



Farmington Valley Health District

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Minutes Board of Health Meeting December 3, 2019

Present: Kathy Blonski, Jadwiga Gocłowski, Debra Brydon, Mary Jane Parlow, Warren Humphrey, Diane HERNSDORF, Joe Doering, Maura Shea by phone, Jennifer Kertanis, Sarah Altieri, George Sinnamon

Absent: Dan Jerram, Sue Beardsley, Brandon Robertson, Dennis Brown, Tom McKeon, Beatrice Isabelle, Melissa Appleby, Jeff Shea, Jean Donihee-Perron

Regular Meeting

- I. **Public Comments:** Kathy Blonski opened the meeting at 12:06 p.m. She asked if there were any public comments, there were none.
- II. **Minutes of November 10, 2019:** Kathy Blonski asked if there were any changes or questions on the 11/10 Board Meeting Minutes. There were none, she asked if there was a motion to accept the minutes as written. Mary Jane Parlow 1st, Jadwiga Gocłowski 2nd. Kathy Blonski abstained. Motion carried.
- III. **Business:**
 - **FY 18-19 Audit-Presentation:** Jennifer Kertanis introduced George Sinnamon to the Board as FVHD's auditor. George said that the audit went well as always, there were no negative findings. Audit was nice and clean and records were in good order. He has spoken to Jennifer and suggests that the bookkeeping for the Men's Health Grant be more specific. Bookkeeper is not using some of the classes in the accounting system the way she should. The year end Fund Balance is \$466,189 which is all in the bank. The Cash and Cash Equivalents of \$535,133 is not invested. George suggested that you might want to look at investing some of this money in the State Treasurers Investment Fund. He believes that the fund pays 2% but it is not FDIC insured.
 - **Report from the Finance Committee:** Jennifer Kertanis said the Board Members who are on the Finance Committee are Brandon Robertson, Diane HERNSDORF, Kathy Blonski and Melissa Appleby. They had their first meeting two weeks ago and a FY 20-21 draft budget was presented. At present the budget was drafted with per capita at \$6.50 which is the low end of the range presented as part of our strategic plan. The Committee has asked Jennifer to draft a second version including the actuals from the audit. Jennifer has also asked if she can revisit the personnel page in light of staffing changes. They will meet again in January and Jennifer will present the 2nd draft. Warren Humphrey's asked Jennifer what she meant by changing around the personnel line item. Jennifer said that they would be adjusting salaries to help with retention. She said that Kevin Closter has resigned and is taking a posting closer to his home and making \$10,000/year more after 6 months.

- **2019 Meeting Schedule:** Passed to the Board is a copy of the updated 2020 Board Meeting Schedule.

IV. Report from the Director:

- **Staffing Updates:** Jennifer Kertanis told the Board that we have lost 2 food inspectors recently. Miranda Arnold has become certified in food inspections. She will recruit to fill one position at this time. We will prioritize someone with food certification given the burden of training someone new but it may be difficult. She said the food numbers are the best they have been in a long time. She is looking at bumping up the lower end salaries for the food inspectors and talking about longevity pay and other incentives. Jennifer will be sending out an advertisement for the position today. She said that many other Districts and some of our municipalities are having difficulty recruiting as well. Salary and pension being an issue.
- **Accreditation – Domain 8:** Sarah Altieri, Accreditation Coordinator presented a Powerpoint to the Board re: Domain 8. She said that a lot of time has been spent on this in the past 2 months. She talked to the Board about the big take-aways; Standard 8.1 and 8.2. 8.1 is for promoting public health as a career. 8.2 is workforce development, recruitment & retention, professional career development and supportive work environment. Jennifer Kertanis asked if there were any questions. Debra Brydon asked if this was done in teams? Jennifer said yes we are creating Domain teams. Warren Humphrey said he liked the length of Sarah’s presentation. Jadwiga Goclowki said is was a good choice for Domain 8. Diane Hernsdorf asked how we are keeping track of our progress, documents etc.. Jennifer Kertanis said they track it in a software program and on spreadsheets but definitely document tracking is a big undertaking. Kathy Blonski said it looked like a consensus that we liked the presentation.

V. Other: Kathy Blonski asked if there was any other business. There was none.

VI. Adjourn: Kathy asked for a motion to adjourn. Jadwiga Goclowski 1st, Diane Hernsdorf 2nd. Meeting was adjourned at 12:57 p.m.