



North Central District Health Department

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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 11, 2021
6:00 PM

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Members Present: Diane Wheelock, Chair, Maria Whelden, Fred Journalist, Victor Mathieu, Ben Rodriguez, Christine Abraham, Trish Vayda, Jason Walsh, and William Meier.

Members Absent: Len Norton, Dianne Trueb, Catherine Cannon, Dawn Maselek, Matthew Maynard, and Michele Kervick.

Also, Present: Patrice Sulik, Director of Health

Call to Order/Determination of Quorum:

Diane Wheelock convened to order at 6:03 PM after determining there was a quorum present.

Executive Session: Ben Rodriguez made a **motion**, seconded by Maria Whelden, to move to Executive Session at 6:05 PM. The motion carried unanimously, and the Board went into Executive Session at 6:05 PM. Patrice Sulik was asked to join Executive Session.

The Board came out of Executive Session at 7:24 PM.

Patrice was authorized to start Sanitarian III candidate on Step 2 and move to Step 3 after a satisfactory review after six (6) months.

Chairman's Report

Board Chair, Diane Wheelock, asked the Board for input on keeping meetings remote or resuming in-person meetings in September. There was a mixed response; the Board asked Diane if it would be possible to have a hybrid meeting-some in person, some participating virtually. Diane will find out if we can operate in a hybrid model. Next month is the District's Annual Meeting and the Board Chair and Vice Chair will be elected. Diane encouraged anyone interested in these roles to contact her.

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Update on Remodeling of Headquarters

Diane asked Patrice to provide the update. We are awaiting the Building Permit and a final review of plans with the owner of building. Coordination of this project will be with Diane Wheelock.

The Board agrees that Patrice will make decisions that need to be made during construction unless there is a financial impact or the need to dip into contingency. If there is a fiscal impact, Patrice will bring the issue to Diane Wheelock.

Director of Health Update

Patrice provided an update on COVID activities and other health district activities. Case rates are climbing throughout the district, implementation of mask mandates have been left to Town Officials to decide. The District is exploring offering booster shots and will follow state guidelines for doing so.

Action on Consent Agenda N/A

Committee Updates and Discussion

1. Finance – Maria Whelden, Chair (Preliminary End of Year Financials) -Maria asked Patrice to review the financials from the summary that was provided to Maria. In reviewing revenue and expenses due to COVID-19, Maria would like more detail on why some of the COVID grants the department received would not cover some of the Board-authorized COVID expenses. Patrice will provide additional detail relating to what was allowable for the ELC grant.
2. Short and Long-Term Planning – Ben Rodriguez, Chair-no update
3. Capital Improvements – Chair is vacant
4. Personnel – William Meier, Chair-Updates to be addressed under new business.

New Business

1. End of year Budget Transfer Requests.
William Meier made a **motion**, seconded by Ben Rodriguez, to accept the seven (7) end of year budget transfer requests as presented. The motion carried unanimously.
2. Review of internal budget adjustments.
Patrice reviewed the internal budget adjustment.
3. Discussion of unused employee vacation time.
Two employees had vacation time after the allowed carryover that could not be used due to the pandemic and outbreak investigation that happened at the end of the fiscal year.
William Meier made a **motion**, seconded by Ben Rodriguez, to authorize a one-time, non-precedent setting payout for the unused vacation time from the General Fund.

A friendly amendment was made to specify that this payout would relate only to the balance of vacation time left after the allowed 5-day carryover. The friendly amendment was accepted by William Meier and Ben Rodriguez. The motion carried unanimously.

4. Review of Deputy Director Job Description.

The job description, as well as the posting of the job description, were discussed.

William Meier made a **motion**, seconded by Fred Journalist to accept the job description and post the opening with a targeted salary range of \$95,000-\$105,000.

William Meier rescinded his motion.

William Meier made a **motion**, seconded by Fred Journalist, to approve the Deputy Director Job Description as presented. The motion carried unanimously.

William Meier made a **motion**, seconded by Fred Journalist, to authorize the Director to post the Deputy Director position and advertise it with a salary range of \$95,000-\$105,000, with the final salary decision being made by the Board. Some were not in favor of posting the salary range, but others felt it would be appropriate. The motion carried unanimously.

5. Review of current and proposed Organizational Charts.

The organizational charts are close to being finalized and will be reviewed at a future meeting.

6. Request for additional tuition funding for staff member.

The Director requested additional funds to support tuition reimbursement benefits for a staff member getting their Masters' Degree in Public Health. To receive the additional funds, the staff member must enter a contract to remain with the District for two (2) additional years after the semester for which additional funds are received. The additional funds are 50% of the tuition costs for a maximum of \$5,000 per year. If the employee leaves prior to satisfying the contract terms, they must pay back the additional funds on a pro-rated basis. All reimbursement tuition requirements in the Personnel Policies must also be satisfied.

William Meier made a **motion**, seconded by Maria Whelden, to authorize the additional tuition reimbursement funds contingent on a signed contract for Ashley Haluch, Sanitarian I. The motion carried unanimously.

7. Wages for PT Nurse.

The District has an opportunity to hire an experienced Public Health Nurse PT, with a wage request of \$37.00 per hour.

William Meier made a **motion**, seconded by Maria Whelden, to authorize the Director to hire the Public Health Nurse for \$37 per hour at nineteen hours a week. The motion carried unanimously.

8. The NCDHD Board moves to contract with Anthem for dental insurance for 1 year.

Ben Rodriguez made a **motion**, seconded by Fred Journalist, to renew the contract with Anthem insurance for dental for another year, which includes no increase in premium cost. The motion carried unanimously.

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9. Acknowledgement of Volunteers.

There was discussion regarding acknowledging the MRC and CERT volunteers that were instrumental to COVID vaccination clinic success. There is concern about hosting an event due to the increase of COVID cases, but other ideas were provided and will be researched prior to the September Meeting.

Adoption of Minutes

Maria Whelden made a **motion**, seconded by Trish Vayda, that the NCDHD Board of Directors waives the reading of the Minutes of the Special Meetings of the NCDHD Board on April 28, 2021, and July 14, 2021, and that Minutes of said meetings be approved. The motion carried with Jason Walsh abstaining.

Adjournment

There being no further items to discuss, Jason Walsh made a **motion**, seconded by Ben Rodriguez, to adjourn the meeting. The motion carried unanimously, and the meeting was adjourned at 8:47 PM.

Respectfully submitted,

Patrice A. Sulik
Director of Health

Annual Board Meeting: Wednesday, September 8, 2021, Location TDB