



Westport Weston
Health District

REGULAR MEETING

WWHD BOARD OF DIRECTORS

March 9, 2015

Approval by Board of Directors

The Regular Meeting was opened by Chairman Nancy McCormick at 7:32 pm. The following voting Board Members were present: Chairman McCormick; Vice Chairman Otis Crawford; and Director Howard Maynard.

Board Members absent: Director Keith Stein and Director Neil Coleman.

Also present were: Mark A.R. Cooper, Director of Health; and Peter Knight, RTM Health and Human Services Committee member.

Approval of Minutes

Chairman McCormick asked if there were any questions or comments on the January 12, 2015 Minutes. There were none. On a motion by Director Crawford and seconded by Director Maynard, the Board of Directors approved the January 12, 2015 Regular Meeting Minutes.

Chairman McCormick voted yes; Vice Chairman Crawford voted yes, and Director Maynard voted yes.

Motion was approved 3 to 0.

Correspondence

Mr. Cooper provided a short review of Westport's P&Z Map Amendment 687 and explained why he is sharing it with Board members. He indicated that he provided a supportive response regarding the preservation of open space, but because of his understanding of the competing interests regarding the subject property, felt a balanced public health response was appropriate. He wanted Board members to be aware of the reasons for his response in case they were asked.

Mr. Cooper noted that the office has also received a letter from Westport First Selectman's office reappointing Director Stein to the WWHD Board of Directors.

Mr. Cooper also noted that he received an email from the CT-DEEP this afternoon indicating that the Health District's proposed DNA Source Tracking grant proposal is approved and that the funds should be forthcoming soon. He indicated the grant work will begin as soon as funds are received. There was general discussion on the WWHD grant funding experience with the State of Connecticut.

2015 - 16 Holiday Schedule

Mr. Cooper presented the proposed 2015-16 Holiday Schedule. The schedule includes twelve federal/state holidays, and one "floating" which was discussed and agreed upon by staff. Staff preferred Thursday, December 24, 2015 as the thirteenth holiday. There was general discussion on the WWHD's working hours, vacation, sick time and leave policy as outlined in the Personnel Policy Manual.

On a motion by Chairman McCormick , seconded by Director Maynard, it was resolved that the 2015-16 Holiday Schedule be approved as presented.

Director Maynard asked if this schedule is consistent with the towns of Weston and Westport. Mr. Cooper responded that it was, the majority are recognized federal and state holidays. Westport actually has one more day than the WWHD.

There was general discussion on the number of benefit days outlined in the Personnel Policy book.

Chairman McCormick voted yes; Vice Chairman Crawford voted no, and Director Maynard voted yes.

Motion was approved 2 to 1.

Budget Discussion

Mr. Cooper indicated that there are two Operational Reports in each Directors' meeting materials, one for January and one for February. He also highlighted a report from the WWHD's most recent hire, Norma Jarrett, who is focusing on restaurant inspections. He explained that as her first report he let her be as creative as she wanted, but will work to narrow the report down to what Directors find most helpful.

There was discussion on the Operational Report format; Mr. Cooper noting that it was configured with the Board's input and can be modified to capture whatever the Board would like to see. Chairman McCormick stated that there is no comparison to the previous year's activity levels and that it would be beneficial to know if the levels are going up or down. Mr. Cimarosa stated that the previous year's activity level is shown on the Permit Report which the Board gets every meeting. There was discussion on the various reports which count permits, inspections, or whatever. Chairman McCormick indicated that although there are monthly totals and yearly totals she would like more clarity in what the reports are showing. Mr. Cooper indicated that if he can find a way to capture what information the Board would like to see he will modify the report accordingly and asked for some guidance on what that might be. Chairman McCormick indicated she would like to see more comparisons and not raw numbers and will give it some thought.

There was general discussion on how the budget process has gone so far this year with the towns of Weston and Westport. Both towns are well along in their budget processes and the WWHD proposed budget has made it through intact.

Mr. Cimarosa provided a summary of this year's budget with the projections and assumptions that went into its preparation. The budget was developed with a conservative approach. He also provided an overview of the anticipated grants for the new fiscal year.

There was general discussion on the WWHD current financial status. Community Health revenue is increasing, but so have the costs for supplies such as vaccines. Effort is made to cover all costs but keep vaccinations affordable for those who need them. Vaccine is purchased through the supplies and equipment line. Environmental fee collection is a couple of thousand ahead of last year, which is one of the best the WWHD has ever had. Environmental activity has been slow the past few months, likely from the severe winter weather, which will likely result in a busy spring to handle a backlog of work. Our leading indicators for work to come are all up, particularly soil test holes.

Chairman McCormick noted that the only increase in the budget of note was in the line *Outside Services*. She question why the audit indicated \$131,292, the budget was \$62,000, the FY 15 estimate is \$90,000 which is what is projected for next year. Mr. Cimarosa indicated the difference was because part-time per diem nurses were hired for specific projects, the website was upgraded, and the cost of the yearly audit increased a bit. The overall budget increase is 2.5%.

Chairman McCormick inquired about the WWHD insurance benefits. Mr. Cooper indicated that the WWHD is part of the Town of Westport's insurance benefits plan. He understands the town is in negotiations to change some to the insurance benefits employees are offered and he will meet with the Town of Westport Human Resource Office to determine what we may need to do. Mr. Cimarosa added that he believes the Town is moving to an HSA plan.

There was general discussion on when to schedule the Budget Public Hearing. On a motion by Chairman McCormick and seconded by Director Crawford, the WWHD scheduled the WWHD's Public Hearing on FY 2015-16 Budget for 7:30 on April 13, 2015.

Chairman McCormick voted yes; Vice Chairman Crawford voted yes; and Director Maynard voted yes.

Motion was approved 3 to 0.

Strategic Planning Report Review

Mr. Cooper indicated that this item is on the Agenda at the Chairman's request. Chairman McCormick indicated the she would like the full Board to review the Strategic Planning Report, but since two member were absent, she would like to see this item tabled and put on the next agenda. Mr. Cooper agreed to do so.

Any Other Business

Chairman McCormick called for any other or new business. Mr. Cooper requested the Board re-affirm authorization for him to sign the Grant paperwork with DPH for the WWHD's diabetes program. He indicated that it is redundant, but since DPH has made some minor modifications to the Grant, they may ask for it. Rather than call a special meeting, he suggested re-affirming at this meeting.

On a motion by Chairman McCormick and seconded by Director Maynard, the Board of *Directors re-affirms and resolves that Mark A. R. Cooper, Director of Health, Westport Weston Health District, is hereby authorized to sign and execute any and all contracts, amendments and/or extensions thereto,*

for the State of Connecticut's DPH Preventive Health Block Grant in the amount of \$6,368 for Diabetes Prevention activities.

Chairman McCormick voted yes; Vice Chairman Crawford voted yes; and Director Maynard voted yes.

Motion was approved 3 to 0

Mr. Cooper stated that he had attended the annual conference sponsored by the Brain Injury Alliance on March 6th and noted that Westport was very well represented. The three Westport residents that formed the Parents Concussion Coalition, Diana Coyne, Pippa Bell Ader and Ann Sherwood, were recognized for their outstanding work in enacting important concussion legislation. Also present as a conference presenter was Suzanne Levasseur, Supervisor of Health Services for the Westport School system. She gave a presentation on *TBI and Return to Learn*.

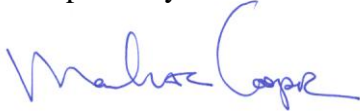
Mr. Cooper noted that the CT-DPH has created a series of video clips that can be viewed online regarding private wells. One of the clips was filmed in Weston as a result of arsenic water study done in 2013. He and the Weston homeowner are featured in the clip and can be downloaded online at <http://www.ct.gov/dph/cwp/view.asp?A=4710&Q=562018>

Chairman McCormick again asked if there was any other business. Being none, on a motion by Chairman McCormick and seconded by Director Maynard to adjourn the meeting at 8:25 pm.

Chairman McCormick voted yes; Vice Chairman Crawford voted yes, and Director Maynard voted yes.

Motion was approved 3 to 0

Respectfully submitted



Mark A.R. Cooper Director of Health
Westport Weston Health District