



Farmington Valley Health District

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Minutes Board of Health Meeting October 2, 2018

Present: David Kilbon, Brandon Robertson, Diane Hernsdorf, Jadwiga Gocłowski, Mary Jane Parlow, Melissa Appleby, Maura Shea via teleconference, Jeff Shea, Leslee Hill, Debra Brydon, Beatrice Isabelle, Jennifer Kertanis

Absent: Kathy Eagen, Tom McKeon, Pat Chieski, Meghan Wishneski, Dan Jerram, Sue Beardsley

- I. Public Comments:** David Kilbon opened the meeting at 12:04 p.m. and asked if there were any public comments. There were none.
- II. Minutes of the September 4th meeting:** David Kilbon asked if there were any comments or corrections to the meeting minutes from September 4, 2018. There were none. He asked for a motion to accept the minutes as written. Brandon Robertson 1st. Diane Hernsdorf 2nd. Beatrice Isabelle and Debra Brydon abstained. Motion carried, minutes were accepted as written.
- III. Business:**
 - a) **Quarterly Financial Report:** Jennifer Kertanis provided a copy of FY18-19 Year to Date-First Quarter. Jennifer said that things are tracking well for the first quarter. We are at 36% Revenue and 22% Expenses which is as expected, we have received our entire \$179K from the State. David Kilbon asked if the total includes the money from the Towns. Jennifer reported that 50% of the town per capita has been received. She noted line item for Professional Development is at 60%, the reason being is travel for the Prevention Institute-Men's Health grant. Their fiscal year runs Oct-Sept whereas ours is July-June.
 - b) **Staffing Updates:** Jennifer Kertanis told the Board she advertised for 2 positions, an entry level and a food certified position. She received 10 resumes for the entry level and none for the certified position. There are 9 openings around the State so there is competition. Jennifer interviewed 5 of the applicants and hired Kaelyn Audette. She is a SCSU graduate with a degree in public health. She has exceptional references. She had been working at the Wallingford Health District for the past 10 months. Her primary duties were salon inspections and emergency preparedness. We will be training her for the next 6-9 months. David Kilbon asked Jennifer if there is an update from the State. Jennifer said that there has been no movement on the training of the local FITOs. Tanielle Davis should be back from maternity leave mid-month. David Kilbon told the Board that they have had a Personnel Committee meeting and they will present their thoughts at the November meeting.

- c) **Accreditation Updates:** Jennifer Kertanis told the Board that the Accreditation Team has been meeting monthly. We have also chosen Domain leaders. David Kilbon mentioned that the 12 Domains are posted on the wall. Jennifer shared a copy of the State annual report which is aligned with our statutory mandates which are also aligned with the Domains of accreditation.
- d) **Other:** Jennifer Kertanis said that George Sinnamon is working to schedule a time to begin our audit.

IV. Report from the Director:

View Permit: Jennifer Kertanis said that we are moving along with ViewPermit, Deb Doyon is doing a great job entering applications. We still do not have the Food side of ViewPermit up and running and the reason is that the State has still not provided the new inspection form. ViewPermit merging with ImageSilo is still an outstanding issue with the vendor.

Emergency Preparedness: FVHD will be required to do a full-scale exercise within the next year. It will be a joint exercise with West Hartford Bloomfield Health District. CDC has approved it as a joint exercise. We will begin the planning phase and keep everyone posted on the time frame. It will require town support as we will have to test one of our Points of Dispensing (PODs). Diane Hensdorf asked if it will be this fiscal year? Jennifer said she will get clarification on that. The last full-scale exercise was H1N1 and that was before Jennifer came on board.

Men's Health Grant: Jennifer said that she met with the people in California 2 weeks ago regarding the Men's Health Grant. We submitted the application and budget to them. Their fiscal year runs Oct-Sept. We got great feedback and they are pleased with our work.. We should get our next contract soon. We need to find ways to sustain this program without a grant. We have no guarantee of continued funding. A subcommittee of the RGH Steering Committee is looking to establish a 5013C. We need to look at what would FVHD keep (programs) and what would be involved in the 5013C. Diane Hensdorf asked where the inspiration is coming from to start a 5013c. Jennifer said it is for sustainability. Jeff Shea asked how much the grant is for. Jennifer reported our award is \$200K/annual.

Community Health – Nutmeg TV: Jennifer Kertanis said that FVHD is doing 2 episodes every 2 weeks on Nutmeg TV. A series of 6 in a season. You can view them on YouTube. We are focusing on topics that are topical and reinforce some of our community health messaging and outreach. The filming takes 2 hours at the end of the work day.

West Nile Virus: Jennifer Kertanis said that there has been one case of West Nile virus in our state but they believe that the person may have been bitten in Rhode Island. FVHD has done outreach through social media encouraging people to reduce mosquito breeding habitats.

V. Other: David Kilbon asked if there was any other business, there was none.

VI. Adjourn: David asked if there was a motion to adjourn? Beatrice Isabelle 1st, Mary Jane Parlow 2nd. All in favor. Meeting adjourned at 12:37 p.m.