

Posted 4/30/2021  
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## North Central District Health Department

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- 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

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NORTH CENTRAL DISTRICT HEALTH DEPARTMENT  
BOARD OF DIRECTORS  
MINUTES OF SPECIAL MEETING  
Zoom Meeting  
Wednesday, April 28, 2021  
6:00 PM

**Members Present:** Diane Wheelock-Chairman, Fred Journalist, Trisha Vayda, Maria Whelden, Dawn Hunt, Catherine Cannon, Chris Abraham, Vic Mathieu, William Meier, Ben Rodriguez

**Members Absent:** Len Norton, Greg Stokes, Dianne Trueb, Jason Walsh, Dawn Maselek, Matthew Maynard, Michele Kervick, Catherine Cannon.

**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 6:00 PM after determining there was a quorum present.

### Chairman's Report

Update on Remodeling of Headquarters-Plans are being drawn up for the HVAC system.

### Director of Health Update

### Action on Consent Agenda

1. Review of Pension Plan details with Pension Representative, Mike Roach, anticipated change to Pension Plan language.

A **motion** was made by Maria Whelden and seconded by Vic Mathieu to change the Pension Plan language regarding retirement age from 60 to 65 and five (5) years of service to be fully vested; effective date of change will be June 30<sup>th</sup>.

Chris Abraham suggested that the motion be amended to state that this change would apply to new hires. Maria Whelden and Ben Rodriguez approved the amendment to the motion. The motion carried unanimously.

2. Request for additional funding to cover COVID expenses.

A **motion** was made by William Meier and seconded by Maria Whelden to authorize \$30,000 to be transferred from the undesignated fund balance to the operating budget to support COVID expenses, with the expectation that reimbursement for the funds will be sought.  
The motion carried unanimously.

### **Committee Updates and Discussion**

1. Finance – Maria Whelden, Chair-no update.
2. Short and Long-Term Planning – Ben Rodriguez, Chair-no update.
3. Capital Improvements – Chair is vacant.
4. Personnel – William Meier, Chair- Discussion regarding posting Sanitarian III position.

### **New Business**

1. The proposed updated Sanitarian III job description was reviewed.  
A **motion** was made by Diane Wheelock and seconded by Fred Journalist to approve the updated Sanitarian III job description with the discussed changes.  
The motion carried unanimously.

A **motion** was made by William Meier and seconded by Maria Whelden to authorize the Director to post the Sanitarian III position internally and interview candidates. Immediately.  
The motion carried unanimously.

### **Adoption of Minutes**

A **motion** was made by Maria Whelden and seconded by Trish Vayda to waive the reading of the Minutes of the Special Meeting of the NCDHD Board on March 10, 2021, as well as the Minutes of the Public Hearing and Special Meeting of the NCDHD Board on March 24, 2021 and that Minutes of said meetings and public hearing be approved. The motion carried unanimously.

### **Adjournment**

There being no further business to discuss, a **motion** was made by Maria Whelden and seconded by Fred Journalist to adjourn. The motion carried unanimously, and the meeting adjourned at 7:33 PM.

Respectfully submitted,

Patrice A. Sulik  
Director of Health

**Next Board Meeting:** Wednesday, May 12, 2021 - Location to be determined.