



# NORTH CENTRAL DISTRICT HEALTH DEPARTMENT

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WILLIAM H. BLITZ, M.P.H., M.U.P., R.S.  
DIRECTOR OF HEALTH

NORTH CENTRAL DISTRICT HEALTH DEPARTMENT  
MINUTES OF REGULAR MEETING  
WEDNESDAY, January 20, 2010  
NCDHD Headquarters  
31 North Main Street  
Enfield, Connecticut

RECEIVED  
VERNON TOWN CLERK  
10 MAR 23 AM 11:05

**Members Present:** John Golon, Courtney Kozlowski, Marc Colle, Ed Kramer, Cecelia Mickey, Carol Sargent, Dan Anderson, David Skoczulek, Robert Barron and Lee Palardy

**Members Absent:** Matthew Coppler, Jo-Marie Nelson, Trish Vayda, Matthew Farr, Janet Leiper, Zygmunt Dembek, Dr. Brian Cooper, Dr. Al Caudullo, and Norma Ouellette

**Also Present:** William Blitz, and Paul Scarchuk - Windham Hospital Liaison

Following determination of a quorum, the meeting was called to order at 7:16 p.m. by Chairman John Golon.

### Approval of Minutes of Special Meeting of November 24, 2009

Lee Palardy made a motion, seconded by Carol Sargent, to accept the Minutes of the Special Meeting of November 24, 2009. The motion carried with Courtney Kozlowski and Ed Kramer abstaining.

### Approval of Minutes of Regular Meeting of December 16, 2009

Dan Anderson made a motion, seconded by Ed Kramer, to accept the Minutes of the Regular Meeting of December 16, 2009. The motion carried unanimously.

### Treasurer's Report

Lee Palardy made a motion, seconded by Dan Anderson, to accept the Financial Statement as presented. The motion carried unanimously.

### Communications

We have received requests from the towns of Ellington and East Windsor for our budget which will be sent out tomorrow following approval at tonight's meeting.

The Connecticut Association of Directors of Health sent a letter to Senator Christopher Dodd to make sure Public Health is funded by the Federal Government.



Letter from Bill Shipp to Jeremy Plossay regarding what a fine job was done at the Suffield H1N1 Flu Clinic.

### **Report of the Director of Health**

Our laboratory bill for December was mainly for lead dust wipe samples, water samples, and GC's and chlamydia for the Windham High School clinic. This is about average for each month.

With the salary increases of 1% for January to June of this year and 1.5% increase for July 1<sup>st</sup> of next year, it was noted our current salary ranges were out of date so Mr. Blitz submitted a revised salary range with an increase of 3% for every category. John Golon noted about three years ago, the Board did a survey of district health department salary ranges and updated ours at that time. Dan Anderson made a motion, seconded by Lee Palardy, to approve the 3% salary range increase of the Personnel Policies. John Golon wanted to be sure everyone realized this is a stop-gap measure to address the increases and we still need to do a study to get a realistic view of what the salary ranges should be. Dan Anderson amended his motion to approve the 3% salary range increase until June 30, 2011.

### **BT Activity Report**

Review of Jeremy Plossay's report. We have two new clinics planned in Enfield and Suffield. We gave Vernon VNA 300 doses. We have about 1800 doses on hand. The Suffield clinic was reviewed in the Suffield/Southwick local paper. There was also a favorable article about the Windham clinic in the Willimantic Chronicle.

### **Director of Environmental Services**

Michael Caronna has been working on Process Technology for Enfield and a great deal of lead inspections in Enfield, Willimantic and Vernon. The food report was reviewed along with the Salon Report.

### **Health Educator Report**

Sue Cloutier's report was read through and was expanded on by Mr. Blitz.

### **Old Business**

Technology, Communications, Process Committee Reports

David Skoczulek gave a Technology update regarding our To Do List. We are accomplishing items in a timely manner. Bob Barron gave a Communications report regarding a newsletter and what should be published on our web site. Matt Farr's Process

Committee Report was read to the Board by John Golon. All key processes have been inventoried with the help of Michael and Deb Caronna and a few other folks and are being reviewed to see what streamlining can be done to them. Developing a step by step process for applications to be posted on the web site to help move things along in a timely manner. We will give quarterly reports to all towns, Board members should give their towns reports as needed.

### **New Business**

Lee Palardy made a motion, seconded by Ed Kramer, to approve the proposed budget for FY 2010-2011 as presented at the Public Hearing held earlier this evening. The motion carried unanimously.

Carol Sargent made a motion, seconded by Marc Colle to approve changes to Salon Fee Schedule and Salon Section 14 of the NCDHD Sanitary Code as presented at the Public Hearing held earlier this evening. The motion carried unanimously.

### **Adjournment**

With no additional business before the Board, Bob Barron made a motion, seconded by Marc Colle, to adjourn. The motion carried unanimously and the meeting was adjourned at 8:20 p.m.

Respectfully submitted

William H. Blitz  
Secretary

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