



Westport Weston
Health District

REGULAR MEETING

WWHD BOARD OF DIRECTORS

June 8, 2015

Subject to change until approval by Board of Directors

The Regular Meeting was called to order by Chairman Nancy McCormick at 7:32 pm. The following voting Board Members were present: Chairman McCormick; Vice Chairman Otis Crawford; and Director Ian Lewis.

Board Members absent: Director Keith Stein, Director Howard Maynard,

Also present were: Mark A.R. Cooper, Director of Health; John Cimarosa, Director of Finance and Special Projects, and Dr. Steinman, Medical Advisor.

Chairman McCormick welcomed Director Lewis as the newest member to the Board who was recently appointed by the Town of Weston to replace Director Coleman. All the Board members introduced themselves and also welcomed Mr. Lewis, who gave the Board a summary career path. Mr. Cooper noted that he gave Director Lewis a Director's Manual which contains WWHD organizational and operational information.

Approval of Minutes

Chairman McCormick asked if there were any questions or comments on the April 13, 2015 Minutes. Although there were none, Chairman McCormick noted that although there was a quorum present, because there were only two Directors present at the meeting, she preferred to table consideration of the Minutes until others were also present. Director Crawford agreed and seconded the motion.

Chairman McCormick voted yes; Vice Chairman Crawford voted yes; and Director Lewis abstained.

Motion was approved 2 to 0.

Correspondence

Mr. Cooper reported that there was little correspondence to report on, but included in the Director's meeting package the Weston Forum article on Director's Lewis appointment to the Board and the revised Directory of Board Members reflecting the addition of Director Lewis.

Mr. Cooper also noted that the District is participating in a state project called the 2015 Community Wellbeing Survey. The state has engaged Data Haven to conduct a random telephone survey in various communities. As a partner in the project, residents of Westport and Weston will be contacted.

DEEP DNA Grant Authorization

Mr. Cooper indicated that the state has approved the DNA Microbial Source Tracking Grant in the amount of \$50,888.00 with an expected contract period from 06/26/2015 to 09/30/2017 and has been sent the contract for execution. Part of the requirements is to have a resolution adapted by the Board authorizing the Director of Health to sign the grants. A sample resolution was sent with each Director's packet. There was general discussion on the grant and the amount of staff effort that will be needed to get the work done.

On a motion by Chairman McCormick and seconded by Vice Chairman Crawford, the Board of Directors resolved that, it is in the best interests of the Westport Weston Health District to enter into contracts with the Department of Energy & Environmental Protection. In furtherance of this resolution, Mark A. R. Cooper, Director of Health, is duly authorized to enter into and sign said contracts on behalf of the Westport Weston Health District. Mark A.R. Cooper currently holds the Director of Health position and has held that office since November 3, 2008. The Director of Health is further authorized to provide such additional information and execute such other documents as may be required by the state of federal government in connection with said contracts and to execute any amendments, rescissions, and revisions thereto.

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

Motion was approved 3 to 0.

Insurance Benefits Policy Discussion

Mr. Cooper summarized the current WWHD policy on Health Insurance benefits indicating that the WWHD buys into the Town of Westport's plan. The town has been making changes to their package and has moved to HSAs for employees. The HSA benefits are the same as the traditional Anthem benefits, but the employee takes on more responsibility for their health care costs and there is a higher deductible. The HSA has a high deductible, two thousand dollars for a single employee, four thousand dollars for an employee plus one (family plan). After the deductible is reached, the insurance company assumes all other costs. For single employees the Town of Westport makes an annual one thousand dollar contribution to each employee's HSA and the employee makes a similar one thousand dollar contribution to their HSA via payroll deductions. For an employee plus one (family plan), the Town of Westport makes an annual two thousand dollar contribution to each employee's HSA and the employee makes an annual two thousand dollar contribution to their HSA via payroll deductions. All money put into the plan becomes the employee's to spend on qualified health care costs. Any portion of annual contributions for the deductible left unspent at the end of a year becomes the employees to spend on future health care costs and a new annual contribution is made by the town and employee. Town of Westport employees that remain in the traditional PPO insurance plan make payroll deductions of thirteen percent of the cost of their health insurance benefits.

Mr. Cimarosa indicated that health Insurance costs are still going up, but over time should see some cost savings with this plan.

There was general discussion how employees fund their portion of the deductible. The WWHD's current policy has been to pay the full cost for an employee plus one. The town has been having each

employee contribute via payroll deductions which are automatically deposited into the HSA. It was recommended that since the WWHD policy has been to pay the full cost, because this is the first year and employees will be transitioning to the HSA that policy continue but that the policy be changed to reflect the town's so that next year each employee also make automatic payroll deductions into their HSA to cover their contribution.

Mr. Cimarosa indicated that somebody on Medicare is not eligible to participate in a HSA plan, there are a few employees at the WWHD this applies to. There are also WWHD employees who are on their spouses plan and not part of the WWHD/Town insurance plan. Therefore, just like the town, there will remain a need to have a traditional PPO Health Insurance plan for a while.

Chairman McCormick stated she wanted to make sure a knowledgeable HSA plan administrator would be available to meet with employees and answer any questions they may have. Mr. Cooper indicated that Ralph Chetcuti, Director of Westport's Personnel/Human Resources Department, has been very helpful and available to answer all questions.

On a motion by Vice Chairman Crawford and seconded by Chairman McCormick , the Board of Directors resolved that, the WWHD adopt the Town of Westport's HSA plan into its Health Insurance Benefit Package for employees and incorporate employee payroll deductions to fund the employee portion of the insurance deductible and have employees remaining in the traditional PPO plan contribute ten percent of the cost of their benefits via payroll deductions, starting next year.

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

Motion was approved 3 to 0

Independent Auditor Engagement

Mr. Cooper noted that it was time to think about engaging an auditor. The WWHD has been using Charles Costello for the past five years and who has become very familiar with the operation. There was general discussion about the advantages and disadvantages of rotating auditor services. Vice Chairman Crawford indicated he found Mr. Costello's audits easy to read and understand with very detailed explanations. There was consensus amongst Board members that there was no reason to change.

Budget Discussion

Mr. Cooper noted that in each Directors meeting package are April and May Operational Reports. It was noted that there appears to be a duplication of environmental report information on both. Mr. Cooper will sort out the correct data and report back to the Board.

Mr. Cimarosa noted that the budget information indicated that the WWHD is a little behind on environmental fees from last fiscal year. It is still a strong year, but revenue is a little less than last year. Community Health fees are up, so are expenses, because vaccine costs are up. Grants are coming in and staff continues to pursue them. Overall, the WWHD, at this point, is about twenty two thousand dollars behind last year at this time. The WWHD ended last fiscal year with about ten thousand dollars in the black.

Strategic Planning Report Review

Mr. Cooper indicated that this item was carried over from the last meeting's Agenda. Chairman McCormick indicated that again, she would like to give Director Lewis an opportunity to review the report and have the full Board present, she would like to see this item tabled and put on the next agenda. Mr. Cooper agreed to do so.

Quality Improvement Efforts

Mr. Cooper stated that he is aware of some customer dissatisfaction with the length of time it take to move some applications through the review process. Some of the delay is a result of the engineer having to make plan revisions and/or the time it takes to resubmit them; other delays have been the result of the volume of work coming into the office, along with staff out for illness and/or vacations. Understanding the need to move applications through the process as efficiently as possible, efforts are being made internally to improve. To this end, after several conversations with applicants that have included homeowners, engineers, builders, and installers, the thinking is to do a broader survey of homeowners, engineers and installers asking for ways to improve service from their perspective.

Chairman McCormick asked if this was something like a customer satisfaction survey that could be done online using some application such as survey monkey? Mr. Cooper responded that he is very familiar with survey monkey which usually targets a very specific audience and needs email addresses to invite customers to participate. Chairman McCormick asked how would the WWHD be assured that the survey would statistically provide valid information. Mr. Cooper responded that he was not concerned so much with statistical significance, but would be looking for ideas, suggestions, ways to better serve the public, keeping in mind the regulatory nature of our business. He was thinking the target audience would be the top five to ten homeowners, builders, engineers and installers that come through the office on an annual basis.

Mr. Cimarosa suggested another way to get such input would be to hold a meeting with such groups of people such as what used to be done with the local restaurants. Chairman McCormick would like to better understand what the WWHD might learn from doing such a survey, what is the problem we are trying to solve. She also suggested that if a survey is done this year, it should be followed up with another in about a year.

Mr. Cooper added that in the conversations he has had with customers who have come into the office and expressed concerns, a good portion of the complaints are based on incorrect information. He sees a good part of this effort being public relations and providing those who use WWHD services a way to be heard and for him to respond.

Director Lewis offered that his background is in research and marketing and that he would willing to meet to review the development of a survey and any questions that might be appropriate to achieve a desired result. Mr. Cooper indicated he would reach out to him should he decide to move forward with it.

Any Other Business

Chairman McCormick called for any other or new business.

Director Crawford asked Dr. Steinman whether he had a chance to work on the language of a press release regarding the optimal time for people to get their annual flu vaccination. Dr. Steinman responded that he had not had the time to do so but will have something within two weeks. There was general discussion on the chain pharmacies pushing flu vaccine early in the season and even offering it free as a loss leader. Director Crawford indicated that some of the Y's Men are already talking about flu vaccinations and he would like to have some information to offer them and out to the general public. Chairman McCormick suggested getting something out to Westport Now and the senior centers in Weston and Westport. Director Crawford agreed and also suggested the Y's Men's email blast. Mr. Cimarosa also suggested posting such information on the WWHD website.

Chairman McCormick noted that the Directors do not meet in July or August and asked when the next meeting will be. Mr. Cooper indicated that it is scheduled for September 21. There was discussion as to why the September meeting is on the third Monday when traditionally it is held on the second Monday of each month. It was noted that Labor Day is the First Monday and that Rosh Hashanah is on Sunday September 13th, the day before the second Monday. Mr. Cooper will look into whether the Directors could or should meet before September 21.

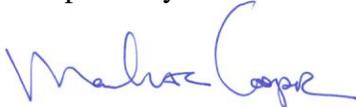
Chairman McCormick once again called for any other or new business.

Being none, on a motion by Vice Chairman Crawford and seconded by Chairman McCormick to adjourn the meeting at 8:45 pm.

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

Motion was approved 3 to 0

Respectfully submitted



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