



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
 June 14, 2017
 Third Floor Conference Room
 Ellington Town Hall, 55 Main Street
 Willimantic, Connecticut

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Members Present: Chairman Diane Wheelock, Vice Chairman Mary Ann Turner, Chris Holland, Linda DeGray, Maurice LaRosa, Fred Journalist, Dianne Trueb, Len Norton, Trish Vayda, Ben Rodriguez, Dawn Maselek, and Cathy Rebai (arr. 7:34 p.m.)

Members Absent: Valerie Romano, Maria Whelden, Mary Schwab, Victor Mathieu, Matthew Maynard, and Richard Zulick

Also Present: Patrice Sulik, Director of Health

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 – There was no Executive Session scheduled for this meeting.

Public Hearing – None at this time.

Chairman’s Report

The Chairman mentioned the letter in the packet sent from Ellington requesting minimal expenses until such time as they know where the State is going in their budget. This does not affect the Health District as the towns pay according to Statutes.

Director of Health Report

List of Training offered to staff was discussed and additional training needs have been identified.

Patrice has approached our member towns to see who would be interested in flu clinics. So far, she has received positive response from four towns. Insurance companies will need to be identified to see if they will contract with health departments. The new Public Health Nurse hire was discussed.

Salary Study – Still need some time to complete study as this is the busy time for all health departments. Patrice has been requested to speak with Health Directors and Bookkeepers to get the final figures.

IT Issues – Right now we are working on getting all As-Builts scanned in so that they will be available on our web site. Jim Lord, just this week, figured out how to convert the JPEG As-Builts that are already installed to PDF and that will bring us another step closer to our goal. The foundation of our Filemaker program still needs to be evaluated and any gaps filled prior to building additional programming on it. Patrice will follow up on IT contract with Town of Enfield.

Funds Protection at Webster Bank – For the checking account, there is unlimited coverage, as we are considered a municipality. For the savings account and CD accounts, there is \$250,000 coverage per signer (we have three) so that would be up to \$750,000 for these accounts.

Windham Part Time Secretary – Windham has gotten back to Patrice and they are not interested in sharing of the secretary position but they will help to find a permanent candidate. **Stafford Secretary** – We need to review this situation. This should be put on the August agenda so the Board can get together to decide what to do.

Mary Ann Turner feels the Cash Disbursements and Quarterly Financials are something the Board should be looking at every month. For now, these items will remain as quarterlies.

Credit Card Payments project – Patrice would like to get the As-Built project completed before starting this project. We need to do preliminary work to find a vendor and we have alerted Webster Bank about this. Chris Howland will share the Paypal costs. The consensus of the Board was to spread the cost of the service across all fees rather than charging a convenience fee.

MOTION

Chris Howland made a motion, seconded by Trish Vayda, that the NCDHD Board of Directors approves the agreed upon dental insurance plan proposed, effective July, 2017. Discussion ensued.

Len Norton recommended we go with Anthem and have the employee pay 16% and go with that. Requested an amendment to the motion to name Anthem. Amendment accepted by maker and second. The motion carried unanimously.

MOTION

Linda DeGray made a motion, seconded by Mary Ann Turner, to increase the employee share of the dental insurance from 11% to 16%. Discussion ensued.

Amendment to the original motion to increase the premium share to employees from 11% to 16% for dental insurance as of July 1, 2017. No vote was taken.

MOTION

Cathy Rebai made a motion, seconded by Trish Vayda, to increase the employee's premium share for the dental insurance from 11% to 12%. The vote carried with Diane Wheelock, Trish Vayda, Dianne Trueb, Fred Journalist, Cathy Rebai, Ben Rodriguez, and Dawn Maselek voting in favor and Mary Ann Turner, Maurice Larosa, Chris Howland, Linda DeGray and Len Norton voting against.

The North Central District Health Department Board of Directors approves the selection of Anthem as NCDHD's dental insurance vendor effective July 2017 and increases the premium share for the employees from 11% to 12%.

MOTION

Cathy Rebai made a motion, seconded by Trish Vayda, to approve the proposed budget transfer as stated in the proposal. Disability insurance increased because an employee was added and one claimant's salary was updated. The motion carried unanimously.

Committee Updates and Discussion

Short & Long Term Planning – Ben Rodriguez, Chairman present the results of his survey – the first steps of developing the Strategic Plan. To reduce time spent on the results, Ben will draft a Vision and Mission statement for the August meeting.

Ben would like comments by June 23, 2017.

Values – each value has a definition sentence as opposed to just a word. The number of values should be in the 3-5 range. Board consensus was for Ben to choose 3-5 values.

Building Committee – Mary Ann Turner, Chairman reported the committee met last week. The back stairs are in process of being repaired. It was decided to gut the HVAC system and replace it. Will get names of commercial HVAC companies. We need quotes back by the August meeting.

The generator was tabled until HVAC decisions are made. Mary Ann Turner will speak to Enfield DPW to see if they will dispose of the current generator-wiring may need to be disconnected first.

Curbs – Patrice working on getting the curbs repaired.

Parking Lot –Neighboring businesses and others are using the parking lot with increased frequency. There is concern about liability.

MOTION

Chris Howland made a motion, seconded by Ben Rodriguez, that under advisement of legal counsel, we implement Item 2 of letter e-mailed to Patrice on June 14, 2017. The motion carried unanimously.

Eaves – Patrice looking into the cost to wrap the eaves which will be a long-term solution.

New Business

MOTION

Mary Ann Turner made a motion, seconded by Dianne Trueb, to waive the reading of the three motions and approve allowing Patrice Sulik to sign any and all contracts and amendments thereof on behalf of NCDHD. The motion carried unanimously.

Informational Items

We have some Emergency Preparedness funds left in the budget due to the fact that the nursing position went from full time to part time so the Preparedness staff came up with two items which could be useful to purchase so we do not have to return the funds to the State. One would be an immunization trailer for \$12,336 or a storage shed. Discussion ensued.

MOTION

Chris Howland made a motion, seconded by Dianne Trueb, to purchase the immunization trailer. Following discussion, the Board voted 11 to 1 to purchase the immunization trailer. Linda DeGray was opposed.

Adoption of Minutes

Chris Howland made a motion, seconded by Fred Journalist to approve the Minutes of the Regular Meeting of the NCDHD Board on May 10, 2017. On the last page, there was a typo – MS Work should be MS Word. The Board voted 9 - 0 - 3 to approve the Minutes of May 10, 2017 with the typo amended. Mary Ann Turner, Len Norton and Linda DeGray abstained.

Informational Items

A question was raised about when the fees would be reviewed and changes presented. The goal is for the September Meeting.

There was a suggestion to address the budget over two meetings to ensure that Board Members can review the proposed budget line by line.

Ben Rodriguez wanted to let the Board know that there was good buzz going around the Town of Suffield with the community garden grant for fruit trees on the walking trails. The citizens are pleased that the Health District has more visibility and is involved in community education again. He also said that Windsor Locks had been planning more bike paths and the bike racks and bricks had created a good response from Windsor Locks.

Ben also wanted the Board to start talking about critical public health issues, such as primary prevention, asthma, behavioral health & opioids issues, teen pregnancy, depression and the like.

Next Meeting

The next meeting will be held Wednesday, August 9, 2017 at the Enfield Office.

Adjournment

Linda DeGray made a motion, seconded by Len Norton, to adjourn. There being no further business before the Board, the meeting was adjourned by unanimous vote at 10:15 p.m.

Respectfully submitted

Patrice Sulik
Secretary/Treasurer

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