



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, November 18, 2020
6:00 PM

RECEIVED
 VERNON TOWN CLERK
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Members Present: Diane Wheelock – Chair, Fred Journalist, Dawn Hunt, Trisha Vayda, Shannon Grant, Ben Rodriguez, Dawn Maselek, Maria Whelden, Chris Abraham, Bill Meier, Jason Walsh, Victor Mathieu, Dianne Trueb,

Members Absent: Greg Stokes, 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 6:04 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. A motion was made by Bill Meier, seconded by Jason Walsh to approve the proposed 2021 Board Meeting dates. The motion carried unanimously.

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

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New Business

George Sinnamon, Auditor, reviewed the draft audit for FY2020. This was a clean audit with no findings.

Adoption of Minutes

A **motion** was made by Ben Rodriguez and seconded by Fred Journalist to waive the reading of the Minutes of the Special Meetings of the Board of September 28, 2020 and that Minutes of said meeting be approved. Maria Whelden noted that she was marked as present but was absent. Correction noted. The motion carried unanimously.

Executive Session

A motion was made by Shannon Grant and seconded by Ben Rodriguez to enter Executive Session for the purpose of Personnel Matters and an Executive Evaluation. The motion carried unanimously, and the Board entered Executive Session at 8:22 PM, inviting Patrice Sulik to join.

Patrice Sulik was asked to leave Executive Session at 9:05 PM

The Board came out of Executive Session at 9:35.

Adjournment

There being no further business to discuss, a **motion** was made by Ben Rodriguez and seconded by Bill Meier to adjourn. The motion carried unanimously, and the meeting adjourned at 9:37 PM.

Respectfully submitted,

Patrice A. Sulik
Director of Health

Next Board Meeting: Wednesday, December 9, 2020 - Location to be determined.



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

November 16, 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.

- The Auditor will present the findings from the FY 2020 fiscal year.
- The Quarterly Financials are included in the Board Packet for your review. Expenditures for COVID will be considered preliminary until final budget approval is received from state.
- All scheduled flu clinics have been conducted for the season. There is a small amount of vaccine remaining (regular and hi-dose) which will be returned for reimbursement if it is not used. Final data has not been tabulated however the number of flu shots administered this year had already surpassed last year by the end of October.
- The fence around the Enfield Headquarters property is falling down-the October storm did some damage. We are obtaining pricing to repair/replace and are working with our insurance company.
- Budget preparation is underway but is behind schedule.
- The District's new Preparedness Coordinator has been onboarded.
- COVID-19-Contact Tracing activities are taking significant staff time. Health District staff are in constant communication with public and private school leadership seven days a week to limit potential exposures to COVID as quickly as possible.
- COVID-19-Three (3) new staff members, funded by the state grant have been hired and onboarded (Nurse Manager, COVID Health Educator and PT COVID Bookkeeper). Two (2) additional staff members (Epidemiologist, COVID Sanitarian), are awaiting job offers, pending satisfactory reference checks.
- COVID-19-There is a significant focus on planning for COVID vaccination clinics. Local health departments will be responsible for vaccinating our Member-Towns' first responders and then the critical infrastructure (municipal employees and public/private school employees).



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

November 14, 2020

Department Monthly Activity Report Summaries (September/October 2020)

Environmental Health:

	September	October
Food Service Inspections	105	88
Food Service Plan Reviews	5	4
Temporary Food Licenses	4	6
New Complaints Received	84	72
B100a Submissions	51	44
Soil Test Applications	17	9
Permits to Construct	12	12
Septic/Well Plans Reviewed	25	23
Well Permits Issued	4	5
Permits to Discharge Issued	8	9
Cosmetology Inspections	48	37
Cosmetology Plan Reviews	-	-
Lead Poisoning Active Cases	66	61
Communicable Disease Follow up (non-COVID)	53	52
Communicable Disease Investigations (non-COVID)	1	2
Public Pool Inspections	-	-
Hotel/Motel Inspections/Reinspections	-	-

Environmental Health:

- Continuing to close lead cases - There are currently **85** open property cases involving a child with an elevated blood lead level, and **37** open property cases with lead but not involving a child with an elevated blood lead level.
- Environmental Health staff continues to respond to complaints about lack of COVID compliance in district regulated establishments (food and cosmetology)

Health Education:

- Engagement with communities in Enfield, East Windsor, and Vernon through work at Mobile Food Share in those towns.
- Provided a booth with health education information at Willimantic Farmers' Market and Suffield Farmers' Market.
- Participated in Windham Pride Meeting and Windham Opioid Task Force meetings.

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- Participated in CT Suicide Advisory Board meeting.
- Participated in Vernon ROCKS meeting.
- Participated in Enfield Together Meeting.
- Participated in required opioid grant meetings and reporting activities.
- Received training in mental health first aid (and certification).
- Participated in Enfield Hunger Action Team meeting.
- Completed CT Wiz (vaccine program) to support vaccine program.
- Facilitated the District's opioid task force meetings.
- Proposed opioid grant program materials and facilitated ordering of materials.
- Drafted resource sheets for distribution in jurisdiction hotels.
- Connected with key people in Windsor Locks and Suffield to forward opioid abuse prevention.
- Participated in the "Go for Enfield" Day, disseminating healthy eating information.
- Participated in Trunk or Treat events in Vernon and Windsor Locks distributing educational coloring materials for children on healthy eating. More than 500 bags were distributed!

Public Health Preparedness:

- Participation in all regional and state preparedness meetings.
- Focus on planning for COVID vaccine administration clinics.
- Participated in Region 4, Uncas Health Department Drive-Through Flu Clinic.
- Re-organize and inventory preparedness equipment and supplies for clinic readiness.
- Participate in CDC COVID vaccination webinars.
- Follow up with FEMA specialist on FEMA reimbursement application.
- Management of weekly PPE for staff (surgical masks/gloves).

Public Health Nursing:

- Four (4) flu clinics conducted.
- COVID case management.
- Contact tracing, overseeing contact tracers.
- Outreach to physicians to encourage referrals for Putting on AIRS indoor asthma program.
- Participation in planning for COVID vaccination clinics.
- Follow-up on TB case.