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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 Monthly Meeting
Ellington Town Hall
Third Floor Conference Room
55 Main Street
Ellington, Connecticut

Wednesday, June 14, 2017
7:00 PM

RECEIVED
VERNON TOWN CLERK
17 JUN -9 AM 11:05

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. (Security Issues)

C. **Public Hearing** – Not at this time

D. **Chairman's Report**

E. **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)

Agreed-upon Priorities (Director Goals)

- Training and Cross-Training of Staff-Attachment 2
- Written procedures for the District
- Salary Study for District positions
- Address IT issues
- Develop Nursing Position for the District
- Reaching out to and Meeting More Partners

Other Open Items

- Reinspection fees-food establishments
- Organizational Chart

- Updating of Job Descriptions
- Public Health Nursing Position
- Building Upgrade
- Parking Lot
- Windham P/T Secretary
- Waiving fees for non-profits-will be revisited with the Fee Schedule review.
- Zika Virus Funding
- Cash Disbursements-N/A
- Quarterly Financials-N/A
- Budget Transfer- Attachment 3
- Monthly Environmental, Preparedness, Health Educator - Attachment 4 and 5
- Pension Vesting Period
- Fleet Status-update - Vic/Patrice
- Credit Card Payments
- Proposed Consolidation of Local Health Departments
- Food service inspection capacity
- Protection for funds at Webster Bank- Attachment 6
- Status of As-Built on website

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

1. **Motion:** The NCDHD Board of Directors approves the agreed upon dental insurance plan proposed, effective July, 2017. Attachment 7 and 8
2. **Motion:** The NCDHD Board of Directors approves the proposed budget transfer as stated in the proposal. Attachment 3

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

1. Finance – Maria Whelden, Chair-no update
2. Short and Long Term Planning – Ben Rodriguez, Chair-Survey results included- Attachment 9 and 10. Discussion to follow.
3. Capital Improvements – Mary Ann Turner, Chair-update
4. Personnel – Linda DeGray, Chair

G. **New Business**

1. **Motion:** To certify that Patrice A. Sulik is the Director of Health of the North Central District Health Department, Enfield, Connecticut 06082 and that on June 14, 2017, pursuant to Section 19a-243 of the Connecticut General Statutes, was authorized to sign any and all contracts and amendments thereof on behalf of said organization.
2. **Motion:** To certify that Patrice A. Sulik is the Director of Health of the North Central District Health Department, Enfield, Connecticut 06082 and that on June 14, 2017,

pursuant to Section 19a-243 of the Connecticut General Statutes, was authorized to sign any and all contracts and amendments thereof with the State of Connecticut Department of Public Health on behalf of said organization, in order to operate the Preventive Health Block Grant.

3. **Motion:** To certify that Patrice A. Sulik is the Director of Health of the North Central District Health Department, Enfield, Connecticut 06082 and that on June 14, 2017, pursuant to Section 19a-243 of the Connecticut General Statutes, was authorized to sign any and all contracts and amendments thereof with the State of Connecticut Department of Public Health on behalf of said organization, in order to operate a public health program to address potential hazards of a disease outbreak or biological incident (known as Bioterrorism Grant).

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 May 10, 2017 and that Minutes of said meeting be approved. Attachment 11

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

L. **Adjournment**

Next Board Meeting: Wednesday, August 9, 2017, NCDHD Headquarters, 31 North Main Street, Enfield