



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 SPECIAL MEETING
Zoom Meeting
Wednesday, June 10, 2020
5:00 PM

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VERNON TOWN CLERK
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Members Present: Diane Wheelock – Chair, Fred Journalist, Dianne Trueb, Dawn Hunt, Trisha Vayda, Ben Rodriguez, Maria Whelden, Greg Stokes, Christiane Abraham, William Meier, Shannon Grant.

Members Absent: Shannon Grant, Len Norton, Ken Nelson Jr, Jason Walsh, Dawn Maselek, Victor Mathieu, Matt Maynard, Michele Kervick

Also, Present: Bill Kiner, Enfield Town Council Liaison, Patrice Sulik – Director of Health

Call to Order/Determination of Quorum

Chairman Diane Wheelock convened the meeting at 5:17 PM after determining there was a quorum present.

Board of Chair Report-Diane Wheelock reviewed the District’s role in COVID-19 response for attendees. Diane also revisited the topic about doing something for staff appreciation in recognition of the dedication of our staff during COVID response.

A **motion** was made by William Meier and seconded by Maria Whelden to award each staff member with a one-time, additional floating holiday to be used in the next fiscal year. Those not working full-time will have the floating holiday pro-rated according to the number of hours worked per week. The motion carried unanimously and the Board asked Patrice to express their appreciation and recognition of the staff’s dedication during the pandemic.

The Board also agreed to discuss what could be done to help our Member-Town licensed businesses at the August Regular Meeting of the Board.

Director of Health-Patrice Sulik detailed the agency’s current focus areas and activities; COVID-related and routine activities.

Action on Consent Agenda

Committee Updates and Discussion-no updates at this time.

1. Finance – Maria Whelden, Chair
2. Short and Long-Term Planning – Ben Rodriguez, Chair
3. Capital Improvements – Shannon Grant, Chair

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June 10, 2020

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4. Personnel – William Meier, Chair

New Business

1. Consideration of the purchase of two (2) new vehicles for the Health District with two (2) trade-ins.

A **motion** was made by Maria Whelden, and seconded by Chris Abraham to purchase one (1) Chevy Equinox and one (1) Chevy Silverado from Terryville Chevrolet for a total price of **\$47,438**, which will be reduced to a price of **\$41,438** after the trade in of the 2004 Toyota Tacoma and the 2013 Ford Focus. This expense will be covered by the current fiscal year's operating surplus. The motion carried unanimously.

Note: The costs for the vehicles outlined in the agenda were incorrect; correction was made during the meeting.

2. CD due to mature on June 11, 2020. After discussion of the available CD rates that were presented, a **motion** was made by William Meier and seconded by Maria Whelden to reinvest the funds from the maturing CD, (\$109,069.27), for 18 months at 1.10% at Peoples United Bank. The motion carried unanimously.
3. The Board considered the options presented for a new phone system. A **motion** was made by Ben Rodriguez and seconded by William Meier to have Verizon and Genie present their proposals for the phone system at the August Regular Meeting of the Board. The motion carried unanimously.

Adoption of Minutes

A **motion** was made by Ben Rodriguez and seconded by William Meier to waive the reading of the Minutes of the Special Meetings of the Board of March 25, 2020 and April 25, 2020 and that Minutes of said meetings be approved. The motion carried unanimously.

Adjournment

There being no further business to discuss, a **motion** was made by Ben Rodriguez and seconded by Maria Whelden to adjourn. The motion carried unanimously, and the meeting adjourned at 6:52 PM.

Respectfully submitted,

Patrice A. Sulik
Director of Health

Next Board Meeting: Wednesday, August 12, 2020 - Location to be determined.



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Patrice A. Sulik, MPH, R.S.
Director of Health

June 5, 2020

Director of Health Update

Dear Board Members:

In addition to the focus on COVID-19 response, there is significant routine work being conducted. Please see the monthly activity report document for an overview.

- Vic has worked to find competitive pricing for vehicle replacements. We are proposing trading in two (2) vehicles; the 2004 Toyota Tacoma and the 2013 Ford Focus and purchasing one (1) pickup truck and one (1) Equinox. The total cost of the two (2) vehicles, after the trade-in credit is **\$35,188**.

- The Health District has a CD maturing on June 11, 2020. The original investment was **\$104,030.72** which the Board voted to reinvest for 24 months at 2.5%. As of May 11, 2020, the current balance was **\$109,069.27**. Current reinvestment options will be available at the Board Meeting.

- The Health District has another CD maturing on July 12, 2020. The opening balance was **\$157,002.03**, which the Board voted to reinvest for 20 months at 3.15%. This CD will yield approximately **\$7,475.71** in interest. When it matures, the balance will be transferred to the money market account until the next Board Meeting.

- Significant time has been spent researching a new phone system for the District as the lease is coming to an end. The detailed information is attached for review. **Attachment 4**

- Dental Insurance Reminder-Our dental insurance usually renews July 1. Last July, we were able to change to a dental plan with a higher deductible and negotiate a guarantee for a 2-year rate. The increase July 1, 2019 was 0.08%. There is not additional increase for the next fiscal year.

- The projected increases for the health insurance are approximately 3%. We had budgeted for a 6.5% increase.



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Patrice A. Sulik, MPH, R.S.
Director of Health

June 3, 2020

COVID-19 Update

- A significant amount of District resources continues to be devoted to COVID-19 response and the early stages of Reopen CT.
- There are approximately 1,300 confirmed cases and 149 deaths within the District's Member-Towns. **There was an error in the May 12 reporting regarding case totals for the District.**
- The resource sheets for each Member-Town that resulted from a Board conversation regarding the practical and mental health needs of the population resulting from the pandemic are attached for your review. They have all been translated into Spanish and we are getting them out into the communities.
- Environmental Health staff have worked closely with food service establishments and hair salons and barber shops to advise and assist them in preparing for re-opening under the current guidance requirement. **44** temporary patio permit applications were reviewed and approved as of June 3, 2020.
- The District is participating in the weekly regional distribution of PPE to assigned sectors of healthcare providers.
- Along with many of our colleagues, District staff are experiencing significant problems accessing and working with the new state contact tracing database, "Conta-CT". Contact tracing is resource intensive, more so with a new database. We are currently working on both the old and new database; at best, the system is inefficient.
- As of May 24, 2020, the District expended **\$42,557** on COVID-19 response. CT DPH has reimbursed **\$19,494** as of June 3, 2020. Invoices are submitted monthly. At this point, our allotment will be **\$54,715**. Subsequent costs will likely be submitted to FEMA unless the state makes additional funding available to local health departments.
- The CT Association of Directors of Health (CADH) has been advocating to get local health at the planning table to inform guidance coming from the state relating to reopening efforts. CADH was asked to select six (6) health directors to serve on a committee to review and provide input to guidance and I was selected to participate. The timing for turning around draft guidance is almost immediate and then the guidance is reviewed by other groups: OSHA and the "Rules Committee". As health directors, our emphasis has been on making the guidance clear to understand and

COVID-19 Update

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consistent with other guidance, looking through a public health lens.

- Planning continues for COVID vaccination of priority groups, which may be performed regionally.
- The Health District is working to secure the necessary supplies to reopen the office.



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June 3, 2020

Department Monthly Activity Report Summary, May 2020

Environmental Health:

	May
Food Service Inspections	82
Food Service Plan Reviews	52
Temporary Food Licenses (Farm Market)	14
Temporary Event Inspections (Farm Market)	11
New Complaints Received	44
B100a Submissions	38
Soil Test Applications	15
Permits to Construct	12
Septic/Well Plans Reviewed	8
Well Permits Issued	7
Permits to Discharge Issued	4
Cosmetology Inspections	1
Cosmetology Plan Reviews	1
Lead Poisoning Active Cases	61 childhood 66 environmental
Communicable Disease Follow up	49 (non COVID)
Communicable Disease Investigations	2

Environmental Health:

- Prepare and blast out multiple sets of guidance for food service establishment Phase I reopening.
- Train staff on facilitation of guidance for food service establishments for Phase I reopening.
- Review temporary patio plans for foodservice establishments and provide consultation and approvals.
- Prepare and blast out guidance for cosmetology establishments for reopening.
- Respond to multiple questions from licensed facilities for reopening.
- Collaborate with CT Department of Public Health (CTDPH) and Department of Energy and Environmental Protection (DEEP) regarding firefighting foam contamination of Windham fishing areas.

Monthly Activity Report, June Meeting, 2020

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Health Education:

- Researched and organized practical and mental health resources for Member-Towns to assist constituents.
- Collaborated with Member-Town Social Service Directors to review resources.
- Worked with translation contractor to have resource flyers translated to Spanish.
- Continued progress on asset mapping within the District.

Public Health Preparedness:

- Continue to participate in regional coordinated delivery of PPE to assigned sector of healthcare providers.
- Make plans to implement guidance for opening offices; evaluating space, seeking sources for needed PPE and supplies.
- Participation in the full range of conference calls and virtual meetings with local, regional and state partners.
- Tracking of cases and reporting case numbers to Member-Towns.
- Enrollment and training on new database Conta-CT

Public Health Nursing:

- Planning and ordering of supplies for the flu clinic season.
- Continue to conduct Putting on Airs visits (home visit asthma program)
- Overseeing contract Nurses as they conduct contact tracing for COVID cases.