



Westport Weston  
Health District

## SPECIAL MEETING AND BUDGET WORKSHOP

WWHD BOARD OF DIRECTORS

March 13, 2017

Subject to change until approval by Board of Directors

**The Special Meeting and Budget Workshop was called to order by Chairman Otis Crawford at 7:30 pm. The following voting Board Members were present:** Chairman Otis Crawford; Vice Chairman Catherine Revzon; Director Ian Lewis; Director Megan Loffredo, MD.

Director Wendy Stahl was present via telephone conference line.

**Also present were:** Mark A.R. Cooper, Director of Health; John Cimarosa, Director of Finance and Special Projects; Dr. Stu Steinman, Medical Advisor; Mr. Jack Klinge, RTM District 7.

### Approval of Minutes

Chairman Crawford asked if there were any questions or comments on the February 13, 2017 Minutes. Being no questions or comments, on a motion made by Vice Chairman Revzon and seconded by Director Lewis, the February 13, 2017 minutes were approved. Chairman Crawford voted yes; Vice Chairman Revzon voted yes; Director Lewis voted yes; Director Loffredo voted yes; Director Stahl voted yes.

**Motion was approved 5 to 0.**

### Correspondence

Mr. Cooper noted that in the Board Package was a letter date February 8th from Lisa Deorio, Principal of Weston High School expressing appreciation for the District's services such as the flu clinic held there each fall and the inoculation clinics for students involved with Builders Without Borders.

Mr. Cooper also noted that it was recently reported in the media that Director Lewis had recently visited Mt. Everest Base Camp (11,000 ft elevation) and obviously, has returned safely.

### Financial Audit Contract

Mr. Cooper noted that the District has been utilizing the same accounting firm for about eight years. There are no complaints or issues with the current service, he just thought it was a good time to "test the waters" and seek other bids or price quotes. From the quotes he received, the one from Charles Costello is clearly lower, therefore it is recommended the District stay the course. By consensus the Board agrees to stay with the Costello Company, LLC.

Mr. Klinge asked if there had been any progress in recovering the payroll that had been lost in electronic transfer from the District's account to the payroll company. Mr. Cooper said that there had not and the matter closed by the Board when it was realized the legal costs would by far out weight what might be recovered. There was general discussion of the incident.

### **Director of Health Report**

Mr. Cooper summarized the operational and permit activity reports for the month of February. It was noted that permit activity levels decreased a bit. This decrease could be from winter storm activity, or vacation schedules.

Mr. Cimarosa summarized the Consolidated Income Statement report. He indicated District revenues were running about thirty thousand dollars ahead of last year at the same time, mostly because of reduced expenditures, about twenty thousand dollars. Environmental fees are down about fifty thousand dollars from last year. Although permit activity was down, fees are holding their own because of last year's fee increases. Community Health revenue is up about ten thousand dollars.

There was general discussion on the District's current budget projections and actual position relative to last year's actual. It was noted that the District's budget is a program budget not a line item one and that any deficit gets covered by the undesignated fund balance. The current projection is for a budget surplus at the end of the current fiscal year.

Mr. Cooper asked if there were any questions regarding the operational or consolidated income statement reports. Chairman Crawford asked about the Total and the Last Year columns on the Operating Report's activity analysis. Mr. Cooper explained that the Total column is a running count of permit activity on a fiscal year basis and the Last Year column was the total for the entire previous fiscal year.

### **Budget Discussion and Approval**

Mr. Cooper outlined the budget development process and noted that it has been a status quo budget proposal with no increases sought from the towns. The draft budget that has been presented to the First Selectmen in Westport and Weston, as well as the Westport Board of Finance working group, and full Board of Finance. No cuts have been made by any of the town agencies that have reviewed it. Board of Finance approval on Westport's entire municipal budget is anticipated later in the week. He noted that by state statute, the Board must take action on the budget by April 15th. Noting that the Directors next regularly scheduled meeting falls on Passover, he recommended that Board approve the budget at this meeting or plan on scheduling a special meeting to do so.

On a motion made by Director Lewis and seconded by Vice Chairman Revzon, the Westport Weston Health District approves the 2017 - 2018 Budget of \$1,358,034 as proposed. Chairman Crawford voted yes; Vice Chairman Revzon voted yes; Director Lewis voted yes; Director Loffredo voted yes; Director Stahl voted yes.

**Motion was approved 5 to 0.**

## **Any Other Business**

Chairman Crawford noted bid information had been presented at this meeting for the annual audit. He asked if there were other areas that can be looked at to reduce expenditures. Mr. Cooper explained that as contracts and/or price issues come up for review, it has become standard to test the waters by asking for quotes or going out to bid. He thought he might be able to reduce the cost of the annual audit by requesting a quote from another qualified accountant, only to find the quote came in substantially more. Although no savings was gained, neither was anything lost to find out we are getting a fairly good deal. The District has achieved savings by getting new quotes on such things as cleaning services, sharps disposal, the postage meter, and printing needs. Chairman Crawford applauded the effort and asked for a list of other contracts that may be coming up for review.

There was general discussion on the District's liability and other insurance coverage.

Chairman Crawford noted that Monica Wheeler had recently given a presentation and indicated that one of the needs in town is program capacity for physical training. There are programs in town but they fill up quickly and must turn people away. Mr. Jack Klinge, a Board member for the Friends of the Senior Center, agreed, saying the current facility at the Senior Center is small but that they are working on a plan to increase capacity at the Center. It is hoped that the project can get underway and done within three years.

Director Megan Loffredo added that after this Community Health Presentation to the Board where this topic came up and it was indicated the YMCA's programs also filled up quickly and turned people away. She contacted the Y's CEO and Senior program director and found out that there is room and no limits on senior programs such as pickle ball, senior wellness talks, light and low exercise class. The only program with a wait list is the Matter of Balance program with Ms. Wheeler. Another session of a Matter of Balance has been arranged.

There was general discussion of the YMCA's and Senior Center Programs costs involved and regulatory restraints that may affect program participation. Mr. Klinge noted that P&Z prohibits any activities outside the Senior Center such as badminton court, horse shoe pit, or a bocce ball court.

Mr. Klinge asked whether the Health District had any involvement in the coyote issue where citizens have petitioned to be able to trap them. Mr. Cooper responded that there have been no coyote specimens that needed to be transported to the state laboratory for rabies testing. Dr. Steinman noted that there have not been any reported rabies in a coyote in over ten years.

There was general discussion of coyote control measures of which the District does not get involved.

Chairman Crawford asked if there was any other business to come before the Board. Mr. Cooper stated that a recent purchase request had been made and denied because it was not consistent with the approved Personnel Policies. Since the Board approves the Personnel Policies, he thought it best to seek their input. Recently, the public health nurse asked to have the District purchase a nursing uniform, something she wears every day. The District has not purchased uniforms for employees in the past. However, Section 15.1, (page 16) Personal Protective Equipment, of the Personnel Policies allows for certain District employees to be reimbursed up to seventy five dollars per year to purchase OSHA compliant foot wear to use while in the field conducting official Health District business.

Director Stahl asked if the request was to purchase uniforms for everyone or just the nurse. Mr. Cooper stated it would just be for the nurse wearing a nurse's uniform while in our clinic area.

Director Stahl asked if it would trigger anyone else at the District needing a uniform and requesting the District purchase one. Mr. Cooper indicated no one else in the District is required to and/or wears uniforms. However, the nurses traditionally do and he felt that they should in that doing so set them apart from other staff and it helps identify them as a nurse.

There was discussion on wearing protective clothing in general. Chairman Crawford asked if there was consensus amongst Board members as to whether the District should purchase such items. Board thought it a good idea to do so. Mr. Cooper indicated he will allow the purchase using the guidelines in the existing Section 15.1, (page 16) Personal Protective Equipment, of the Personnel Policies and amend the language of the section to more specially include nursing uniforms. Director Stahl suggested that the policy should also state that if the District purchases a uniform or other safety equipment, employees are expected to wear them.

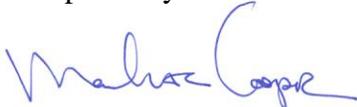
Mr. Klinge asked whether the Health District had enough resources to deal with Zika this year. Mr. Cooper indicated he thought so, but it really was anybody's guess how the potential mosquito threat will unfold this year. There are a lot of people working on the Zika issue and, so far, the Northeast is not considered the Zika hot zone. Depending on what happens, there could be federal and/or state resources should it become a big problem in Connecticut. Whatever happens will not happen just in Westport and Weston, it would be a state and regional issue. Dr. Steinman noted that there are those working on a vaccine for Zika and hopefully it will be available soon. Mr. Klinge suggested the District put posters up and get some media coverage about the various vaccinations and other travel information to the Westport Weston traveling public. Director Stahl noted a lot of people get their passport at the Post office and might notice a poster while waiting in line.

Chairman Crawford asked if there were any additional matters to be brought to the Board's attention.

Being no additional business, on a motion by Vice Chairman Revzon and seconded by Director Lewis to adjourn the meeting at 8:15 pm. Chairman Crawford voted yes; Vice Chairman Revzon voted yes; Director Lewis voted yes; Director Loffredo voted yes; Director Stahl voted yes.

**Motion was approved 5 to 0**

Respectfully submitted



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