



NORTH CENTRAL DISTRICT HEALTH DEPARTMENT

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WILLIAM H. BLITZ, M.P.H., M.U.P., R.S.

DIRECTOR OF HEALTH

RECEIVED
VERNON TOWN CLERK
12 DEC 17 AM 9:00

NORTH CENTRAL DISTRICT HEALTH DEPARTMENT
MINUTES OF SPECIAL MEETING
WEDNESDAY, November 14, 2012
NCDHD Headquarters
31 North Main Street
Enfield, Connecticut

RECEIVED BY EMAIL

Members Present: Chairman David Skoczulek, Trish Vayda, Tami Miller, Maria Whelden, David Mack, Dr. Orland Donald, and Katherine Voss (arrived 7:02 p.m.), Mary Ann Turner (arrived 7:05 p.m.), and David Wawer (arrived 7:25 p.m.)

Members Absent: Cecy Mickey, Mary Schwab, Diane Wheelock, Lisa Lemire and Jennifer Martin

Also Present: William H. Blitz

Following a determination of a quorum, the meeting was called to order at 7:00 p.m.

Approval of Minutes of October 17, 2012

The Minutes of October 17, 2012 were approved by consensus.

Approval of Board Calendar of Meeting Dates for 2013-2014

Trish Vayda made a motion, seconded by Tami Miller to approve the Board Calendar as presented with the condition that if more dates are available in Vernon we will switch to those. The motion carried unanimously.

Treasurer's Report

Increase in income due to receiving monies earlier this year, such as the Lead Grant.

Maria Whelden asked if the \$7,000 in Reserve - Vehicle (Page 1) is for the Ford Focus already purchased or for a new vehicle. Mr. Blitz replied he believes it is for the Ford Focus.

Mary Ann Turner arrived at 7:05 p.m.

The Treasurer's Report was accepted as presented.



Communications to Board

Cecy Mickey sent a letter to the Board resigning as of December 31, 2012. Her letter was read into the record.

We will create a plaque for her to be presented at her last meeting in December.

Also, with Cecy Mickey leaving, this creates a vacancy for the Health Department Pension Trustees.

A motion was made by Maria Whelden and seconded by Dr. Orland Donald, to pass the following Resolution:

"This is to certify that on this date and pursuant to the North Central District Health Department Money Purchase Pension Plan, the trustees: David Skoczulek, Cecelia Mickey and Trish Vayda shall be changed to David Skoczulek, Tami Miller and Trish Vayda."

The motion carried unanimously.

Finance Committee

Maria Whelden, Chairman, will be holding a meeting following this Board meeting.

We are looking at a 2.34% increase over last year which equals 10 cents per capita for the 2013-2014 budget. Even with this increase, we will have to use \$33,000 of our reserve fund to balance the budget. That budget that Roy Narvesan worked on, was under estimated for the air conditioning - \$6,000 as opposed to \$20,000 from a contractor. Also no monies were allocated for repair of the electrical system.

If we were to not use any reserve monies, to balance the budget we would require a 9% increase or 41 cents per capita based on last year's population figures.

Short & Long Term Planning Committee

David Skoczulek will continue to liaise with CADH to continue the Strategic Plan but nothing new will be done during Bill Blitz's tenure and will be picked up again after the new Director is in place.

Personnel Committee

Tami Miller reported that the Personnel Policies have been sent to Robinson & Cole for review due to changes in Labor Laws. They will give the committee options and once they have been worked through, the final product will be brought to the Board.

Also being worked on is an Employee's Benefits survey which will be sent to all Health Districts because just getting salaries alone is not as helpful. We are hoping to get CADH to distribute the survey and then compile the analysis so we have a true picture with salaries to compare with other Health Districts. We hope to have results back by the December meeting.

David Wawer joined the meeting at 7:24 p.m.

Succession Committee

David Mack, Chairman, reported that we received 18 applications and eight applications were selected for initial interviews. Six were conducted yesterday and the last two will occur on Friday. Interviews were conducted by Mary Ann Turner, David Skoczulek and David Mack. Out of the eight we are hoping to select two maybe three for a more in-depth interview. Board members will be invited to participate in these interviews and they will be conducted on November 29th, 30th, or December 6th, during the day but no time has been set nor location at this time.

Chairperson's Report

None

Report of Director of Health

Mr. Blitz attended the Semi-Annual Director of Health Meeting today and spoke with the Commissioner of Health regarding the shortage of environmental sanitarians. We have an ad out looking for someone for our department and have only received one application.

Other Business

Since we will be choosing a candidate for Director of Health at the December 19, 2012, meeting, it will be very important to get a quorum.

Mary Ann Turner mentioned that Bill Turley seems to be doing some great stuff and if possible, she would like to attend some of the workshops and/or drills with him. She asked that Mr. Blitz have Bill Turley get back to Mary Ann Turner regarding attending these.

Next Meeting

The next meeting is scheduled for December 19, 2012 in Enfield.

Adjournment

There being no further business before the Board, the Chairman declared the meeting adjourned at 7:50 p.m.

Respectfully submitted,

William H. Blitz
Secretary

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