



# 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) 465-3034
- 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 MONTHLY MEETING  
East Windsor Town Hall, Conference Room  
11 Rye Street  
Broad Brook, CT 06016  
Wednesday, August 14, 2019  
7:00 PM

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**Members Present:** Diane Wheelock - Chair, Diane Trueb, Dawn Hunt, William Meier, Maria Whelden, Fred Journalist, Len Norton, Ben Rodriguez, Shannon Grant, Jason Walsh, Michele Kervick.

**Members Absent:** Ken Nelson Jr, Trish Vayda, Dawn Maselek, Richard Zulick, Victor Mathieu, Catherine Rebai, Matthew Maynard.

**Also Present:** 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.

## Executive Session

A motion was made by Ben Rodriguez and seconded by William Meier to enter Executive Session for the purpose of discussing security issues. The motion carried unanimously, and the Board entered Executive Session at 7:02 PM. Patrice Sulik was invited into Executive Session.

The Board came out of Executive Session at 7:14 PM.

## Board Chair Report

Diane welcomed the new Board Members, Jason Walsh and Dawn Hunt, representing Enfield.

## Director of Health Update

Patrice reviewed the monthly activity report which captured all the Department activities for June and July. A significant amount of work is performed with a relatively small staff.

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A motion was made by Ben Rodriguez to remove the “pending list” on the last page of the Director’s update to be replaced by an annual calendar of items for the Board to be updated on. Maria Whelden seconded the motion. The motion carried unanimously.

### **Action on Consent Agenda Items**

A motion was made by William Meier and seconded by Maria Whelden to approve the Proposed Budget Transfer Requests as presented. The motion carried unanimously.

A motion was made by Maria Whelden and seconded by Dawn Hunt to resolve that Patrice A. Sulik is the Director of Health of the North Central District Health Department and that on August 14, 2019, was authorized to sign any and all contracts and amendments thereof of behalf of said organization for the 2019-2020 fiscal year. The motion carried unanimously.

### **Committee Updates and Discussions**

1. Finance – Maria Whelden, Chair – Maria provided an overview of the interview for Enfield Builders, a respondent to the Health District’s RFQ. If the Board agrees, the next step would be having the Director meet with Enfield Builders to review the general plan for the building and list of improvements that have been envisioned.

It may be possible to purchase matching used furniture and cubicle spaces to redesign the second floor for approximately \$30,000. The security assessment has been scheduled and will be conducted by the Vernon Police, on August 22<sup>nd</sup>. Security issues may be addressed as a separate project.

A motion was made by Diane Trueb and seconded by Maria Whelden, to authorize Patrice to approach Enfield Builders and initiate the meetings needed to provide Enfield Builders with the information that would be required to obtain an estimate for the pre-construction phase of the project. The motion carried unanimously.

A letter will be sent to each Member-Town to inform them about what the Health District has been doing to serve their communities and what the plans are for the Main Headquarters.

Patrice will rent space in a storage facility in order to facilitate the packing and disposal of items that will be needed.

The fiscal year end financials were reviewed. These numbers are preliminary until the audit is complete. The audit will start next week, and the auditor will attend the November Regular Meeting of the Board.

2. Short and Long-Term Planning – Ben Rodriguez, Chair –The planning process will continue

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once the Community Health Needs Assessment Report is completed.

3. Capital Improvements – Chair is vacant
4. Personnel – Chair is vacant

**New Business**

1. A motion was made by Ben Rodriguez and seconded by Jason Walsh to approve the carry-over of \$581.11 in MRC funds to the 2019-2020 fiscal year. The motion carried unanimously.
2. A motion was made by Maria Whelden and seconded by William Meier to receive the quarterly financials without the Cash Disbursements. The Cash Disbursements will be available for review in a binder at Board Meetings. The motion carried unanimously.

**Adoption of Minutes**

A motion was made by Ben Rodriguez, seconded by Dianne Trueb to waive the reading of the Minutes of the Regular Meeting of the Board of June 12, 2019, and that Minutes of said meeting be approved. The motion carried with Dawn Hunt, Shannon Grant, Jason Walsh, Len Norton and Michele Kervick abstaining.

**Adjournment**

There being no further business to discuss, a motion was made by Len Norton and seconded by Ben Rodriguez to adjourn. The motion carried unanimously, and the meeting adjourned at 8:47 PM.

Respectfully submitted,

Patrice A. Sulik  
Director of Health

**Next Board Meeting:** Wednesday, September 11, 2019, NCDHD Head Quarters, 31 North Main Street, Enfield, CT 06082