



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
Suffield Volunteer Ambulance Association
205 Bridge Street
Suffield, Connecticut
March 13, 2019

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Members Present: Diane Wheelock, Chair, Ben Rodriguez, Cathy Rebai, Maria Whelden, Fred Journalist, Mary Ann Turner, Linda DeGray, Vic Mathieu, Rick Zulick, Len Norton, Shannon Grant,

Members Absent: Dianne Trueb, Ken Nelson, Maurice Larosa, Dawn Maselek, William Meier, Matthew Maynard, Trish Vayda.

Also Present: Patrice Sulik, Director of Health

Call to Order/Determination of Quorum

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

Board Chair Report:

Diane Wheelock provided a report on the number of overdose deaths that have occurred in Member-Towns. The data highlights the importance of opioid abuse prevention efforts that are needed.

Director of Health Update

Discussion focused on information and data being pulled together for Town of Enfield. It was asked that the list of questions be shared with the Board. Other Towns may also be interested in similar information for their respective Towns-the District needs to balance the resources needed to research previous years' data with the resources needed for the day-to-day operation. Some of the information requested is registered monthly with the Town Clerks' offices as attachments for Board Meeting materials.

Patrice asked for feedback on the type of regular reporting that could be shared with Town leadership in all Member-Towns. Board Members provided input and there was consensus

on producing one quarterly report that could be used for the Board as well as the Member-Towns. The report would contain a breakdown of activities in each Member-Town along with narrative. Some activities, such as communicable disease follow-up and investigation may be provided as aggregate data.

A question was asked regarding the timeline for having credit card payments available. There has not been an established timeline for this project, but Patrice will explore whether the Filemaker database and/or bookkeeping software will need to be integrated into the website prior to accepting credit card payments on the website.

Several IT issues have been addressed by NOVUS-a report was provided to the Board and discussed.

Action on Consent Agenda Items

None

Committee Updates and Discussions

Finance – Maria Whelden, Chair – Maria had reviewed the quarterly financial statements and found them to be in order. The question regarding possible underspending of the Health Insurance line were due to changing insurance companies and delayed billing.

Short & Long-Term Planning – Ben Rodriguez, Chair-The Committee needs to assess the current strategic plan and create new goals and objectives. Ben would like to ensure that Public Health topics are discussed at each meeting.

Capital Improvements – Mary Ann Turner, Chair-The Building Committee will meet on Wednesday, March 20th at 6:00 PM to review the RFQ applications-there were six (6) proposals submitted.

Personnel – Linda DeGray, Chair-Linda updated the Board on the new Administrative Assistant hire. The Secretary position for the front desk still needs to be filled.

New Business

1. Leadership Initiative Presentation-Brian Bielawiec presented his procedure for responding to “no heat/no hot water” housing complaints. The presentation was well-received, with productive input from Board Members.

Adoption of Minutes

Len Norton made a motion, seconded by Linda DeGray, to approve the Minutes of the Public Hearing of January 9, 2019, as presented as well as the Minutes of the Regular Meeting of January 9, 2019, as presented. The motion passed unanimously with Mary Ann Turner and Rick Zulick 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 8:10 PM.

Respectfully submitted,

Patrice A. Sulik
Director of Health

Next Board Meeting: Wednesday, April 10, 2019, Vernon Office Conference Room, 375 Hartford Turnpike, Vernon, Connecticut 06066