



# Farmington Valley Health District

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## Minutes Board of Health Meeting September 4, 2018

**Present:** Kathy Eagen, Brandon Robertson, Tom McKeon, Diane Hensdorf, Jadwiga Gocłowski, Pat Chieski, Mary Jane Parlow, Melissa Appleby, David Kilbon, Maura Shea and Meghan Wishneski via teleconference, Jeff Shea, Jennifer Kertanis, Sarah Carbone.

**Absent:** Leslee Hill, Debra Brydon, Dan Jerram, Beatrice Isabelle, Sue Beardsley

- I. **Public Comments:** Kathy Eagen opened the meeting at 12:02 p.m. and asked if there were any public comments. There were none.
  
- II. **Minutes of the June 5th meeting:** Kathy Eagen asked if there were any comments or corrections to the meeting minutes from June 5, 2018. There were none. She asked for a motion to accept the minutes as written. Jadwiga Gocłowski 1<sup>st</sup>. Mary Jane Parlow 2<sup>nd</sup>. Brandon Robertson stated that on page 1 III. Business: end of paragraph the word “was” should be changed to “as”. Motion carried, minutes were accepted with the minor change.
  
- III. **Business:**
  - a) **Annual Board Officer Election:** Kathy Eagen made a motion to reappoint David Kilbon as Chairperson for FY 18-19. Tom McKeon 2<sup>nd</sup>. David accepted the appointment and made a motion to reappoint Kathy Eagen as Vice Chairperson. Kathy accepted the appointment; Diane Hensdorf 1<sup>st</sup>, Pat Chieski 2<sup>nd</sup>.
  - b) **Appointments to Standing Committees (Personnel, Finance, By-law review):** Jennifer Kertanis passed around to the members of the Board a sheet listing the committees and asked that they sign their name under the committee they would like to help with.
  - c) **Staffing Updates:** Jennifer Kertanis told the Board that Erica Mikulak has resigned from her position with FVHD to take a position at Bristol/Burlington Health District where she interned. Jennifer said that she and Laurie Brennan conducted exit interviews with Erica and she told them both that the main reason she is leaving is BBHD offered her a \$10K increase without even being certified. Jennifer said that we have had considerable problems with retaining new staff and we will continue to struggle. There are 9-10 other districts/departments all recruiting for the same candidates. The State is not certifying any new food inspectors without considerable delay. She has already spoken to David Kilbon about this problem. We have advertised for 2 positions. One for an entry level person without certification and one that has been certified. We have received 12 resumes for the entry level and none that are qualified for the certified position. Jennifer said that we are in a tough position right now. She also said that she would like to meet with the Personnel

Committee and talk about ways to try and stay competitive. Look at what we can do to recruit and keep employees. Kathy Eagen asked if there were any questions or comments. Brandon Robertson said that it is important to schedule a meeting soon, Sept/Oct to coordinate with a Oct/Nov budgeting for FY 19-20. Jennifer said yes, and she will look at what she can do, i.e.; homework. Tom McKeon asked Jennifer if she knew what other health districts are offering. Jennifer said “not 2 percent”. She said it is disheartening for staff and also that college students do not want to start at \$40K. Health insurance is challenging but we are in good shape there. According to staff, vacation time takes too long to accrue. Pat Chieski said that people want 3 weeks to start. Kathy Eagen said that we need to look at all salaries and benefits and look at people above entry level too. Jennifer Kertanis said that at FVDH it is hard to provide new opportunities for staff, they feel there are no opportunities for growth.

#### IV. Updates:

- a) **Board Orientation:** Jennifer Kertanis passed to each of the Board members a copy of a first draft of a New Board Member Orientation Manual that she put together for orientation of new Board members. She said that she does meet with any new member and discuss duties and requirements but that the manual will be helpful and also address an accreditation requirement. She said that there is a short narrative in the beginning of the booklet with many appendices. She asked the Board to go through the booklet and provide any comments. Kathy Eagen asked if there were any questions. Mary Jane Parlow said that it was “fantastic” and it will be helpful. David Kilbon said that on page 17 & 18 the term expiration dates of each Board member need to be reviewed for accuracy. Jennifer said she would work on those.
- b) **Acceditation:** Jennifer Kertanis introduced Sarah Carbone to provide an update to the Board on accreditation efforts, timeline, document review and Board roles and responsibilities. She then gave Sarah the floor. Sarah re-introduced herself and told the Board what her role was at FVHD. Jennifer stated that Sarah has hit the ground running and that she will be talking about what the Board can expect as their responsibility i.e.; specific roles for the Board. Sarah passed out 2 handouts. The first one was a color page showing what the 5-year timeline is will be for accreditation. The second handout was a listing of all the Domains and their description. She also prepared a PowerPoint presentation which she went over with the Board (paper copy attached) and explained what our accomplishments have been so far. Kathy Eagen thanked Sarah for her presentation and asked if there were any questions. Brandon Robertson asked why will it take so long? 5 years! Can we speed it up? Jennifer said that we are starting at a very low benchmark. We have to build up to all the requirements we need to become accredited. Brandon said 5 years is too long and asked what kind of financial commitment is this? What would it take to get it done in 2-3 years? Jadwiga Gocłowski asked Jennifer how long it takes other health districts? Jennifer said some 3 years, nut typically 3-5 years, Naugatuck Valley took 4 years. She said that we can ask PHAB about the average time frame. Jagwiga said that it takes time, we have to own it and believe it. Jennifer Kertanis said that we hope it can be shortened but 5 years seems reasonable given our current resources.
- c) **Other:** Kathy Eagen asked if there was any other business? Jennifer said no except that she wants to schedule sub-committee meetings soon.

- V. **Adjourn:** Kathy asked if there was a motion to adjourn. Diane Herndorf 1<sup>st</sup>, Pat Chieski 2<sup>nd</sup>. All in favor. Meeting was adjourned at 12:42 p.m.