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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 MONTHLY SPECIAL MEETING
ZOOM Meeting
Wednesday, January 12, 2022
6:00 PM

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VERNON TOWN CLERK
22 JAN 19 AM 8:35

Members Present: Diane Wheelock, Chair, Maria Whelden, Fred Journalist, Dianne Trueb, Michael DellaVolpe, James Hoyne, Catherine Cannon, Christiane Abraham, William Meier, Trish Vayda, and Director Mathieu.

Members Absent: Amanda Sanelli, Len Norton, Jason Walsh, Dawn Maselek, Ben Rodriguez, Matthew Maynard, and Michele Kervick.

Also Present: Nick Hopkins, Enfield Town Council Liaison, Brandon Jewell, Enfield Resident, Patrice Sulik, Director of Health and Tung Nguyen, Deputy Director of Health.

Call to Order/Determination of Quorum: The meeting was called to order by Diane Wheelock, Chair, at 6:05 PM, after a quorum was determined.

Chairman's Report: Diane Wheelock welcomed new Enfield Town Council liaison, Nick Hopkins and new Enfield Board Member, James Hoyne. Diane welcomed Brandon Jewell, constituent, to the meeting.

Director of Health Update: Patrice Sulik provided an update, focus on COVID-19 status and the Headquarters remodeling project.

Action on Consent Agenda

1. Maria Whelden made a **motion**, seconded by Fred Journalist to move to accept the proposed budget for FY 2022-2023, for \$1,652,327, which maintains the current Member-Town per capita and provides a General Wage Increase of 1.75% to each wage step and each employee at the top step of each wage range. There was a friendly amendment by Diane Wheelock to include moving the proposed budget to Public Hearing on February 9, 2022. This amendment was accepted by Maria Whelden and Fred Journalist.
The motion carried, with Trueb opposing.

Committee Updates and Discussions

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

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New Business

1. There are two (2) CDs maturing in January at People's bank-current CD rates from several banks were reviewed-interest rates are extremely low-the funds will be moved to the Webster Bank Money Market at this time.
2. The District has two (2) Commercial-grade food refrigerators that were purchased for vaccine in 2009, but cannot support the COVID vaccine temperature range. They are too old to be sold but are in very good condition. The Director will offer them to food pantries and soup kitchens in the District's Member-Towns at no cost. They need to be moved to accommodate the remodeling project.
3. William Meier made a recommendation to start the wages for the Environmental Specialist position at \$48,000 or \$49,000 in order to secure a strong candidate. Discussion ensued regarding concerns about starting this position at a higher level than a Sanitarian 1, which requires a bachelor's degree. Sanitarian 1 candidates can get to Sanitarian 2 wages in two (2) years, which is a higher wage range.

William Meier made a motion, seconded by Maria Whelden to set the wage range for Environmental Specialist at \$41,900-\$46,900, with the condition that Patrice and Tung determine what each step within that range would require as far as skills and experience. If a high-level candidate is available, that individual may be started at a higher step.
The motion carried unanimously.

4. Patrice presented the "Call to Action" draft document, encouraging people to mask and get vaccinated given the high COVID-19 case rates in the district. The Board supported the Call to Action and requested that some of the language be simplified prior to release. Town Leadership will receive the finalized document in advance of it being released.

Identification/Adoption of Additional Agenda Items

Informational Items

Adoption of Minutes

Maria Whelden made a **motion**, seconded by Cathy Cannon, to waive the reading of the Minutes of the Special Meeting of the NCDHD Board on December 8, 2021, and that Minutes of said meeting be approved. The motion carried unanimously.

Informational Items, Petitions, Communications, Correspondence, Reports, etc. Not Requiring Action

Executive Session

Maria Whelden made a **motion**, seconded by Fred Journalist, to enter Executive Session to discuss legal matters and invited Patrice Sulik and Tung Nguyen into Executive Session.

The motion carried unanimously, and the Board entered Executive Session at 7:12 PM. The Board came out of Executive Session at 7:27 PM.

Adjournment

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There being no further business to discuss, a **motion** was made by Maria Whelden and seconded by Christiane Abraham, to adjourn. The motion carried unanimously, and the meeting was adjourned at 7:30 PM.

Respectfully submitted,

Patrice A. Sulik
Director of Health

Next Board Meeting: Wednesday, February 9, 2022, via Zoom meeting.