



North Central District Health Department

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- 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) 465-3034
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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
January 9, 2019
NCDHD Headquarters
31 North Main Street
Enfield, Connecticut

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Members Present: Diane Wheelock, Chair, Linda DeGray, Fred Journalist, Dianne Trueb, Len Norton, Maria Whelden, Catherine Rebai, William Meier, and Matthew Maynard

Members Absent: Ken Nelson, Shannon Grant, Maurice LaRosa, Mary Ann Turner, Trish Vayda, Ben Rodriguez, Victor Mathieu, Rick Zulick, and Dawn Maselek

Also Present: Patrice Sulik, Director of Health

Call to Order/Determination of Quorum

Chairman Diane Wheelock convened the Regular Meeting at 7:06 PM after determining there was a quorum present.

Chairman's Report

Diane wants to discuss the possibility of creating a special revenue fund for the building with the auditor. The Board agreed that Diane can meet with the auditor and bring the findings from the meeting to the Board for discussion.

Director of Health Update

The Director provided an update on CT DPH requiring each preparedness region to reduce the number of Mass Dispensing Areas (MDAs) in the state.

Action on Consent Agenda Items

1. Proposed Budget for Board Consideration.

Maria Whelden made a motion, seconded by William Meier, to approve the proposed FY 2019-2020 budget as presented at the Public Hearing. The balanced budget proposed no per capita increase over the present year. The per capita local share amount will remain at \$4.67. The motion passed unanimously.

2. Review and approval of front office administrative position job description and wages.

The proposed wage range was discussed and adjusted.

Maria Whelden made a **motion**, seconded by Linda DeGray to approve the wage range for the new Administrative Assistant position, as adjusted. The motion passed unanimously.

Committee Updates and Discussions

Finance – Maria Whelden, Chair - Maria discussed the format she would like to see going forward for presenting the budget.

Short & Long-Term Planning – Ben Rodriguez, Chair

Capital Improvements – Mary Ann Turner, Chair

Personnel – Linda DeGray, Chair

New Business

1. Leadership Initiative Presentation-Westford Lirot, Sanitarian II presented his project, which was creating draft regulation for wastewater treatment water. The Board found the presentation to be engaging and informative.

Informational Items

Adoption of Minutes

William Meier made a **motion**, seconded by Frederick Journalist, to approve the Minutes of December 12, 2018, as presented. The motion passed with Len Norton, Catherine Rebai, Linda DeGray and Matthew Maynard abstaining.

Adjournment

Len Norton made a **motion**, seconded by Linda DeGray, to adjourn. There being no further business before the Board, the motion carried unanimously, and the meeting adjourned at 9:04 PM.

Respectfully submitted,

Patrice A. Sulik
Director of Health

Next Board Meeting: Wednesday, February 13, 2019, Vernon Office Conference Room, 375 Hartford Turnpike, Vernon, Connecticut 06066