



# 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  
August 9, 2017  
NCDHD Headquarters  
31 North Main Street  
Enfield, Connecticut

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**Members Present:** Vice Chairman Mary Ann Turner, Linda DeGray, Maurice LaRosa, Fred Journalist, Dianne Trueb, Trish Vayda, Ben Rodriguez, Cathy Rebai, Vic Mathieu, Maria Whelden, Valerie Romano and Bill Meier. Diane Wheelock arrived at 7:02 p.m.

**Members Absent:** Mary Schwab, Matthew Maynard, Dawn Maselek, Len Norton and Richard Zulick

**Also Present:** Patrice Sulik, Director of Health

## Call to Order/Determination of Quorum

Vice-Chairman Mary Ann Turner convened the Regular Meeting at 7:00 p.m. after determining there was a quorum present.

**Executive Session** – It was requested that the Executive Session be moved to the end of the meeting since the Chairman, Diane Wheelock was on her way in and needed to be a part of the Executive Session.

**Public Hearing** – None at this time.

## Chairman's Report

The report will be given when the Chairman arrives.

## Director of Health Report

Patrice indicated that the Board would be spending significant time on the Strategic Planning Committee work and therefore would not be addressing every open item that had a written update, but would answer any questions the Board had.

Through the Connecticut Children's Health Homes Program, the Health District will be able to refer property owners in Enfield and Windham to a funding source to conduct lead abatement work and other repairs that impact health and safety in homes. In future funding cycles, we may be able to add other qualifying Member-Towns to the program.

Connecticut has adopted the FDA Code for food service inspections. This will affect capacity modeling for Sanitarians. At a minimum is 75 hours of online training for all our field inspectors. There will be additional hours required for field standardization, but we do not have all of the information at this time. Overall, the adoption of the FDA Code will promote uniformity across the state.

Ben Rodriguez made his Long Range Planning Presentation. The first order of business was to establish the Vision, Mission and Values for the NCDHD.

Ben Rodriguez made a motion, seconded by Mary Ann Turner to accept "All NCDHD member communities, regardless of circumstance, enjoy optimal health status and freedom from disease" as the new Vision Statement for the District. During discussion, Linda DeGray requested wording of "highest quality of life" instead of "freedom from disease". Discussion ensued. Ben amended his motion to be "All NCDHD member communities, regardless of circumstance, enjoy optimal health status and achieve the highest quality of life possible".

The Board unanimously requested the motion be moved. Then the Board voted unanimously for the motion to accept "All NCDHD member communities, regardless of circumstance, enjoy optimal health status and achieve the highest quality of life possible" as their Vision Statement.

Ben Rodriguez made a motion, seconded by Mary Ann turner, to accept "To achieve optimal health status of NCDHD communities by:

- . administering public health regulations
- . promoting and engaging community partnerships
- . promoting and facilitating primary prevention
- . ensuring public health emergency preparedness"

Discussion ensued. Board suggestions included adding "education" into the statement. A language change to: "Promote and protect the health and well-being of the public and our environment by:

- . administering public health regulations
- . promoting and engaging community partnerships
- . promoting and facilitating primary prevention
- . ensuring public health emergency preparedness"

After more discussion, there was a call to move the motion. The motion carried with one opposed. The vote on the original motion was 6 in favor and 7 opposed. Journalist, Mathieu, DeGray, LaRosa, Turner, Meier and Romano opposed. The motion failed.

Valerie Romano made a motion, seconded by Mary Ann Turner to accept "Promote and protect the optimal health and well-being of the public and our environment by:

- . administering public health regulations
- . promoting and engaging community partnerships
- . promoting and facilitating primary prevention, and
- . ensuring public health emergency preparedness”

Valerie rescinded her original motion after discussion and presented a new motion, seconded by Linda DeGray, to accept “The NCDHD promotes and protects the optimal health status and well-being of our communities by:

- . administering public health regulations
- . promoting and engaging community partnerships
- . promoting and facilitating primary prevention
- . ensuring public health emergency preparedness”

It was suggested that the third bullet be changed to “promoting primary prevention and health education”. Valerie accepted this as a friendly amendment. Then it was requested the Board move the motion. This passed with two opposed, Turner and LaRosa. The Mission Statement was put forth as: “The NCDHD promotes and protects the optimal health status and well-being of our communities by:

- . administering public health regulations
- . promoting and engaging community partnerships
- . promoting primary prevention and health education, and
- . ensuring public health emergency preparedness”

This motion passed unanimously.

Ben Rodriguez made a motion, seconded by Trish Vayda, to adopt as Values: Integrity, Professionalism, Consistency and Value. During discussion, it was decided to change these items to bullets and change Value to Efficiency. This friendly amendment was accepted. The motion carried with Romano opposed.

Ben Rodriguez then presented a brief overview of the SWOT Analysis survey that was completed by Board and Staff. Highlights included Strengths – skills of board and staff; Weaknesses – staff training, technical equipment, let staff do work, standardized written procedures; Opportunity – staff turnover and retention, community partnerships, use of technology/website, staff training, health education and exit interviews; and, Threats – state funding and staff turnover.

#### **F. Action on Consent Agenda**

1. Maria Whelden made a motion, seconded by Cathy Rebai, to approve the proposed budget transfers #4 and #5 as written. The motion carried unanimously.

#### **G. Committee Updates and Discussion**

Mary Ann Turner, Chair of the Capital Improvements Committee gave a report on building. The Town of Enfield will take away the generator from our building at no charge. The back stairs have been replaced and a bid will go out to wrap the stairs to match the stairs in the front of the building. We need to hire a company to design a HVAC project for this building

and Enfield has a list of approved companies. Mary Ann will get in touch with the Town to get their names.

We have received two quotes for wrapping the eaves and are waiting for two more. The landscaper will take care of the curb repairs (In August). Pictures will be taken to document the repairs.

The Fire Marshal has said our fire protection system should be good as long as it is maintained. He also said we should consider changing our dry system to a wet system. Maurice LaRosa wants to know exactly what we have for a dry system. Patrice to get information and present at next meeting.

#### **H. New Business**

The proposed changes to the Fee Schedule were discussed. The changes to the FDA Food Code will require some minor changes to align our fees with the new code. The proposed fee changes were reviewed.

Mary Ann Turner made a motion, seconded by Maurice LaRosa, to approve the proposed Fee Schedule changes and move them to Public Hearing for September 13, 2017. The motion carried unanimously.

At 8:42 p.m. Laurie Meehan from Peter Ashley Salon in Enfield was introduced to speak to the Board. She introduced herself to the Board as a hairdresser who has been in business for 34 years. She believes that inspections were more thorough and rigorous when the State was conducting them and offered to assist if changes were to be made to improve the system. Laurie then left the meeting.

A motion was made by Ben Rodriguez and seconded by Diane Trueb to go into Executive Session at 9:14 p.m. to discuss personnel matters. The motion carried unanimously.

Executive Session ended at 10:10 p.m. and the meeting reconvened.

A motion was made by Valerie Romano and seconded by Vic Mathieu to adjourn. There being no further business before the Board, the motion carried unanimously and the meeting adjourned at 10:10 p.m.

Respectfully submitted,

Patrice Sulik  
Secretary/Treasurer

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