



Farmington Valley Health District

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Minutes Board of Health Meeting November 13, 2018

Present: David Kilbon, Kathy Eagen, Brandon Robertson, Diane Hernsdorf, Jadwiga Gocłowski, Mary Jane Parlow, Melissa Appleby, Maura Shea, Jeff Shea, Leslee Hill, Tom McKeon, Pat Chieski, Debra Brydon, Beatrice Isabelle, Jennifer Kertanis

Absent: Meghan Wishneski, Dan Jerram, Sue Beardsley

- I. Public Comments:** David Kilbon opened the meeting at 12:06 p.m. and asked if there were any public comments. There were none.
- II. Minutes of the October 2nd meeting:** David Kilbon asked if there were any comments or corrections to the meeting minutes from October 2nd, 2018. There were none. He asked for a motion to accept the minutes as written. Beatrice Isabelle 1st. Leslee Hill 2nd. Tom McKeon abstained. Motion carried, minutes were accepted as written.
- III. Business:** David Kilbon suggested a shift in the agenda items to place the Strategic Directions discussion before the other items as the presentation would inform discussion in the other areas. The board had no objection.

Discussion: Proposed Five Year Strategic Direction: David Kilbon reported that as the Personnel Committee began to discuss current year issues regarding staff recruitment and retention, it became apparent that a broader review of FVHD goals and priorities needed to be considered. Dave and Jennifer Kertanis presented a PowerPoint that laid out the Committee's proposed Strategic Direction. After reviewing the key elements of the District's previous strategic plan and subsequent changes in the environment including statutory requirements, Dave and Jennifer outlined a five year plan to realize the goals the Strategic Direction defines with emphasis on the organizational and financial implications of the plan.

Pat Chieski asked about any new technology and indicated that she did not see any investments in new technology, something that our towns are having to also consider. Jennifer said we have and will continue to invest in ViewPermit and agreed that there are challenges for FVHD in keeping pace with technology as we have no dedicated staff with that expertise. Brandon Robertson thanked Dave and Jennifer for their hard work. He got involved with the FVHD in 2001 and at that time there were broader needs on the horizon. Jennifer Kertanis came on board and she has stepped it up. We now need to take advantage of the horsepower. While no town wants added costs we face a situation where we can initiate change and control our own timetable and direction or have that change forced on us. We can't fail to meet our obligations to our towns. MaryJane Parlow said "very well said". Pat Chieski agreed. Debbie Brydon asked if all the positions have been filled, Jennifer replied not yet. She has hired one new employee and there is one more coming. Kathy

Eagen emphasized that fact that there are laws and rules and we should strive to meet them and fulfill our obligations as a health department.

VI Business:

- a. Personnel Committee Report and Action: Jennifer Kertanis provided a proposed revision to the vacation time earned portion of the Employee Handbook. The proposed change is in response to staff retention. The first change was in paragraph 1. Full-time employees are eligible for 12 days of vacation instead of 10 upon hire. Paragraph 2. In addition the proposed change would allow employees with 2 years of continuous service to accrue additional vacation days. Currently they cannot accrue additional days until five years of continuous service. David Kilbon asked if there was motion to approve the changes. Brandon Robertson 1st, Leslee Hill 2nd. Motion was passed.
- b. FY 18-19 Budget Revision – Jennifer Kertanis provided a proposed budget amendment for FY 18-19 which reflected staffing changes (retirement mid year), market adjustments for some positions, and bringing on the Accreditation Coordinator full-time. David Kilbon reported that with these adjustments and staffing changes it results in a slightly better year end position than original budget. Brandon Robertson made a motion to accept the Budget Revision, Kathy Eagen seconded. All in favor.
- c. Staffing Updates: Jennifer said that we have hired a new employee; Bianca Maiorino. She has a degree in Public Health. David Kilbon asked where the State was relative to training and implementation of the new Food Code. Jennifer indicated that we have heard nothing about training but we have received a draft of the new inspection form.
- d. Other: Jennifer passed around articles to the Board on our veteran's mental health programs. We received coverage from Fox 61 and some print media.

VII Adjourn: David Kilbon asked if there were any further questions, there were none. He then asked for a motion to adjourn; Maura Shea 1st, Jadwiga Goclowski 2nd. Meeting was adjourned at 1:15 p.m.