



Westport Weston
Health District

REGULAR MEETING

WWHD BOARD OF DIRECTORS

June 9, 2014

Subject to change until approval by Board of Directors

The Regular meeting was opened by Chairman Nancy McCormick at 7:30 pm. The following voting Board Members were present: Chairman McCormick; Vice Chairman Otis Crawford; Director Neil Coleman; Director Howard Maynard, and Director Keith Stein.

Also present were: Mark A.R. Cooper, Director of Health; John Cimarosa, Director of Finances and Special Projects; Dr. Steinman, Medical Advisor, and Mr. Peter Knight, RTM member.

Approval of Minutes

Chairman McCormick asked if there were any questions or comments on the March 10th minutes. There were none. On a motion by Director Coleman and seconded by Director Maynard, the Board of Directors approved the March 10, 2014 Regular Meeting Minutes. Chairman McCormick voted yes; Vice Chairman Crawford voted yes; Director Coleman voted yes; Director Maynard voted yes, and Director Stein voted yes.

Motion was approved 5 to 0.

Chairman McCormick asked if there were any questions or comments on the April 7th minutes. There were none. On a motion by Director Crawford and seconded by Director Coleman, the Board of Directors approved the April 7, 2014 Regular Meeting Minutes. Chairman McCormick voted yes; Vice Chairman Crawford voted yes; Director Coleman voted yes; Director Maynard voted yes, and Director Stein voted yes.

Motion was approved 5 to 0.

Correspondence

Mr. Cooper shared with the Board an invitation from the Illinois Water Resources Center at the University of Illinois, who is working with the CDC to determine best practices for conducting outreach to private well owners to increase their willingness to test their well water and protect their health, to participate in a survey/study. This invitation comes as a result of the overwhelming citizen response to the District's arsenic work in Weston. Director Crawford suggested the WWHD make note of this invitation to demonstrate the quality of the District's work.

Operational Report and Budget Discussion

Mr. Cooper noted that two Operational Reports are included in the meeting package, one for the month of April and one for the month of May. He pointed out that the District's environmental work continues at record levels and that Community Health revenues are still down from the same time last fiscal year.

Chairman McCormick asked if Community Health revenues are down due to the decline in the number of flu vaccinations given. Mr. Cimarosa indicated that the revenues are down in part because the District collects less money from the insurance companies for each flu vaccination given. Revenue is also down because of the mix of vaccinations being needed and provided.

Director Crawford asked why there was an increase in the Salaries/PR Tax line item, titled *Change from FY13*, on the May Consolidated Income Statement. Mr. Cimarosa noted that the Board has authorized a small salary increase for staff and part of the increase is a result of a part time nurse, who makes home visits, having more work to do than anticipated. The nurse's added work was because there were a couple of serious patient issues that needed to be resolved.

There was general discussion on full time staff positions, part time workers, and the use of contractors. Chairman McCormick asked Mr. Cimarosa to compile the detailed information needed to answer Director Crawford's questions as to why there is an overage on the salary line item. She asked that this information be sent to all members via an email as soon as possible.

Director Crawford had questions about the District's thirty-five hour work week, the use of overtime and need for additional hours. There was general discussion of staff hours worked, meeting the work load, and increased revenue from the work flow.

Mr. Cimarosa provided a summary of the May Consolidated Income Statement. The District is a couple of thousand dollars ahead of last fiscal year in revenue. The increase resulted from the increase in member town contributions and increase (\$30,000) in environmental activity fees. As noted before, Community Health revenue is still down. Everything else is as discussed during the budget process. Mr. Cooper noted that costs for insurance purchased through the Town of Westport came in late this afternoon and were much higher (about 9.7%) than expected. Mr. Cimarosa outlined the District's staff insurance profile and noted that the Town is undergoing some insurance plan changes. There was general discussion on health insurance needs and trends.

Chairman McCormick noted that the Environmental Activity report indicates a 58% increase in new house plans and asked what that does to the District's revenue projections. Mr. Cimarosa indicated it was already built in.

Grant Authorizations

Mr. Cooper explained that grant contracts from the state were starting to come in and that to move them forward he needs authorizations, with very specific language, be approved by the Board. He indicated the Board goes through this process each year.

There was general discussion on use of the grants and that the District is the administrator for the Public Health Emergency Preparedness grant. Depending on the deliverables required by the State, the District keeps ten percent of the funds for its administration of this grant, but also keeps an equal share with the other health departments in Region I. Mr. Cimarosa noted that it is expected that there will be major cuts to the Public Health Emergency Preparedness grant next year. Early estimates are that next year's grant award may be in the \$38,000 area.

On a motion by Director Coleman, seconded by Chairman McCormick, the following Resolution was approved: *Be it 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 Preventive Health Block Grant in the amount of \$6,368 with an expected contract period from 07/01/2014 to 06/30/2015.*

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

Motion was approved 5 to 0.

On a motion by Chairman McCormick, seconded by Director Stein, the following Resolution was approved: *Be it 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 Public Health Emergency Preparedness Grant in the amount of \$54,023 with an expected contract period from 07/01/2014 to 06/30/2015.*

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

Motion was approved 5 to 0.

On a motion by Director Crawford, seconded by Director Coleman, the following Resolution was approved: *Be it 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 Regional Medical Reserve Corps Grant in the amount of \$60,000 with an expected contract period from 07/01/2014 to 06/30/2015.*

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

Motion was approved 5 to 0.

There was general discussion on what to do should grants funding levels decrease in the future. Director Coleman urged continued efforts to add member towns. Director Stein noted that the District has made major structural changes to produce a sustainable budget. Mr. Cooper indicated that should opportunities arise, the District will be prepared to discuss the advantages of joining the District and that staff are looking for other grant funding sources. It was noted one has to be careful chasing grants, the award needs to be large enough to be able to offset the expense of producing the deliverables. Staff are currently stretched fairly thin, so depending on the grant, either additional staff may need to be hired or contract help used.

Community Health Promotion Activities

Mr. Cooper indicated that recognizing that Community Health revenue is down, the Travel & Wellness Clinic graphic advertisement contained in each Board members meeting package, has been sent to two local health focused publications covering Westport and Weston to increase awareness of District services. Chairman McCormick asked if advertising on any local websites has been considered. Mr. Cooper indicated the ads purchased include posting on their websites as well.

Livable Community Survey

Mr. Cooper noted that the survey was brought to his attention by Chairman McCormick. The survey is being done to high light communities that make it safer and easier to walk and bike by implementing a complete streetscape in cities and towns across Connecticut. Chairman McCormick stated she has been to a couple of meeting regarding senior initiatives and since this program is administered by the State Department of Public Health, felt it would be good for the District to be involved and increase awareness.

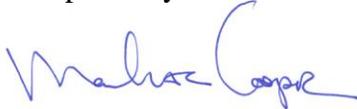
Any Other Business

Director Crawford recognized Director Stein and indicated congratulations are in order for his son's prowess on the tennis court. Director Stein shared that his son recently won the double state championship and by doing so, won the team state championship.

Chairman McCormick called for any other or new business. Being none, on a motion by Director Crawford and seconded by Director Stein to adjourn the meeting at 8:38 pm. Chairman McCormick voted yes; Vice Chairman Crawford voted yes; Director Coleman voted yes; Director Maynard voted yes, and Director Stein voted yes.

Motion was approved 5 to 0.

Respectfully submitted



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