on January 18, 2017 and that Minutes of said meeting be approved.

K. **Informational Items, Petitions, Communications, Correspondence, Reports, etc. Not Requiring Action**

L. **Chairman's Report**

M. **Adjournment**

**Next Board Meeting: Wednesday, March 8, 2017, East Windsor Town Hall**