



Farmington Valley Health District

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Minutes Board of Health Meeting November 12, 2019

Present: Brandon Robertson, Jadwiga Gocłowski, Melissa Appleby, Debra Brydon, Tom McKeon, Mary Jane Parlow, Warren Humphrey, Dennis Brown, Diane Hensdorf, Beatrice Isabelle, Joe Doering, Jeff Shea, Jean Donihee-Perron, Jennifer Kertanis

Absent: Kathy Blonski, Maura Shea, Dan Jerram, Sue Beardsley

Regular Meeting

- I. Public Comments:** Brandon Robertson opened the meeting at 12:00 p.m. He asked if there were any public comments, there were none.
- II. Minutes of September 3, 2019:** Brandon Robertson asked if there were any changes or questions on the 9/3 Board Meeting Minutes. There were none, he asked if there was a motion to accept the minutes as written. Jadwiga Gocłowski 1st, Debra Brydon 2nd. Motion carried.
- III. Business:**
 - a. Update on FY 19 Audit:** Jennifer Kertanis told the Board that George Sinnamon, our auditor, will have a draft copy of the FY 18/19 budget to her a week prior to the December meeting. He will attend the December meeting where he will present his findings to the Board.
 - b. Quarterly Financial Update:** Jennifer Kertanis said the FY 19-20 Year to Date-first quarter expenditures are at 22% and she said that 40% of Revenue has been received. Expenses are tracking fine. Brandon Robertson asked if the billing for the towns is done once or twice per year. Jennifer said twice. He then asked if there were any other questions? There were none.
 - c. Digital Health Proposal:** Brandon Robertson mentioned that there has been a sizable increase in the cost of ViewPermit. Jennifer explained to the Board why we have an increase; ViewPermit iCloud was sold to OpenGov. Jennifer provided some background regarding our work over the years to identify a digital health solution for inspectional services and permitting. With the new interface we will be able to make changes where before with VP we could not, and it is reported to be more user friendly. This new program will be \$4K more per year and with a \$16K one-time fee to get us transitioned. Jennifer said she will negotiate with them if she can about the \$16K since we don't need them to do some of the things in the proposal i.e.; taxes, property. And if they can spread that fee out over 4 years. Brandon Robertson asked Jennifer if there was any hardware involved, she said yes, we will be using the IPADS. Dennis Brown asked if this new program was more efficient, Jennifer said yes. Jadwiga Gocłowski asked if this was in the Cloud, she is concerned because she has heard that a lot of people have had trouble getting historical data out of the Cloud. Jennifer said that data was readily accessible. Stamford, Ridgefield and Eastern Highlands are using it and they might be a good source of info regarding Cloud

storage and accessibility. Diane Hernsdorf asked if the Towns will be able to hook into this, Jennifer said at this point we cannot link to towns because we are a district. Jadwiga said that we certainly need this program and she appreciates all the hard work. Brandon asked Jennifer if she needed a motion. She said yes. Brandon said he would like to add a stipulation that the \$16K set up fee be amortized over 4 years. Brandon asked if there were any questions, there were none. Motion was made by Tom McKeon to allow Jennifer to move forward with the ViewPermit proposal if she can negotiate the amortization of the one time fees over four years. Mary Jane Parlow seconded. Motion carried.

d. 19-20 Budget Process and Timeline: Jennifer Kertanis said that she will schedule a budget committee meeting before the December Board Meeting. The Budget will need to be approved by April. Brandon Robertson asked Jennifer to send something to the towns in January to serve as a reminder that we are heading into Phase 2.

IV. Updates:

a. Status-Implementation of Strategic Plan: Jennifer Kertanis provided an update to the board on the strategic plan. She reminded the Board that last year we undertook the 5-year Strategic Planning. She reviewed our goals and progress to date. She also passed out a copy of her timeline for Domain progress. She noted that the chart is color-coded to show how the progress is moving along. Green being “Complete”, yellow being “in progress” and red is “not started”. She also had a 2020-2021 Organization Chart prepared for the Board to see the direction she would like to go with new positions/staff. On this chart, green is “existing staff” and blue is “contractors”. She is still looking to hire an epidemiologist and an assistant director. Brandon Robertson said that it was a very good overview and asked if anyone had any questions. He also suggested that if any of the new Board Members have questions that they should speak with Jennifer Kertanis to get caught up. He noted that we have been working on this for quite a while.

b. Food Benchmark Updated: Jennifer passed a bar-chart to the Board showing a baseline from September 2019 on the progress that has been made on food inspections that are 3 months past-due. She said that it is the best it has ever looked! The baseline shows over 250 inspections 3 months past-due and this September we are only at around 75 and most of those are non-profit establishments. The State has made it very hard for us to hire any new food inspectors, but our staff made phenomenal progress in getting our numbers down none the less. She said she is thrilled with the progress and the hard work by the food team and a lot of that she credits to Jason Brown who came to work for us from Delaware with 30 years of experience. He is also our FITO. The food team is doing a wonderful job even though we are down one inspector.

c. Accreditation: Jennifer Kertanis passed to the Board a Timeline for Accreditation from 2018-2022 showing what will be guiding us each year in our strategy. She said that they have made progress in the past month. Domain 8 has the most progress. We have focused our efforts most recently on the Training Needs Assessment and the Workforce Development Plan. Brandon Robertson asked if the Domains are in-line with slide 5 in her presentation? Jennifer Kertanis said no, the slide only represents the Community Health Assessment as that is such a large undertaking in and of itself and sets the stage for many other activities. Jennifer suggested that we highlight one domain at each board meeting so the board has a better understanding of the work we are doing. Jennifer Kertanis spoke to the Board about the Annual Report that she is required to put together that goes to the State. She said the report used to be a few pages and now this report is about ½ inch thick. She passed the report around and pointed out that it aligns with the domains of accreditation. She said we now need to provide evidence of what we are doing which is new. Jadwiga Gocłowski said that the State uses this for their Accreditation and that they also are required to provide an annual report, accreditation and evidence as well.

d. Other: Jennifer told the Board that the FVHD held a full exercise at the Thompson Brook School. At this exercise the nurses were giving flu shots and were prepared to

vaccinate 400 people. We did 150. She said the staff did a wonderful job. We tested our mutual aid with the West Hartford/Bloomfield Health District. It was a wonderful exercise and the school was very helpful.

- Jennifer told the Board that an environmental health concern has come up. The Town Manager in Canton reported that firefighting foam (PFAS) was used at Cherry Brook School as part of a training exercise. This school has 2 private wells. Jennifer is working with the town and the school. Alternative water has been provided, water testing is underway and additional sampling will need to be done. Jennifer said she had a meeting with the school, staff and superintendent which went very well. She said there is a town forum tomorrow evening where FVHD will be one of several speakers to discuss what has happened and the plan moving forward.
- The Farmington Valley had its first vaping illness. The schools are willing to work with us on getting kids to stop using it. We will be investigating types of programs to stop smoking and find out if they work.
- Last night the Resilience Grows Here group held a dinner for approximately 100 veterans and their spouses. There was lots of community involvement. The 5013C will take over these events next year.
- Jennifer told the Board that Tanielle Davis resigned from FVHD effective 11/18/19. Monday, Jennifer will be holding an exit interview with Tanielle. Jennifer said she is taking her time in looking for a replacement for her. She is meeting with staff to try to determine if we need to hire someone that would fit the same job description or not.

V. Adjourn: Brandon Robertson asked if there were any questions, there were none. He then asked for a motion to adjourn. Debra Brydon 1st, Jadwiga Gocłowski 2nd. Brandon adjourned the meeting at 1:08 p.m.