



Westport Weston
Health District

BUDGET PUBLIC HEARING AND REGULAR MEETING

WWHD BOARD OF DIRECTORS

September 12, 2016

Subject to change until approval by Board of Directors

The Regular Meeting was called to order by Chairman Otis Crawford at 7:30 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.

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

Approval of Minutes

Chairman Crawford asked if there were any questions or comments on the June 13, 2016 Minutes. Being no questions or comments, on a motion made by Vice Chairman Stein and seconded by Director Revzon, the June 13, 2016 Minutes were 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.

Correspondence

Mr. Cooper noted that a number of items were included in each Director's meeting package. The first is the September 03, 2015 to June 30, 2016 flu cost report. The report is in the package to remind Directors that flu vaccination season is around the corner and to provide you with the rationale for how they are priced. Chairman Crawford noted that the cost basis includes the opportunity cost of staff time. There was a general discussion on the District's flu vaccination program, the general availability of vaccine in the community, and value the program provides in keeping staff vaccination skills current. Mr. Cimarosa provided a history of how the flu vaccination program has evolved over time. Vice Chairman Stein summarized previous Board reviews of the flu vaccination program and summarized the reasons for continuing the program.

Mr. Cooper summarized a project proposal involving potential cable public access television programming of a public health nature in response to an inquiry from First Selectwoman Nina Daniel. The idea being to come up with public health programming on hot topics that would interest the public that could run monthly. Health District staff would find non-proprietary videos and perhaps add an introduction. It would be good public relations and a way to get information out to the public. Director Stahl mentioned that perhaps such programming could also be viewed on a You Tube channel that a viewer could watch any time. Director Revzon noted that she has met with the Director of Community

Health, Monica Wheeler, on this topic and thought that there is still a place for such videos on cable for people who do not regularly access the internet.

Also included in each Director's meeting package is a newspaper article about the Insect and Tickborne Disease Task Force recently formed in response to State Public Health Commissioner Raul Pino's letter to area First Selectmen and Mayors urging preparation for the Zika Virus. Key members from both Westport and Weston are on the Committee. First Selectman Marpe and First Selectwoman Daniel both attended the organizational meeting. There was general discussion of the Zika Virus and mosquito borne diseases in general. The concern for mosquito borne disease diminishes each year after the first frost, but returns every summer season.

Also included in each Director's meeting package is newspaper article about the recent mercury spill at Avery Place. There was general discussion on mercury spills and how long it took to clean up to Connecticut standards.

Also included in each Director's meeting package is newspaper article about the local efforts to designate 180 Bayberry Lane a Historic site because of its original use as a Nike missile radar site.

Director of Health Report

Mr. Cooper summarized the operational reports for the months of June, July, and August. He also noted the inclusion of the new report on plan submittals for the months of June, July, and August. The new report was implemented to better monitor the number and kinds of plans being submitted to the District for review. He noted that June represents the end of the fiscal year so the numbers are reflective of the entire fiscal year. July 1, all the numbers are reset to zero.

Mr. Cimarosa noted that in regards to the Consolidated Income Statements, the numbers presented are unaudited, meaning that the auditor will make a number of adjustments. Mr. Cimarosa indicated he believes that there is at least ten thousand dollars in the June report that will be moved to the next fiscal year, the July report. It is likely the District will have an operating surplus that year. The surplus is likely a result of the environmental fee increase in May and the employee contributions to their health insurance plans. He also noted that Community Health has been doing very well so far this year.

There was discussion on a current food protection program investigation of a possible food borne outbreak associated with a Westport facility. The facility has always maintained very good inspection ratings and the most recent inspection by District staff and the state found the same. It is very possible the facility was a common factor in those who became ill, but had nothing to do with the outbreak itself.

Mr. Cooper indicated it appears there may be a slight slowdown in the number of applications coming in for new work. It is a bit early to know for sure; the summer had been extremely busy, this just may be a return to "normal". The applications coming in each month seem to follow the same split of about sixty five percent from Westport and thirty five percent from Weston. Mr. Cimarosa noted that this morning a fairly large number of new plans came in for review.

Chairman Crawford asked if the town was still working on converting to a new computerized permitting system. Mr. Cooper responded that it has been some time since he has seen any movement on the project. This was the first proposal the District could enthusiastically endorse. However, to

implement the system the District will have to invest in some system upgrades. However, it makes no sense to pursue the upgrades until and/or unless the town proceeds with the conversion. Mr. Cimarosa added that there is an upcoming meeting where the State Commissioner of Public Health will outline his vision for where public health is going in the future. Depending on the direction the state might take, it might be a moot point. The discussion from the state is on consolidating local health jurisdictions from the current seventy-three local public health jurisdictions to something like five or eight. It does not make fiscal sense to make local public health infrastructure investments until the future of local public is decided. There was general discussion on regionalization and the District's effort to grow in the past.

Internship Policy

Mr. Cooper outlined the District's existing policy on internships and indicated that the District has been receiving an increasing number of internship requests. He added that the "internship world" is getting more complex and he felt it was time to review and update the policy before next year's season begins. He is proposing four different categories of internship, each specific to the type of work a student might be interested in.

Vice Chairman Stein asked if the policy is modeled after some template. Mr. Cooper responded that he reviewed a number of internship policies from corporate, academic, and government agencies, borrowing as much as possible adopting it to the District's needs. Vice Chairman Stein suggested the policy be put up on the website.

Director Stahl asked if the District ever gets calls for references after an internship is completed. Mr. Cooper responded that typically does not happen, but just in an employment reference, one can only confirm that someone worked at the District from one date to another. Director Stahl asked if an intern gets sick or something happens on the job, are the interns covered by hazard insurance. Mr. Cimarosa responded that the interns would be covered by the District's general liability insurance. Mr. Cooper added that the District is held harmless and that the students are covered by their school's insurance as specified in the contract between the school and District.

On a motion made by Vice Chairman Stein and seconded by Director Stahl, the revised Westport Weston Health District Internship Program Policy 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.

Cost Allocation Analysis

Mr. Cooper indicated that Mr. Cimarosa has been working very hard on this year's Cost Allocation Plan which gets reviewed every year. This plan is how the District determines how much to charge for staff time on various grants. Mr. Cimarosa added that the State Department of Public Health requires such a plan to apply for any grant administrative charges. He indicated there are a number of assumptions that go into the plan and that it is based on the District's operating budget.

Chairman Crawford asked if there were any questions. There were none. On a motion made by Director Stahl and seconded by Vice Chairman Stein, the FY17 Program Costs for CAP Development

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.

Strategic Planning

Mr. Cooper noted that the Health District has conducted a review of its strategic plan about every five years and that it is about time to do it again. A current, within the past five years, is required if the District is to formally seek accreditation. He had been looking at a potential state grant to help pay for a new strategic plan; however, it does not appear said grant would be available this year. When the grant money was a possibility, he requested a proposal from Daniel L. Magida, President, InSight Partners LLC., who had facilitated the last plan. Although Mr. Cooper is not intending to begin a strategic planning effort now, he will look for grant money in the spring of 2017 after getting a firm cost estimate and a full discussion by the Board. There was general discussion on the need for strategic planning which included the number of new Board members and the anticipated Local Health Consolidation legislation proposed by the State Commissioner of Public Health.

Any Other Business

Mr. Cooper noted that very recently the Health District was contacted by the State Department of Health Food Program personnel to look into a potential salmonella outbreak. There are few details, it was more of a heads up. Something is happening that might involve Westport. He wanted Board members to be aware of this in case they heard something. There was general discussion on salmonella and food poisoning.

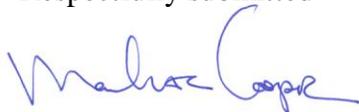
Mr. Cimarosa noted that the Health District has wrapped up a very successful year at the beaches. Water quality sampling started in May and ended the last week of August. There were very few elevated bacteria counts. Compo Beach was only closed once when the carcass of a turtle came ashore. It is believed the few incidents of higher bacteria counts were associated to storms mixing up water column.

Being no additional business, on a motion by Vice Chairman Stein and seconded by Director Revzon, it was voted 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