



# North Central District Health Department

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

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NORTH CENTRAL DISTRICT HEALTH DEPARTMENT  
BOARD OF DIRECTORS  
**MINUTES OF SPECIAL MEETING**  
Zoom Meeting  
Wednesday, December 16, 2020  
6:00 PM

**Members Present:** Diane Wheelock – Chair, Catherine Cannon, Bill Meier, Dawn Hunt, Vic Mathieu, Chris Abraham, Ben Rodriguez, Dianne Trueb, Trisha Vayda, Maria Whelden, Dianne Trueb, Jason Walsh

**Members Absent:** Fred Journalist, Greg Stokes, Len Norton, Shannon Grant, Dawn Maselek, Matthew Maynard, Michele Kervick

**Also, Present:** Joe Muller, Enfield Town Council Liaison, Patrice Sulik – Director of Health

## Call to Order/Determination of Quorum

Diane Wheelock convened the meeting at 6:02 PM after determining there was a quorum present.

## Chairman's Report

## Director of Health

Monthly Report Review and Update of Pending Business Items – Provided in written form by the Director to the NCDHD Board. Discussion and clarification – no action required at this time.

## Action on Consent Agenda

1. Proposed FY 2021-2022 budget.  
There was discussion regarding the Deputy Director position. The Board supports the position but wants to ensure a thorough planning process for adequately staffing the Health District.

A motion was made by Bill Meier, seconded by Ben Rodriguez, to modify the proposed budget by adding half of the total cost of the Deputy Director position (salary and fringe), to be offset by the undesignated fund balance. The motion carried unanimously.

A motion was made by Bill Meier, seconded by Dianne Trueb to move the revised proposed FY21-22 budget to Public Hearing on January 13, 2021, which will be held via Zoom. The motion carried unanimously. Public notice will be provided for the Public Hearing.

**Minutes of Special Meeting  
December 16, 2020  
Page 2**

2. A motion was made by Maria Whelden, seconded by Bill Meier, to formally return unused funds transferred from reserve accounts or the undesignated fund balance during FY2020, back to those accounts as specified below:

**Transfers:**

From Undesignated Fund Balance	\$35,235 (includes \$581-MRC Grant Carryover)
From Building Improvement Reserve	\$35,000
From Security Reserve	\$15,000
Subtotal	\$85,235

**Expenditures against these Transfers:**

Building Improvements	\$16,378
Building Security Improvements	-0-
Subtotal	\$16,378

**Return of unspent Transferred Funds to:**

Undesignated Fund Balance	\$35,235
Building Improvement Reserve	\$18,622
Security Reserve	\$15,000
Subtotal	\$68,857

The motion carried unanimously.

**Note Correction: The MRC Grant Carryover funds of \$581 were spent, therefore the return of unspent Transferred Funds would be \$68,276.**

**Committee Updates and Discussion**

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

**New Business**

1. Discussion of pricing for Headquarters Remodel. The Board discussed pricing and asked Patrice to request that Len Norton review the additional documents provided and speak with Enfield Builders prior to the January 13, 2021, Board Meeting. A Building Committee meeting will be planned for prior to the January 12, 2021 Board Meeting.

**Minutes of Special Meeting  
December 16, 2020  
Page 3**

**Adoption of Minutes**

A **motion** was made by Ben Rodriguez and seconded by Maria Whelden to waive the reading of the Minutes of the Special Meetings of the Board of November 18, 2020, the Finance Committee Meeting of December 7, 2020, and the Building Committee Meeting of December 9, 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 Vic Mathieu and seconded by Maria Whelden to adjourn. The motion carried unanimously, and the meeting adjourned at 7:34 PM.

Respectfully submitted,

Patrice A. Sulik  
Director of Health

**Next Board Meeting:** Wednesday, January 13, 2020 - Location to be determined, preceded by a Public Hearing beginning at 7:00 PM.