



Farmington Valley Health District

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Meeting Minutes

Board of Health Meeting

January 7, 2025

95 River Road

Canton, CT

12 Noon

Present: Jennifer Kertanis, Brandon Robertson, Warren Humphrey, Sandy Yost, Suzanne Sinacori (Zoom), Stephanie Johnson, Sam Carter, Mary Jane Parlow, Jadwiga Gocłowski, Dan Jerram (Zoom), Tom Fitzgerald (Zoom), Debbie Brydon, Lynn Robitaille, Erin Barthel, Joan Kuhnly (Zoom), Mark Nickel (Zoom)

The meeting was called to order by Brandon Robertson at 12:03 pm.

- I. **Public Comment:** No public comment.
- II. **Minutes from December 10, 2024:** Brandon asked for a motion to accept the minutes of December 10, 2024. Warren Humphrey moved to approve the minutes; Deb Brydon seconded. All in favor. Minutes approved.
- III. **Business:**
 - a. Strategic Plan Update: Mark Nickel spoke to the board on the progress of the CHIP. Some of the objectives need some more attention. Warren Humphrey voiced concern that everything might be considered a public health emergency. Brandon called for a motion to adopt the strategic plan. Deb Bryson motioned to accept the plan; Jadwiga Gocłowski seconded. All in favor.
 - b. Quarterly Financial Report: Jennifer Kertanis reported that we have received 55% of our expected income. We have spent 54% of our expenditure; office expenses are high because we had to spend a year's worth of office supplies in two months due to the Block grant. We have two new grants coming, a tobacco grant and an Alzheimer's grant.
 - c. FY 24-25 Budget Revision: Jennifer Kertanis reported that we had a food inspector leave. We have posted the job and are hoping to hire someone with certifications in food and septic. We will have senior staff retiring in the next two to three years so having an experienced sanitarian would be helpful. We know that finding someone with experience is extremely hard to find.
 - d. FY 25-26 Budget Presentation: Jennifer Kertanis presented the 25-26 budget. There will be no increase to the per capita. We will draw down the fund balance so we can keep the extra space and keep the per capita at \$7.50. There is a 3% increase in personnel salary. We have staff that we will transition back from the ARPA grant. There is \$318,000 in grant income with another \$200,000 coming from the tobacco grant. The only change to the fee schedule is a \$200 food reinspection fee. Motion to schedule a public hearing on March 4. Jadwiga Gocłowski moved to schedule the public hearing; Mary Jane Parlow seconded. All in favor.

- e. Board Meeting Schedule: Board meeting schedule date change in November from November 4 to November 12.
 - f. Staffing Update: We had a staff member resign. We are looking ahead knowing we have senior staff looking to retire in one to three years and that we need to hire someone with septic and food experience. We have three good candidates. Jennifer will meet with Brandon to discuss a possible new position to fill any gaps.
- IV. **Chip Distribution:** Jennifer is working on a schedule to meet with the 10 towns and give them their copies of the CHIP. The CHIP advisory committee is meeting on Monday, January 13, 2025
- V. **Adjourn:** Warren Humphrey motioned to adjourn; Lynn Robitaille seconded. All in favor. The meeting was adjourned at 1:30 pm.