



# Farmington Valley Health District

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## Meeting Minutes

### Board of Health Meeting

December 6, 2022

95 River Road

Canton, CT

12 Noon

Present: Jennifer Kertanis, Stephanie Johnson, Melissa Appleby, Brandon Robertson, Warren Humphrey, Debbie Brydon, Sam Carter, Tim Murphy (via Zoom), Mary Jane Parlow, Maria Capriola, Erica Robertson, George Sinnamon. Added attendees at 12:50 Kirsten Carew, Olivia Morris, Anna Larson

Brandon called the regular meeting of the Board to order at 12:05 pm.

- I. Public comment: no public comment
- II. Minutes of November 1, 2022: Brandon asked for a motion to accept the minutes of November 1, 2022. Debbie Brydon motioned to approve the minutes; Warren Humphrey seconded. Minutes approved.
- III. Business:
  - a. Presentation of the audit: George spoke in length about the audit. We are in good shape the transition from the bookkeeper to Samantha so far is going well. FVHD was one of the 6 districts that have received the signed ELC2 grant. George said we are in good shape compared to some other districts. There are no findings. Brandon asked for a motion to accept the audit for FY 22, Maria Capriola 1<sup>st</sup> Warren Humphrey 2<sup>nd</sup>, all in favor.
  - b. Personnel Committee: Brandon thanked the Personnel Committee for their review of the FVHD Employee Handbook. Maria Capriola highlighted the changes that were made. Maria indicated that there was just some cleaning up that needed to be done. Some of the legal wording had to be changed. The handbook was also reviewed by a labor attorney. Recommend adopting all updated changes. Warren Humphrey 1<sup>st</sup> Erica Robertson 2<sup>nd</sup>. All in favor
  - c. Budget update: Jennifer is trying to put the final changes on the budget. The goal is to have a first draft soon after the holidays. Jennifer Kertanis will then schedule Finance Committee meeting.
- IV. Community Health Assessment Presentation:
  - a. Olivia Morris and Kirsten Carew presented the data and key findings with a PowerPoint presentation. A full copy of the CHA was also shared electronically. Next steps include sharing data with partners and the public and to develop the health improvement plan.
- V. Other:

- a. Clinics: The clinics are being run out of our new space. We are hearing that people are happy with the location and the space. We are still working on getting the word out to the public to increase the attendance at the clinics.
- b. ARPA Funds: Simsbury is providing support on the purchase of a new vehicle, linking us to dealers that work with municipalities.
- c. Open Position: We are having 2<sup>nd</sup> interviews with the two candidates to fill the position of the Outreach Coordinator.

VI. **Adjourn:**

Brandon wished everyone Happy Holidays!

Mary Jane Parlow 1<sup>st</sup> Erica Robertson 2<sup>nd</sup> meeting adjourned at 1:25