



Farmington Valley Health District

95 River Road, Suite C ▪ Canton, CT 06019 ▪ Phone (860) 352-2333 ▪ Fax (860) 352-2542

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Minutes Board of Health Meeting December 4, 2018

Present: Dave Kilbon, Brandon Robertson, Diane HERNSDORF, Jadwiga Gocłowski, Maura Shea via phone, Jeff Shea, Sue Beardsley, Melissa Appleby, Debra Brydon, Jennifer Kertanis

Absent: Leslee Hill, Tom McKeon, Pat Chieski, Beatrice Isabelle, Meghan Wishneski, Kathy Eagen, Mary Jane Parlow, Dan Jerram,

Guest: John Ward (Town Manager/Granby)

- I. Public Comments:** Dave Kilbon opened the meeting at 12:25 p.m. and introduced the town manager of Granby, John Ward as a guest. He asked if there were any public comments. There were none.
- II. Minutes of the November 13th meeting:** Dave Kilbon asked if there were any comments or corrections to the meeting minutes from November 13, 2018. There were none. He asked for a motion to accept the minutes as written. Brandon Robertson 1st. Diane HERNSDORF 2nd. Sue Beardsley abstained. Motion carried, minutes were accepted as written.
- III. Business:** Dave Kilbon suggested a shift in the agenda items to place the Strategic Directions discussion before the other items. The board had no objection.

Follow-up Strategic Direction Discussion: Dave Kilbon asked if the Board members had a chance to speak to their town officials about the FVHD strategic direction. Dave told the Board that Brandon Robertson would extend an invitation for he and Jennifer to attend the Farmington Valley Collaborative to present the plan. Melissa Appleby asked if Jennifer had sent out the letter yet to the towns regarding the strategic plan. Dave Kilbon said they were allowing the members some time to speak to their towns before a follow-up letter would be sent out. The draft is being finalized and will be sent out soon..

IV. Report from the Director:

Community Outreach: Jennifer Kertanis said that things have been going really well with FVHD's videos with Nutmeg TV. Justine Ginsberg and Laurie Brennan just finished one on cooking for the holiday's that was very informative. You can find a link to this video on our website. We are also publishing a monthly FVHD Newsletter and transitioning to an electronic format to increase our reach.

Staffing Updates: Jennifer Kertanis said that a new inspector was hired, her name is Miranda Arnold, she is not food certified so we have 2 new staff members that need to be certified. She is happy to announce that Jason Brown, who is certified, will be returning to FVHD in a few weeks. Laurie Brennan is set to

retire the end of the month. She has worked for FVHD for over 30 years! The staff has organized a luncheon for Laurie Brennan's retirement.

Laurie Brennan and Tanielle Davis worked together to apply for a grant that will be used to support our food program including training and the on-line inspectional program. The applications were successful and FVHD will receive \$26,000 total in calendar year 2019.

Jennifer emailed the state and copied Dave Kilbon regarding a timeframe for field standardizing new food inspectors and updates on the FITO training. She has not gotten any response to-date. The new food code is supposed to start on 1/1/19 but the regulations have still not been approved.

FY 17-18 Audit-Presentation: Our auditor, George Sinnamon, presented to the Board a copy of the FY 17-18 Audit. He thanked us for allowing him to do our audit again this year. He said that there were no surprises. He commented that he audits several health districts and as health districts go, we are straight forward with our bookkeeping and data. FVHD's financial statements are free from material misstatement whether due to fraud or error. There were no modifications or troubles. Turning to page 12 of the audit, total revenues are \$1,484,362, total expenditures are \$1,438,276 which leaves a surplus of \$46,086. Turning to page 10 there is \$26,500 listed under ViewPermit. That money has not been paid out as of yet. Dave Kilbon asked if it was a clean audit, George replied yes. Brandon Robertson asked if he had any recommendations on fraud reporting/assessment possibly an 800 number. George said that having any 800 is not a bad idea. A fraud assessment is different than an audit. Brandon asked about GASB, Governmental Accounting Standards Board. George Sinnamon said that those standards will not affect FVHD. Dave Kilbon asked the Board if there was a motion to accept the audit as written. Brandon Robertson 1st, Jadwiga Gocloowski 2nd. All were in favor and the FY 17-18 Audit was accepted.

2019 Meeting Schedule: Jennifer passed to the board a copy of the Board Meeting Schedule for 2019. It was suggested that the 9/3/19 meeting be changed to 9/10/19. There was an error for the month of November. That date should be changed from the 10th to the 12th. Dave Kilbon asked if there was a motion to accept the 2019 schedule. Jadwiga Gocloowski 1st, Sue Beardley 2nd. Motion passed.

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

VI. Adjourn: Dave reminded the Board members who are on the Budget Committee that there will be a meeting directly after. He then asked for a motion to adjourn; Brandon Robertson 1st, Sue Beardsley 2nd. Meeting was adjourned at 12:56 p.m.