



# 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) 465-3032
- 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

NORTH CENTRAL DISTRICT HEALTH DEPARTMENT  
BOARD OF DIRECTORS  
MINUTES OF REGULAR MEETING  
Wednesday, June 13, 2018  
Third Floor Conference Room  
Ellington Town Hall  
55 Main Street  
Ellington, Connecticut

RECEIVED  
VERNON TOWN CLERK  
18 JUN 22 AM 10:37

**Members Present:** Diane Wheelock, Chair, Ben Rodriguez, Vice-Chair, Linda DeGray, Shannon Grant, Mary Ann Turner, Fred Journalist, Dianne Trueb, Len Norton, Maria Whelden, Catherine Rebai, Matthew Maynard

**Members Absent:** Ken Nelson, Maurice LaRosa, Mary Schwab, Trish Vayda, Victor Mathieu, William Meier, Rick Zulick, Dawn Maselek

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

## Call to Order/Determination of Quorum

Chairman Diane Wheelock convened the Meeting at 7:01 p.m. after determining there was a quorum present.

Diane shared Patrice's request, which is allowed by her contract, to carry-over up to (1) week of vacation time to the next fiscal year.

Cathy Rebai made a motion, seconded by Ben Rodriguez, to approve Patrice's request to carry-over up to (1) one week of vacation time to the next fiscal year. The motion carried 10-1-0 with Mary Ann Turner opposed and no abstentions.

## Director of Health Update

Patrice drew the Board's attention to a folder which contains various Public Health Education pieces that are on the District's website and/or being circulated throughout the District. The documents addressed issues such as opioid abuse, West Nile Virus, Zika Virus, and healthy eating information for those frequenting Farmers' Markets.

### Action on Consent Agenda

Maria Whelden made a motion, seconded by Cathy Rebai, to approve the Proposed Budget Transfer Request No. 6 as presented. The motion carried unanimously.

### Committee Updates and Discussion

1. Finance – No report
2. Short & Long-Term Planning-Ben Rodriguez brought up the Board's strategic plan, which involves spending some time at each meeting discussing public health items.
  - Ben discussed Suffield activities, including the meetings regarding suicide awareness and the Autism Awareness group.
  - Dianne Trueb shared that the Ellington Farmers' Market is matching SNAP coupons so that SNAP participants can double their coupon value at the market as well as a program called "Kids Power of Produce".
  - Mary Ann Turner shared information regarding a program to serve the homeless population in the area that is likely to be funded by CDBG, which involves a van providing mobile services to prevent families from becoming homeless and supporting those that are homeless to obtain housing as well as other services.
3. Capital Improvements – Discussed under New Business No. 6.
4. Personnel – No report

### New Business

1. Project Manager Visit-The Project Manager could not attend the meeting. Information regarding the roles of a project manager, architect and general contractor were provided to the Board.
2. Dental Insurance Renewal – The dental insurance renewal (currently with Anthem) includes 13% increase. Other choices do not cover at least 50% of current participant dentists. Discussion ensued.

Dianne Trueb made a motion, seconded by Maria Whelden, that the NCDHD Board of Directors approves the renewal of the Anthem dental insurance plan proposed, effective July 2018 without changing the employee cost-share percentage. The motion was approved 6-4-1 with Len Norton, Fred Journalist, Mary Ann Turner and Linda DeGray opposed and Shannon Grant abstained.

3. CD Renewal –

Maria Whelden made a motion, seconded by Dianne Trueb that the NCDHD Board of Directors approves the renewal of the current CD with Webster Bank of \$104,026 for two years at 2.47% (2.5% APY). The motion carried unanimously.

4. Potential to Open an Additional CD

Maria Whelden made a motion, seconded by Dianne Trueb that the NCDHD Board of Directors approves \$100,000 to be put into an additional CD with Webster Bank for sixteen months at 2.23%. The motion carried unanimously (Cathy Rebai had left the room briefly during this vote).

5. Proposal to Purchase Additional Vehicle

Mary Ann Turner made a motion, seconded by Linda DeGray that the NCDHD Board of Directors does hereby approve expending up to \$19,000 to purchase a new fleet vehicle which includes the trade in of the 2007 Ford Ranger. The motion was amended to include the details of the proposed Budget Transfer No. 7 (\$5,000 from Legal Fees to Capital Expense) to accomplish the vehicle purchase. The motion carried unanimously.

6. Review of Bids to Replace Upstairs AC.

Since there were only 2 (two) bids submitted, one of which was a cost proposal to prepare a bid, Len Norton made a motion, seconded by Mary Ann Turner, to reject the bids. The motion carried unanimously.

If the temporary repair performed on the system fails, it was confirmed by the By-Laws that Patrice can spend up to \$10,000 to repair the system without making a request of the Board.

Discussion ensued regarding the potential remodel to the Headquarters located in Enfield as well as other options for the building and office space for the District. Patrice offered to work with a commercial real estate agent to get a sense of available spaces as well as the potential value of the current building, with and without the remodel. The building remodel will be placed on the August Meeting Agenda.

**Adoption of Minutes**

There was a question regarding the accuracy of the first paragraph under Director of Health update regarding cost of living increases for those that attain the highest step in their salary range. Patrice was asked to listen to the recording and clarify for the Board at the August 2018 Meeting. Approval of the Minutes of May 17, 2018 was postponed until the August meeting.

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

Ben Rodriguez stated that the survey (SWOT analysis) previously discussed during the meeting was conducted by the Short & Long-Term Planning Committee. Board Members and Staff Members participated and the summary information was previously provided to the Board.

**Adjournment**

Len Norton made a motion, seconded by Ben Rodriguez, to adjourn. There being no further business before the Board, the motion carried unanimously and the meeting adjourned at 9:23 p.m.

Respectfully submitted,

Patrice A. Sulik  
Secretary/Treasurer

pas