



Farmington Valley Health District

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Meeting Minutes

Board of Health Meeting

February 6, 2024

95 River Road

Canton, CT

12 Noon

Present: Jennifer Kertanis, Brandon Robertson, Warren Humphrey, Lynn Robitaille, Debbie Brydon, Sandy Yost, Erin Barthel, Suzanne Sinacori, Stephanie Johnson, Sam Carter, Melissa Appleby, Tom Fitzgerald, Tim Murphy, Jadwiga Gocłowski, Dan Jerram, Anna Savastano, Bradley Bremer, Anna Larson, Mary Jane Parlow (Zoom)

The meeting was called to order by Brandon Robertson, Chair at 12:01 pm.

- I. Public comment: no public comment.
- II. Minutes of December 5, 2023: Brandon asked for a motion to accept the minutes of December 5, 2023. Jadwiga Gocłowski moved to approve the minutes; Deb Brydon seconded. All in favor. Minutes approved.
- III. Welcome new board member Bradley Bremer from Colebrook and Anna Savastano from Farmington.
- IV. Business:
 - a. Staffing Updates: We are back to being fully staffed. Jamie Dudyak has been hired to fill the position left by Kate Glendon's resignation. Jamie will be supporting Block Grant activities and community health programming. Kristin Kelley has joined the team in the emergency preparedness/environmental health position.
 - b. Presentation of FY 24-25 Draft Budget: Presented the board with a balanced budget and expenditures of \$1,849,898.
 - i. Expenditure Side
 1. 2-3% salary increases
 2. Rent for the fiscal year for the additional space
 3. \$10,000 for accreditation application fees
 4. No other significant changes to operational costs
 - ii. Revenue side
 1. Hold town per capita at \$7.50
 2. Grant revenue budgeted at \$228,000 which reflects actual grants in hand
 3. Fee revenue held the same—no significant changes proposed in fee schedule
 4. Uses \$15,000 of earned interest from STIFF account
 5. Uses \$60,000 of unassigned balance sheet

Brandon Robertson called for a motion to move the budget to a Public Hearing on March 5, 2024, for public comment. Warren Humphrey moved to approve the motion; Jadwiga Gocłowski seconded. All in favor.

- c. Financial Report: Tracking well with 50% of the year generating 52% of our anticipated revenue. We will be presenting another budget revision next month to reflect another NACCHO grant we received. We are keeping an eye on the office expenses. We have 6 months to spend \$80,000 of the Block Grant.

V. **Accreditation Update:**

- a. Anna provided PP update on Accreditation activities.
- b. Strategic Planning: Working on this internally but will need Board involvement. We will include in another budget revision a proposal to use funds to engage consultant support for strategic plan development.
- c. Brandon asked for a written executive summary regarding accreditation including what it is, why we are pursuing and what to expect. Staff will work on this.

VI. **Executive Session:**

- a. The Board Chair Brandon Robertson asked for a motion to go into Executive Session at 12:49pm. Deb Brydon moved to approve the motion; Erin Barthel seconded. Executive session adjourned at 1:05pm.

VII. **Adjourn:**

Deb Brydon motioned to adjourn; Warren Humphrey seconded. All in favor. Meeting adjourned at 1:22pm.