



**Westport Weston
Health District**

REGULAR MEETING

WWHD BOARD OF DIRECTORS

January 12, 2015

Subject to change until approval by Board of Directors

The Regular meeting was opened by Chairman Nancy McCormick at 4:00 pm. The following voting Board Members were present: Chairman McCormick; Vice Chairman Otis Crawford; Director Neil Coleman, Director Keith Stein, and Director Howard Maynard.

Also present were: Mark A.R. Cooper, Director of Health; Dr. Stuart Steinman, Medical Advisor, 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 December 8, 2014 minutes. There were none. On a motion by Director Crawford and seconded by Director Maynard, the Board of Directors approved the December 8, 2014 Regular Meeting Minutes.

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

Motion was approved 5 to 0.

Correspondence

Mr. Cooper acknowledged the attendance of Margaret Watt, Executive Director of the Southwest Regional Mental Health Board, who came to the meeting to discuss her agency's proposed budget. Mr. Cooper explained that their budget request has already been submitted to the Town of Westport and that the funds are just a pass through in the WWHHD budget.

Ms. Watt introduced herself and explained that the Southwest Regional Mental Health Board is one of 5 such Boards set up across the State of Connecticut, by the Legislature. Their function is to evaluate mental health services in each service which receive public financing and advocate for those who need mental health services. She indicated one of the more recent exciting developments is the creation of a website for young people, called Turning Point Connections, which has lots of information on how they can access services in the system.

Mr. Cooper noted that the budget request of \$3,700 has been the same for years. Ms. Watt indicated Westport has traditionally been very supportive and thanked the WWHHD Board members for the opportunity to talk about her agency.

Chairman McCormick asked Ms. Watt what kind of services the Southwest Regional Mental Health Board provides. Ms. Watt responded that they are more of a referral agency and evaluate publicly funded ones. They do not evaluate privately funded mental health services or provide services.

Director Stein asked if there was something the WWHD can do to help the Southwest Regional Mental Health Board. Ms. Watt indicated the agency could use more help with visibility, getting the word out about the kind of mental health services available. As a follow up question Director Stein asked if the Southwest Regional Mental Health Board has a web site. Mr. Watt indicated there are two: www.HealthyMindCT.org and www.Turning PointCt.org.

Mr. Peter Knight asked if the Southwest Regional Mental Health Board's programs enter the schools and try to find a way to alert someone of potential issues. Ms. Watt indicated no, but that there is a mental first aide course they would like to see get into the schools or be sponsored by an allied town agency that the public could attend. Mr. Cooper indicated that is this something the WWHD could look into.

Mr. Cooper noted that the WWHD received an email correspondence from Gayle Weinstein, Weston's First Selectman, which indicated that the town of Weston is recommending that any budget increases be held at or below 2.5%. Mr. Cooper stated that he responded indicating that every effort would be made to do so.

Mr. Cooper distributed copies of a report from the WWHD's new hire (as of July of 2014), Norma Jarrett, who is the District's primary food service facility inspector. Her primary function is to inspect all food service facilities, provide corrective guidance when needed, and obtain compliance to Connecticut's food safety regulations. She has been getting out there and finding a number of issues. The number of re-inspections has increased significantly. With some patience and diligence, facility owners seem to be getting the message that they need to be doing their best to comply with all of Connecticut's food safety requirements. Mr. Cooper indicated that he is pleased with the progress Ms. Jarrett has been making. There was a general discussion on the status of the efforts to have Connecticut adopt the FDA Food Code. Essentially the committee working on this matter has been making presentations on this matter, and waiting to review the legislative language of the Bill anticipated to be presented to the Legislature this session.

NACCHO MRC Contract Authorization

Mr. Cooper indicated that the WWHD recently received a grant award from NACCHO in the amount of \$3,500 for MRC purposes. The WWHD has received this grant in the past. He is looking for the Board to authorize him to sign the grant paperwork. The grant funds will be used to offset some staff time and resources.

On a motion by Chairman McCormick , seconded by Director Stein, it was resolved 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 NACCHO 2014 MRC award in the amount of \$3,500.

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

Motion was approved 5 to 0.

Budget Workshop and Discussion

Mr. Cooper provided a summary of this year's budget process and reviewed the January Operational Report. He asked Mr. Cimarosa to provide an over view of the WWHD current fiscal situation.

Mr. Cimarosa indicated the WWHD is in pretty good shape fiscally fee collection was behind but has now caught up with this last year's permit activity. Leading indicators, such as soil test holes, were up in December. There was general discussion on the type of vaccinations offered by Community Health and the Travel Clinic. Activity levels in both have seen an increase. Mr. Cimarosa brought to the Board's attention the fact that the WWHD's two copy machines are over ten years old and starting to require more frequent service calls. Between the two machines, they have made about 1.1 million copies. He has investigated the costs of replacing the machines with new ones by purchase, renting new machines, or renting refurbished machines (which come with a warranty). Buying new machines costs about \$16,000 per machine. Renting refurbished machines with service contracts would cost about \$130.00 per month. Mr. Cimarosa suggested the renting of refurbished copy machine would save some funds and that he was looking for some guidance from the Board. There was general discussion on the costs and benefits of each option. At sometime the WWHD is going to have to replace the existing machines. Director Stein asked how much on yearly basis does the WWHD now pay for maintenance. Mr. Cimarosa indicated it costs about \$700 per year to service the existing machines. Director Coleman stated that he appreciated bringing the discussion to the Board but that he felt this is an operational decision. If an analysis shows that the WWHD would get a better deal in leasing the equipment rather than purchasing new machines, particularly in times of rapidly evolving technology changes, it should be done. If something like this were to cost the WWHD more, then the Board should be involved.

There was a general discussion on the number and types of grants the WWHD has traditionally pursued. Mr. Cooper indicated the WWHD will continue to apply for the familiar ones and seek others that may be appropriate.

Director of Health Contract

On a motion by Director Stein, seconded by Director Coleman, it was resolved to go into executive session to discuss a contract for Director of Health services.

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

Motion was approved 5 to 0.

Upon Chairman McCormick declaring the executive session over, the Board of Directors reconvened the regular meeting portion of the agenda.

On a motion by Director Stein, seconded by Director Crawford, it was resolved that the Board of Directors renew a contract with Mark Cooper with a salary \$120,500 per year, retroactive to the current contract expiration date, with five weeks paid vacation annually, for a period of three years.

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

Motion was approved 5 to 0.

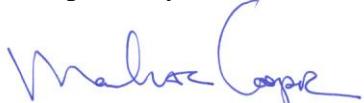
Any Other Business

Chairman McCormick called for any other or new business. Being none, on a motion by Chairman McCormick and seconded by Director Coleman to adjourn the meeting at 6:10 pm.

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

Motion was approved 5 to 0

Respectfully submitted

A handwritten signature in blue ink, appearing to read "Mark A.R. Cooper".

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