

~~Posted 8/19/2020 5:00 PM~~



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, August 12, 2020
5:00 PM

RECEIVED
VERNON TOWN CLERK
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Members Present: Diane Wheelock – Chair, Chris Abraham, William Meier, Maria Whelden, Shannon Grant, Greg Stokes (Greg Stokes left the meeting at 6:10 PM), Dawn Hunt, Ben Rodriguez, Fred Journalis, Diane Trueb, Jason Walsh and Dawn Maselek.

Members Absent: Trisha Vayda, Len Norton, Ken Nelson Jr, Victor Mathieu, Matthew Maynard, Michele Kervick.

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

Call to Order/Determination of Quorum

Vice-Chairman Ben Rodriguez convened the meeting at 5:10 PM after determining there was a quorum present.

Chairman’s Report

The need for an experienced Public Health Preparedness Coordinator was discussed, as the position has been vacated.

A **motion** was made by Bill Meier and seconded by Diane Wheelock to adjust the proposed job description and wage range as discussed and distribute the Job Posting widely. The motion carried unanimously.

Director of Health

The Director updated the Board on Health District activities and notified the Board that the two of the three air conditioning systems in the building were not functioning, requiring the need for portable units to be put in place temporarily.

Action on Consent Agenda

A **motion** was made by Diane Wheelock and seconded by Ben Rodriguez to resolve that Patrice A. Sulik, is the Director of the North Central District Health Department, Enfield, CT and that on August 12, 2020, was authorized to sign any and all contracts and amendments thereof on behalf of said organization for the 2020-2021 fiscal year. The motion carried unanimously.

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Committee Updates and Discussion

1. Finance – Maria Whelden, Chair-Maria reviewed the preliminary FY 2019-2020 financials. The Health District's financial position at end of fiscal year was good, despite decreases in revenue due to COVID-19.
2. Short and Long-Term Planning – Ben Rodriguez, Chair-Ben discussed that the Town he represents is concerned about racism and health disparities. Ben asked the Board to consider making a statement regarding racism and health disparities. Discussion ensued-the Board is interested in looking at information and data that would inform them more about health disparities in the District's Member-Towns. Shannon is interested in working with Ben on this. Other Board Members would prefer to create a plan of action rather than a statement that is not tied to action steps, with the focus being on local public health issues. Board Members also want to discuss the issue with their Town Leadership.
3. Capital Improvements – Shannon Grant, Chair-The architect and builder have promised to have pricing on the proposed remodel ready for the September Regular Meeting of the Board. Shannon would like to meet with Patrice in advance of the September Meeting to review the figures to prepare to make recommendations to the Board.
4. Personnel – William Meier, Chair-Bill discussed the importance of a strong candidate for the Public Health Preparedness position earlier in the agenda.

New Business

1. Review of presentations by Verizon and Genie for new phone system. The presentations had been cancelled as an in-person presentation was preferred. However, after discussion, a **motion** was made by Maria Whelden and seconded by Jason Walsh to work with Verizon on the new phone system. The motion carried with Diane Wheelock abstaining.
2. A **motion** was made by Diane Wheelock and seconded by Ben Rodriguez to approve the proposed Budget Transfer Requests Numbers 1, 2 and 3 as presented. The motion carried unanimously.
3. A **motion** was made by Ben Rodriguez and seconded by Jason Walsh to approve the transfer of \$50,000 to the operating budget from the undesignated fund balance to cover costs related to COVID-19 response with the expectation that reimbursement will be sought. The motion carried unanimously.
4. A **motion** was made by Maria Whelden and seconded by Dawn Hunt to approve a one-time, 25% reduction in Health District license fees for licensed establishments due to the interruption in businesses caused by COVID-19. The motion carried unanimously.
Note: This fee reduction applies to hotels/motels, public pools, cosmetology and the following food service establishments: caterers, convalescent homes, daycare facilities, theatres, restaurants, retail markets and delis.
5. A **motion** was made by Ben Rodriguez and seconded by Jason Walsh to approve the transfer of \$30,000 to the operating budget from the Building Reserves Fund to cover costs related to the

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building renovations. The motion carried unanimously.

6. A **motion** was made by Maria Whelden and seconded by Diane Wheelock, to reinvest a matured CD balance of \$165,331.38 for 24 months at Webster Bank at 0.60%. The motion carried unanimously.

Adoption of Minutes

A **motion** was made by Diane Wheelock and seconded by Maria Whelden to waive the reading of the Minutes of the Special Meetings of the Board of June 10, 2020 and that Minutes of said meeting be approved. The motion carried with Shannon Grant, Jason Walsh, and Dawn Maselek abstaining.

Adjournment

There being no further business to discuss, a **motion** was made by Dianne Trueb and seconded by Maria Whelden to adjourn. The motion carried unanimously, and the meeting adjourned at 7:28 PM.

Respectfully submitted,

Patrice A. Sulik
Director of Health

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



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

August 5, 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 tropical storm impacted COVID and routine work as many of our food service establishments lost power for an extended period. Staff responds to witness destruction of food and advise food service workers on cleaning and sanitizing and safe start-up.

•Phone System: At our June 2020 Board Meeting, the Board voted to have brief presentations/question and answer sessions from two of the companies that provided proposals at the August Board Meeting. Attachment 3

•The preliminary financials for FY 2019-2020 are included in the Board Packet. Overall, we ended up with excess revenue over expenditures; there were decreases in revenue and decreases in expenses in the budget due to COVID, and significant expenses due to COVID; some of which were reimbursed through crisis funding. Attachment 4

•COVID Expenses: Early in the pandemic, the Board transferred \$50,000 from the undesignated fund balance to cover expenditures for COVID response with the expectation that we would seek reimbursement wherever possible. At end of fiscal year, \$30,397.83 of the transferred amount was not used and returned to the fund balance. The Board will be asked to consider a transfer of \$50,000 for COVID response activities in the current fiscal year; the District will continue to seek reimbursement. Detailed expense and reimbursement for COVID can be viewed on Page 7 of the financials. Attachment 4

•COVID Activities: Response efforts to COVID are the primary focus of some staff; activities include contact tracing of cases, support for Member-Towns and School Superintendents, participating in a wide range of virtual meetings with state and local partners, providing updated information and following up on complaints related to licensed facilities, case reporting, responding to questions, receiving and delivering of Personal Protective Equipment (PPE), monitoring and backfilling the agency's supply of PPE, tracking agency COVID expenses, and seeking reimbursement for COVID expenses.

•License Revenue: The Board previously discussed reducing licensing fees for establishments that had to close or operate on a limited basis due to COVID. This includes food service establishments,

cosmetology salons/barber shops, public pools and hotels/motels. There is a draft motion in the agenda for the Board to consider. The loss of revenue will be approximately \$70,000. Attachment 7

- Building Status: Enfield Builders reports they are very close to having pricing on the proposed remodel for the Board to review. A meeting was conducted on August 3rd to obtain additional information needed by the Architect for the engineering to be completed. Pricing is promised for the September Board Meeting.

- Building Issues: The upstairs air conditioning has been repaired twice, and we are working on issues with a neighbor's tree and the fencing, which was impacted by the tropical storm.

- Flu Clinics: Due to COVID, flu clinics will need to be conducted very differently. We are exploring a combination of drive through or walk-up clinics to promote social distancing.



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

July 31, 2020

Department Monthly Activity Report Summaries (June and July 2020)

Environmental Health:

	June	July
Food Service Inspections	88	97
Food Service Plan Reviews	6	11
Temporary Food Licenses	6	4
New Complaints Received	57	86
B100a Submissions	63	38
Soil Test Applications	11	13
Permits to Construct	14	18
Septic/Well Plans Reviewed	35	18
Well Permits Issued	8	3
Permits to Discharge Issued	9	14
Cosmetology Inspections	6	-
Cosmetology Plan Reviews	1	-
Lead Poisoning Active Cases	63	65
Communicable Disease Follow up	95	91
Communicable Disease Investigations	1	4
Public Pool Inspections	15	-
Hotel/Motel Inspections/Reinspection's	-	21

Environmental Health:

- Training conducted with three (3) Sanitarians on cosmetology inspections and plan review.
- Continue to close lead cases. There are currently **28** 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.

Health Education:

- Seasonal Flu clinic vaccination planning under COVID limitations.
- Participate in training session for opioid academic detailing grant.
- Recruitment of participants (prescribers) into academic detailing program.
- Continue critical work on asset mapping.
- Perform required grant reporting.

Monthly Activity Report, August 2020, Page 2

- Participated in bi-monthly meetings for opioid abuse prevention grants and provided activities list to be included in presentation.
- Began to conduct academic detailing sessions with prescribers.

Public Health Preparedness:

- Mass vaccination planning.
- Management of weekly PPE for staff (surgical masks/gloves)
- Initiating FEMA reimbursement process for PPE distribution project, which ends week of August 10th.
- Continuation of distribution of PPE to select group of healthcare providers.
- Pulling together number of first responders in the District's jurisdiction, including the Town of Somers to inform planning for vaccination of critical workforce.

Public Health Nursing:

- Flu clinic preparation-planning for walk-up or drive-through clinics.
- Obtaining flu clinic supplies; N95 supplies are challenging.
- Putting on Airs (indoor asthma program)-four (4) referrals; three (3) cases completed-contract significantly delayed due to COVID. Preparing to conduct virtual visits with grant funded laptops.
- Training and updates required for contact tracing system; working with per diem Nurses to assign and follow up on contact tracing-significant problems with new system.
- Follow up on TB case.
- Conducting contact tracing of cases.