



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
Vernon Office Conference Room
375 Hartford Turnpike
Vernon, CT 06066
Wednesday, November 13, 2019
7:00 PM

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Members Present: Diane Wheelock - Chair, Michele Kervick, Trisha Vayda, Fred Journalist, Dianne Trueb, Shannon Grant, Maria Whelden, Jason Walsh, Ben Rodriguez.

Members Absent: Dawn Hunt, Len Norton, Ken Nelson Jr., Dawn Maselek, Richard Zulick, Victor Mathieu, William Meier, Catherine Rebai, Matthew Maynard.

Also, Present: George Sinnamon, Auditor, Juliana Sinnamon, Patrice Sulik, Director of Health.

Call to Order/Determination of Quorum

Chairman Diane Wheelock convened the meeting at 7:00 PM after determining there was a quorum present.

Board Chair Report

Diane Wheelock requested the auditor to make his presentation. The preceding budget workshop resulted in several questions for the auditor and robust discussion. The audit did not identify any deficiencies in internal controls. Compliance testing did not disclose any instances of noncompliance or other matters that would require reporting under Government Auditing Standards.

Director of Health Update

Patrice Sulik described the food relicensing process for the Board and reviewed the increase in flu clinic participants since the inception of the Nursing Program in 2017.

Action on Consent Agenda Items

A **motion** was made by Maria Whelden and seconded by Trish Vayda to approve the proper deactivation of the existing faulty sprinkler system in the Enfield office pending written approval of the Fire Marshal. The Board will consider replacement of the sprinkler system during the pre-construction phase of the building remodeling project. The motion carried unanimously.

Committee Updates and Discussions

1. Finance – Maria Whelden, Chair – Maria Whelden reviewed the quarterly financials for the current fiscal year. Maria then reviewed and facilitated a discussion regarding the FY 20-21 preliminary proposed budget. A second budget workshop will be scheduled prior to the December Regular Meeting of the Board with the expectation that the Board will vote to move the proposed budget to Public Hearing for the January 2020, Regular Meeting of the Board.
2. Short- and Long-Term Planning – Ben Rodriguez, Chair –no update
3. Capital Improvements – Shannon Grant agreed to Chair this committee and will draft a Capital Expense Plan for the next budget workshop.
4. Personnel – William Meier, Chair –no update

New Business

Adoption of Minutes

A **motion** was made by Shannon Grant, seconded by Dianne Trueb to waive the reading of the Minutes of the Special Meeting of the Board of October 23, 2019, and that Minutes of said meeting be approved. The motion carried with Michele Kervick, Maria Whelden, Fred Journalist and Ben Rodriguez abstaining.

Adjournment

There being no further business to discuss, a **motion** was made by Ben Rodriguez and seconded by Jason Walsh to adjourn. The motion carried unanimously, and the meeting adjourned at 9:45 PM.

Respectfully submitted,

Patrice A. Sulik
Director of Health

Next Board Meeting: Wednesday, December 11, 2019, NCDHD Headquarters, 31 North Main Street, Enfield, CT 06082