



Westport Weston
Health District

BUDGET PUBLIC HEARING AND REGULAR MEETING

WWHD BOARD OF DIRECTORS

April 11, 2016

Subject to change until approval by Board of Directors

The Budget Public Hearing was called to order by Chairman Otis Crawford at 7:30 pm. Director of Health Mark Cooper read the following Notice for the record:

"There will be a Public Hearing, in accordance with Connecticut General Statute 19a-243, on the Westport Weston Health District's proposed budget for the fiscal year which begins July 1, 2016, on Monday, April 11, 2016, at 7:30 PM. The Regular Meeting will commence directly after the Public Hearing. Sincerely, Mark A. R. Cooper, MPH, RS., Ex-officio, Secretary/Treasurer." He noted that the Public Notice was published in the Weston Forum on March 31 and April 7th and in the Westport News on April 1 and April 8th.

Mr. Cimarosa summarized the proposed budget. He noted that it is basically a maintenance budget with a one (1%) percent increase in each town's allocation to cover operating costs. The combined town allocations make up approximately half of the District's total cost of operation, the balance coming from user fees and some grant monies. Environmental fees have continued at record levels, however, there is concern about how long this will continue. The projections for next year have been slightly lowered. Nursing fees are doing about the same, however they fluctuate on how the WWHD gets paid for the flu vaccine and the activity level of Builders Beyond Borders program. Since the state began pushing for pharmacies to provide flu vaccinations the number of vaccinations the WWHD administers went from about three thousand (3,000) to about fourteen hundred (1,400). Additionally, when the WWHD started to accept third party insurance payments, the reimbursement rate is less. In the past the WWHD has administered about four hundred (400) vaccinations for the Builders Beyond Borders program; their activity levels seems to be down so far this year. The other significant impact on revenue is the continued trend of fewer and more competitive grants. The state has cut the Emergency Preparedness grant just about in half and is giving indications that it will be cut again next year. One positive award of the CT-DEEP's DNA water testing grant will impact the budget next fiscal year. Mr. Cimarosa noted that the WWHD only budgets grant funding when a signed contract has been secured.

On the expenditure side Mr. Cimarosa noted that the most significant decline is in employee benefits, citing two main reasons. First is the change in the Town of Westport's employee health insurance to a Health Savings Account program and the Board's adoption of employee's paying ten percent of their medical insurance.

Chairman Crawford asked if there are any retirements planned. Mr. Cooper responded that none have been announced and/or imminent, but that there are some employees giving it some thought.

Director Stein asked how many employees does the WWHD have. Mr. Cooper indicated that there are nine (9) full time employees and five (5) part time employees.

There was discussion about the WWHD 's participation in the State of Connecticut's MERS pension program and how the costs have been increasing. The WWHD also had to apply GASB accounting Standard Statement 68, *Accounting and Financial Reporting for Pensions*, to this year's audit which shows a net pension liability for the first time.

Director Stein stated that he noted from the budget notes that there is a two (2%) increase in the salary line and that employees will be paying ten (10%) of their health insurance costs, he asked what has been the history of salary increases. Mr. Cimarosa outlined the history of increases going back a number of years. Mr. Cooper indicated more recently when he came on board that there were no increases for 4 or 5 years, two years ago he believes it was a one and a half (1.5%) percent and last year a two (2%) percent increase. Salary and health insurance costs are less than ten years ago for a variety of reasons.

Chairman Crawford asked those present if there were any additional budget related questions. Hearing none, he declared the Public Hearing portion of the meeting closed at 7:54 pm.

The Regular Meeting was called to order by Chairman Otis Crawford at 7:55 pm. The following voting Board Members were present: Chairman Otis Crawford; Vice Chairman Keith Stein, Director Ian Lewis, Director Catherine Revzon and Director Wendy Stahl.

Board Members absent:

Also present were: Mark A.R. Cooper, Director of Health and John Cimarosa, Director of Finance and Special Projects.

Approval of Minutes

Chairman Crawford asked if there were any questions or comments on the February 16, 2016 Minutes. Being no questions or comments, on a motion made by Director Stein and seconded by Director Lewis, the February 16, 2016 minutes were approved. Chairman Crawford voted yes; Vice Chairman Stein voted yes, Director Lewis voted yes, Director Revzon voted yes and Director Stahl abstained because she was not present at that meeting.

Motion was approved 4 to 0.

Correspondence

Mr. Cooper noted the resignation of Director Maynard and appointment letter for Wendy Stahl from First Selectman Marpe. It was also noted that Steven Palmer has been hired by Westport to replace Larry Bradley who resigned as Director of Planning and Zoning.

Mr. Cooper noted the opening of a Concussion Center, associated with Westport Urgent Care in Westport, specializing in youngster concussions using ImPact testing. He also reported on his recent attendance of the Brain Injury Alliance meeting where he picked up information on some of the latest protective sports equipment such as the Defender baseball catcher's mask.

Vice Chairman Stein outlined some of the things he has been doing as safety officer for the Westport Little League. He noted that sports groups must now comply with the State of Connecticut's concussion law and that Westport sport groups must come up with their own response, Westport Parks and Recreation Department is updating their policies. It is a work in progress but they are all making headway.

Mr. Cooper noted that he has lent maps and other data found in the files regarding the Nike missile site building, now the WWHD offices, to Helen Garten who is working on obtaining recognition as a historic landmark for this, and the Golden Shadows mansion.

Also in the Board package is an updated directory of WWHD Board members and their contact information in case you want to contact each other.

Budget Discussion

Vice Chairman Stein asked when was the last time fees were evaluated. Mr. Cimarosa noted that traditionally the WWHD evaluates fees every two years in December. A fairly comprehensive look at how much time goes into each task or permit and fees are based on how much time it takes to complete a particular task or permit. Fees were looked at last December and no changes were made, in fact, fees have not changed that much in the past five (5) years. The WWHD is scheduled to look at them again in the fall of 2017.

Mr. Cooper noted the WWHD has to do a time cost analysis of staff time for grant expenditure justification for just about each grant. The Board is presented with a Cost Allocation Analysis each year after the budget is approved.

Vice Chairman Stein asked if there were any new programs the WWHD should consider for Community Health or changes anticipated that would cost money. Mr. Cooper noted that there are no new programs that cost money anticipated. The Home Visit program seems to be getting more exposure and clients. He noted that with Westport's changing demographics, an aging population, there may be an increased need for this type of program. But he felt the WWHD should be able to handle the current need within budget.

Director Stein asked about the Zika Virus and what impact it may have. Mr. Cooper responded that it is already having an impact in regards to phone calls and people concerned about mosquitoes. He pointed out that there have been no Zika transmission within the USA from mosquito bites. So far all USA Zika patients have acquired the virus outside the USA or from partners who have traveled outside the USA. There is no doubt Zika will result in some needed public health response this year, however, no one is quite sure what at this point. The State and Federal public health people are monitoring and working on it. It is likely, Zika will show up first in mosquitoes in the southern regions and then work its way up the coast. He anticipates a response similar to what was done for West Nile Virus when it first appeared. A lot of talk about avoiding mosquito bites and possibly larvaeciding catch basins and other standing water.

Chairman Crawford asked if there were any more questions on the proposed budget. There were none. On a motion made by Vice Chairman Stein and seconded by Director Stahl, the proposed FY 2016 - 2017 was approved. Chairman Crawford voted yes; Vice Chairman Stein voted yes, Director Lewis voted yes, Director Revzon voted yes and Director Stahl voted yes.

Motion was approved 5 to 0.

Operational Reports

Mr. Cooper provided a summary of the Operational Reports included in the Board package for the months of February and March. Vice Chairman Stein requested an additional column for the activity analysis providing the previous year's total as a comparison. Mr. Cooper indicated he will add that for the next report.

There was a discussion on the types of issues encountered by restaurants and other facilities the WWHD inspects and how they get resolved.

Grants update

Mr. Cimarosa provided a summary of the current five (5) grants. The Public Health Emergency Preparedness grant was cut in half last year and cut an additional three (3%) this year. The grant supports our Director of Emergency Preparedness. There is an MRC regional grant in the amount of sixty thousand (\$60,000) dollars of which most of the money is used to support regional activities, the WWHD keeps fifty five hundred (\$5,500) for being part of the region providing emergency support and six thousand dollars (\$6,000) for grant administration. There is the CT-DEEP DNA grant for development of a DNA water testing protocol which should offset about fifteen thousand (\$15,000) of staff efforts, and the WWHD receives about thirty five hundred ninety eight dollars (\$3,598) from a state Lead Poison Prevention grant.

There was general discussion on the grants and how they get used, it was noted that no grants get put into the budget until there is a signed contract and we are assured of the funding.

Proposed Holiday Schedule

Mr. Cooper noted that the proposed holiday schedule is the same as last year and that the Towns of Westport and Weston each have one more holiday than the WWHD.

Director Lewis asked if thirteen days (13) days has been the traditional number of observed holidays. Mr. Cooper concurred. It was noted that the proposed days mirror the town holidays so that WWHD offices are closed the same days as Westport and Weston.

There was general discussion on the number of holidays, sick days, personnel days, vacation days and other WWHD benefits.

On a motion made by Vice Chairman Stein and seconded by Director Revzon, the 2016-2017 Holiday Schedule was approved as proposed. Chairman Crawford voted yes; Vice Chairman Stein voted yes, Director Lewis voted yes, Director Revzon voted yes and Director Stahl voted yes.

Motion was approved 5 to 0.

Any Other Business

Dr. Steinman summarized the best time to obtain a flu vaccination and the types of flu vaccine available. The best time to obtain a flu vaccination in Connecticut is late fall to maximize protection.

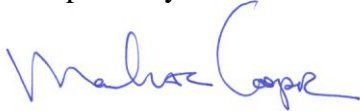
There was general discussion on the use of rubber crumb under artificial turf fields. New studies are underway, looking at the concern about off gassing and other potential health hazards.

Chairman Crawford asked if there was any other business to come before the Board. Being no additional business, on a motion by Director Lewis and seconded by Director Stahl to adjourn the meeting at 8:50 pm.

Chairman Crawford voted yes; Vice Chairman Stein voted yes; Director Lewis voted yes, Director Revzon voted yes, and Director Stahl voted yes.

Motion was approved 5 to 0

Respectfully submitted



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