



# 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 Special Meeting  
January 18, 2017  
NCDHD Headquarters  
31 North Main Street  
Enfield, Connecticut

RECEIVED  
VERNON TOWN CLERK  
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**Members Present:** Mary Ann Turner, Vice Chairman, Richard Regnier, Valerie Romano, Dianne Trueb, Maria Whelden, Trish Vayda, Ben Rodriguez, Vic Mathieu, and Cathy Rebai

**Members Absent:** Diane Wheelock, Chris Holland, Linda DeGray, Fred Journalist, Len Norton, Mary Schwab, Catherine Gregory, Matthew Maynard, Richard Zulick, and Dawn Maselek

**Also Present:** Patrice Sulik, Director of Health and Keith Fuller, Liability Insurance Agent

Vice Chairman, Mary Ann Turner, convened the Special Meeting at 7:05 p.m. after determining there was a quorum present.

Mary Ann Turner made a motion, seconded by Ben Rodriguez to move Item E to replace Item B to allow our guest to speak first. The motion carried unanimously.

Keith Fuller of Smith Brothers had been asked to produce fiduciary coverage for our department and provide options for consolidating our insurance policies. Smith Brothers was appointed Agent of Record to begin this process. The recommendation was to go with Allied World for professional and Directors and Officers insurance and Traveler's Insurance for all other insurances (excluding health insurance).

Vic Mathieu made a motion, seconded by Trish Vayda, to approve the recommended changes and additions to the District's liability insurance coverage. The motion carried 9-0-0.

### Executive Session

Vic Mathieu made a motion, seconded by Valerie Romano, to go into Executive Session. The motion carried 9-0-0 and the Executive Session began at 7:32 p.m.

### **Director of Health Report**

The Windham part-time secretary item shall remain on the agenda while Patrice and the Human Resources Director of Windham put together a proposal for this position.

The waiver of fees for non-profits will be addressed at the February meeting.

The pension vesting period will be postponed until the March meeting.

Fleet status (Enterprise) will be discussed at the February meeting after Patrice has gotten together with Vic Mathieu to go over their proposal.

Credit card fee payment plan – move the process forward and have a preliminary discussion in March. Also look into other electronic option; i.e., PayPal.

### **Budget**

Vic Mathieu made a motion, seconded by Maria Whelden, to approve the proposed budget for FY 2017-2018 as presented at the Public Hearing earlier this evening. The motion carried 9-0-0.

### **Committees**

Finance – No report

Short and Long Term Planning – Ben Rodriguez, Chairman will be moving forward with Strategic Planning.

Capital Improvements – We will have to decide what and when we want to upgrade in this building. This will be tabled until we have a more definitive plan.

Personnel Policies – Linda DeGray not present but Personnel Policies update is complete and the update has been given to employees.

### **New Business**

The re-allocation of \$5,130.02 for Medical Reserve Corps grant funding was discussed. Vic Mathieu made a motion, seconded by Trish Vayda, to approve clearly identifying the \$5,130.02 as MRC funding and designating separate financial statements to track the revenue and expenditures as is done with other grant funds. During discussion on the motion, it was recommended that “and expenditures” be removed from the motion. Rich Regnier made a motion, seconded by Valerie Romano, to approve the original motion as amended. The motion carried 9-0-0.

The Public Health Nurse position is on hold until a detailed plan is received in February.

Working with Town of Enfield to prioritize the top ten blighted properties. Also working with Windsor Locks and Suffield with this "team approach" to get some blight and hoarding issues closed.

Food Inspections were discussed and will be taken up at the next meeting and will be added to the Open Items.

**Approval of Minutes of December 14, 2017**

Trish Vayda made a motion, seconded by Maria Whelden, to approve the Minutes of December 14, 2017. Following discussion, the Minutes of December 14, 2017 were tabled until the February meeting so typographical and grammatical changes could be made.

**Chairman's Report**

Rich Regnier of Enfield has resigned from the Board.

Please review the By-Laws for discussion at next month's meeting.

The matter of consolidation of health departments was discussed.

Opioid addiction was discussed.

**Adjournment**

Vic Mathieu made a motion, seconded by Cathy Rebai, to adjourn. There being no further business before the Board, the meeting adjourned by a unanimous vote at 9:01 p.m.

Respectfully submitted,

Patrice A. Sulik  
Treasurer/Secretary

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