



Westport Weston  
Health District

## REGULAR MEETING

### WWHD BOARD OF DIRECTORS

December 14, 2015

**Subject to change until approval by Board of Directors**

**The Regular Meeting was called to order by Chairman Nancy McCormick at 7:30 pm. The following voting Board Members were present:** Chairman McCormick; Vice Chairman Otis Crawford; Director Keith Stein and Director Ian Lewis.

**Board Members absent:** Director Howard Maynard

**Also present were:** First Selectwoman Nina Daniel, Weston's new Chief Elected official, Catherine Revzon, an invited guest interested in joining the Board; Mark A.R. Cooper, Director of Health; John Cimarosa, Director of Finance and Special Projects, and Dr. Stuart Steinman, Medical Advisor.

Chairman McCormick announced that with her term coming to an end, she will not be seeking appointment to the Board of Directors. Changes are on the horizon in her personal life, and, after having served on the Board many years, she has asked the town of Weston to put out a call for interested citizens that would like to serve. Catherine Revzon has expressed an interest in serving on the Board and has come to the meeting to observe. Each member welcomed Catherine and introduced themselves.

### **Approval of Minutes**

Chairman McCormick asked if there were any questions or comments on the September 21, 2015 Minutes. Being no questions or comments, on a motion made by Vice Chairman Crawford and seconded by Director Lewis, the September 21, 2015 minutes were approved. Chairman McCormick voted yes; Vice Chairman Crawford voted yes; Director Stein voted yes and Director Lewis voted yes.

**Motion was approved 4 to 0.**

### **Correspondence**

Mr. Cooper noted that in a newspaper article dated October 2, 2015 the new revised concussion rules for using town facilities have been put in place by the Parks and Recreation Department. Director Stein added that he has been involved in the concussion issue/policy with local sports groups. All the Westport youth sports groups have gotten together to discuss the new policy and work through some issues and try to make the guidelines consistent across the various groups and sports. Guide lines need to be implemented in January and he expects the implementation process will take awhile and evolve as it goes along. He is watching the process and looking to find a role that makes sense for the WWHD to get involved in; such as facilitating the education component or record keeping. There was a general discussion on the various local sports groups and how they operate.

Mr. Cooper noted that a lot of progress has been made since the Board started talking about this issue several years ago. Director Stein also noted that the state Legislation driving many of these changes was the initiative of three Westport mothers.

Also under Correspondence, Mr. Cooper noted that Deputy Commissioner Raul Pino attended the WWHD's October 29th luncheon recognizing that 50 years ago (on November 2, 1965) Westport and Weston residents voted to form the first Health District in the State. The First Selectmen from Westport and Weston attended the luncheon and had a good discussion with Deputy Commissioner Pino.

### **FY-2014-15 Financial Audit**

Mr. Cimarosa had distributed a draft of the 2015 audit. It is still a draft because the state decided that all the agencies that are part of the MERS pension system, have to recast their balance sheets to reflect the amount of funds that are part of the MERS unfunded liability. The state just finished up their own analysis of the liability and OPM has told all the auditors not to submit until further notice. The WWHD's auditor is auditing the states report to make sure WWHD's percentage of the unfunded liability is correct. It looks like the WWHD share of the state MERS unfunded liability is about 0.0031 of the state total liability or about \$50,000.

Chairman McCormick asked when the audit will be finalized. Mr. Cimarosa indicated that in about one week it will be ready for the next meeting. Providing a quick review, Mr. Cimarosa stated that the WWHD has about \$500,000 of cash and assets which includes the emergency funds. On an operations basis, there is about a \$10,514 deficit, versus the \$74,000 that was budgeted. Revenues were higher than budgeted. Grant funding was down to about half of what was received last year. Personnel costs were down about \$60,000 because overtime was reduced by the hiring of the food sanitarian.

Mr. Cimarosa noted that every two years the fee schedule is reviewed to have them reflect the amount of time and effort that goes into various work tasks. Not much has changed this year regarding the amount of time it takes to complete a task but it has become clear that the WWHD is still in a 30 month long building boom. Environmental fees are still setting records at around \$400,000. The question and concern is for how much longer. For the current volume of work coming in, the environmental staffing level is low. This results in longer wait times for reviews to be completed and when inspections can be scheduled. The question for the Board is whether to hire an additional sanitarian to reduce wait times and the associated complaints, or stick it out and see if the economy and work load continues to break records or decline. If considering hiring another sanitarian, the question is where the funds would come from. There appears to be 2 choices, raise fees significantly, or ask the towns for increased funding.

Chairman McCormick asked whether the new food sanitarian is qualified to do other environmental health tacks. Mr. Cooper replied that the food sanitarian has been attending the other certification courses and has recently completed Phase 2 subsurface wastewater disposal training. She just needs a little bit of field experience to be more useful in this regard. Chairman McCormick suggested looking at how best to use the food sanitarian's time to reduce the environmental health work load backlog. Mr. Cooper indicated he has been and will continue to do so.

Director Crawford noted that it was his understanding that there are currently about 121 macmansions for sale in Westport and depending on the economy, interest rates, and other factors, things may start

to slow down. There was a general discussion on the economy, building trends, and how applications are received and processed.

### **CT-DEEP DNA Grant Update**

Mr. Cooper summarized the history of this grant that was first applied for over 4 years ago. The State CT-DEEP has requested several changes to the QAPP (Quality Assurance Project Plan) and a new partner sign off page with original signatures. He will obtain the needed signatures later in the week. CT-DEEP has indicated that this should be the last step before final approval from the US-EPA.

### **Flu Clinics**

Mr. Cooper noted as indicated in the November Operating Report 1057 flu vaccinations have been administered so far this season. This is about the same level as last year. There is more vaccine available should people want some and the WWHD can purchase more if needed.

There was general discussion on the flu clinic schedule. Chairman McCormick asked why there was a flu clinic scheduled at the Westport Senior Center during the night. Mr. Cimarosa responded that this clinic is targeting people who are coming back to Westport from New York City and not just seniors. Public participation has been fairly good over the years at this location. It was also noted that the WWHD has clinics scheduled for Election Day, November 3, but is not calling it Vote and Vaccination as in previous years. The reasoning, in part, being that participation levels are typically low during municipal election years.

### **Budget Discussion - Operational Reports**

Mr. Cooper noted that Operational Reports for September, October and November were provided in the meeting packages for each Director. He also noted that the Operational Reports are based on fiscal year data so all the numbers reset to zero July 1st.

Director Stein asked about the year to date town assessments. Mr. Cimarosa responded that the town of Westport has paid about one half of the yearly assessment. Another payment is expected shortly. Mr. Cimarosa also indicated that less grant funding is expected from last year.

### **Employee Health Insurance Policy**

Mr. Cooper indicated that at the June Board meeting, the current WWHD policy on Health Insurance benefits that the WWHD purchases from the Town of Westport's plan, was discussed. As reported then, 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.

At the June meeting, the Board of Directors adopted the Town of Westport's HSA plan into its Health Insurance Benefit Package for employees and incorporated 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 July 1.

As a result of adapting the HSA plan, the WWHD's Personnel Manual needed to be updated and reflect this change. Included in each Director's meeting package is a revised Section 5.2. and 5.3 incorporating the adapted changes.

There was a general discussion on how the HSA plan works. Mr. Cimarosa indicated that health Insurance costs are still going up, but over time should see some cost savings with this plan.

On a motion made by Chairman McCormick and seconded by Director Stein, the revised employee health insurance policy changes reflected in Sections 5.1 and 5.3 of the WWHD Employee Handbook were approved. Chairman McCormick voted yes; Vice Chairman Crawford voted yes; Director Stein voted yes and Director Lewis voted yes.

**Motion was approved 4 to 0.**

### **Great American Life Insurance Annuity**

Mr. Cooper gave an overview of a situation that has brought this matter to the forefront. Many years ago the Board offered a former employee a deferred compensation plan via a life insurance annuity. The employee is now at age where mandatory withdrawal must be made to comply with IRA regulations. The Great American Life Insurance Co. is looking for the plan administrator to sign off on the required withdrawal. In researching the record, it appears the Director of Health has always served in this capacity. However, since no documentation to this effect was found, he is looking for confirmation of this to be placed in the record.

There was general discussion on the plan. There is only one former employee in this plan.

On a motion made by Vice-Chairman Crawford and seconded by Director Stein, the Board confirms that the Director of Health is the Plan Administrator for the Great American Life Insurance Annuity and was approved. Chairman McCormick voted yes; Vice Chairman Crawford voted yes; Director Stein voted yes and Director Lewis voted yes.

**Motion was approved 4 to 0.**

### **2016 Meeting Schedule**

As is done each year, and needs to be recorded in the Town Clerk's Office, a meeting schedule for 2016 must be approved. Staff have developed such a schedule using the same second Monday of the typical meeting months for the Boards review and approval.

On a motion made by Director Lewis and seconded by Director Stein, the 2016 meeting schedule was approved. Chairman McCormick voted yes; Vice Chairman Crawford voted yes; Director Stein voted yes and Director Lewis voted yes.

**Motion was approved 4 to 0.**

## **Any Other Business**

Mr. Cooper discussed a recent brochure from Travel Clinics of America and tried to get on the web site to determine whether it makes any sense to participate in their program. Director Lewis suggested trying to get traffic numbers for their website. Dr. Steinman offered to look into the Travel Clinics of America service.

Being no additional business, on a motion by Chairman McCormick and seconded by Director Lewis to adjourn the meeting at 8:50 pm.

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

**Motion was approved 4 to 0**

Respectfully submitted



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