



Westport Weston
Health District

REGULAR MEETING MINUTES

WWHD BOARD OF DIRECTORS

September 11, 2017

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 Catherine Revzon (by telephone); Director Wendy Stahl, and Director Linda Lewis Bruce.

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

Chairman Crawford welcomed Director Linda Lewis Bruce, as a new member, filling the vacancy created when Director Loffredo resigned.

In response to a question from Chairman Crawford, Mr. Cooper passed around a copy of a Memorandum of Understanding between himself and David Knauf, Director of Health for the town of Darien, each providing back up coverage in the event one or the other would be unavailable to support their own health jurisdiction. He indicated a similar MOU has been made with the Director of Health for Wilton, Barrington Bogle. There was general discussion on the purpose of such an understanding and the reason for keeping it simple.

Approval of Minutes

Chairman Crawford asked if there were any questions or comments on the May 17, 2017 Minutes.

Being no questions or comments, on a motion made by Director Stahl and seconded by Vice Chairman Revzon, the May 17, 2017 Minutes were approved. Chairman Crawford voted yes; Vice Chairman Revzon voted yes; and Director Stahl voted yes. Director Bruce abstained because she was not at the May meeting.

Motion was approved 3 to 0.

Correspondence

Mr. Cooper reviewed the correspondence included in each Board members' meeting package. There was general discussion on the flu press release and timing of obtaining flu vaccinations and future related press releases. Responsive to a question by Chairman Crawford, Mr. Cimarosa summarized the PHEP grant and what the money is used for. Additionally, he explained the letter of July 20, 2017 from Commissioner Pino regarding Contracts and Grants State and Federal Single Audit requirements.

There was general discussion on the August 1, 2017 letter from Tracey Weeks, State Food Protection Program Coordinator, regarding the revised classification of food establishments that results from the state adopting the Model FDA Food Code. WWHD staff continue to work on implementing the new code.

Presentation on Cholera

Mr. Cooper noted that this item was placed on the agenda at the request of Dr. Steinman. Dr. Steinman indicated that there is a new cholera vaccine available. He explained that some vaccines (like MMR) where one gets three shots during infancy, get a booster at about age fifteen and you are protected for life. Other vaccinations (like typhoid) that don't boost but one can get a vaccination every two years for protection because there is no sequential increase in immunity. Then there are some vaccinations (like Hepatitis B) that gives an anamnestic response where even though one has no antibodies, if there is an exposure, one gets an antibody response. Other vaccinations do not boost well and with sequential vaccinations, the antibody response decreases.

The new Cholera vaccine after ten days, 90% of recipients are immune. Three months later, 80% are immune. As a relatively new vaccine, the longer term rate of decay is known. There is also some concern about whether it can be boosted. The question becomes for those traveling to someplace with Cholera, who does one vaccinate. The WWHD's Travel Clinic policy is to only vaccinate those travelers having direct contact or at high risk for getting Cholera. Tourist travelers who do not interact with infected people are at very low risk for exposure to Cholera, less than about 1% and it is not known at this time whether the vaccine will have ongoing utility or not, and the routine travelers diarrhea medication prescribed covers Cholera as well. There was a general discussion on the cost of travel vaccinations and insurance coverage.

Director of Health Report

Mr. Cooper noted that Operational and Permit Activity reports for the months of May, June, July and August were part of each Directors meeting package. He reminded Directors that with the July report, the cumulative numbers reset because June 30th is the end of the fiscal year and July 1 begins a new one. For new members, Mr. Cooper gave a brief overview of the reports and how the numbers are obtained. There was general discussion on the reports and how over time Directors have requested different information be reported. Chairman Crawford questioned why the July 2017 Operating Report showed the last year total for the number of Class IV Restaurant inspections was 342 when the end of June 2017 report indicated 377 inspections had been done up to that time. Mr. Cooper concurred that they should be the same number of 377 and will double check the numbers. Vice Chairman Revzon concurred that it appears the Last Year column numbers after July seem to be off.

Financial Report

Mr. Cimarosa noted that there has been no change in either town's assessment. He provided a summary of the WWHD's financials; presently it appears environmental health fee collection is about five thousand dollars ahead of last year at this time. Community Health fee collection is down somewhat substantially from last year. He noted that Community Health fees do vary seasonally and that they are directly related to expense items such as the cost of vaccine. He added that it is a bit early to surmise any longer term trend at this point. There was general discussion on reaching out to travel agencies with travel brochures and other advertising efforts to increase clinic attendance. It was pointed out that one needs to be careful with the amount of effort that goes into planning, managing and customer servicing such a campaign and be more mindful of using more electronic media to reach potential customers. There was discussion on what role Directors could take in finding local expertise in marketing efforts and other projects the WWHD might decide to pursue. Vice Chairman Revzon noted that she and Director Ian Lewis had discussed working with staff on looking at expanding current marketing efforts and that they should get back on this. Mr. Cimarosa added that in addition to how much a campaign might cost not just in reaching out but also vaccine and supply costs, there is a limited amount of staff capacity. There was general conversation on how the travel clinic works, doctor and nurse scheduling, and the cost of Community Health operations. Director Stahl suggested setting a goal of what the optimum utilization of the travel clinic should be as a trigger for more or less aggressive marketing. Chairman Crawford noted that the WWHD used to have a health educator position that worked on press

releases and marketing, but the position was eliminated due to budget constraints. Director Stahl suggested defining an operating metric as a next step before any aggressive marketing effort.

Grant Resolutions

Mr. Cooper explained that there are a number of grant applications coming due and he needs Board Resolutions authorizing him to proceed. There was a discussion on each of the grants, the amount of funding and required work for each. Chairman Crawford requested Mr. Cooper read each resolution:

"Be it resolved that, Mark A. R. Cooper, Director of Health, Westport Weston Health District, is hereby authorized to sign and execute any and all contracts, amendments and/or extensions thereto, for the Department of Public Health's Public Health, Emergency Preparedness Grant, in the amount of \$26,450 with a contract date 07/01/2017 through 06/30/2018."

"Be it resolved that, Mark A. R. Cooper, Director of Health, Westport Weston Health District, is hereby authorized to sign and execute any and all contracts, amendments and/or extensions thereto, for the Regional Medical Reserve Corps Grant in the amount of \$60,000 with a contract period from 07/01/2017 to 06/30/2018."

"Be it resolved that, Mark A. R. Cooper, Director of Health, Westport Weston Health District, is hereby authorized to sign and execute any and all contracts, amendments and/or extensions thereto, for the Preventive Health Block Grant in the amount of \$8,845 with an expected contract period from 10/01/2017 to 9/30/2018."

On a motion by Director Stahl and seconded by Director Bruce the three Resolutions were approved as read. Chairman Crawford voted yes; Vice Chairman Revzon voted yes; Director Bruce voted yes; Director Stahl voted yes.

Motion was approved 4 to 0

Cost Allocation Program

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 Revzon, the FY18 Program Costs for CAP Development was approved. Chairman Crawford voted yes; Vice Chairman Revzon voted yes; Director Bruce voted yes, and Director Stahl voted yes.

Motion was approved 4 to 0.

FDA Food Inspection Program Implementation

Mr. Cooper summarized the State of Connecticut's efforts to adopt the Model FDA Food Code which was recently approved by the Legislature. The transition from Connecticut's current Food Code to the FDA code is

being phased in over the next six months or so. Active enforcement is scheduled to begin July 1, 2018, however there are a large number of things that need to be done between now and then. Additionally, all food inspectors in Connecticut will need to undergo significant training and certification to be able to inspect for and enforce the FDA code. A few years back the town increased funding with the understanding a dedicated food inspector would be hired, which the WWHD did. That person has left and the WWHD has been using part-time inspectors to do food service inspections. With the adoption of the FDA food code and all the work that will go along with transitioning to it, Mr. Cooper is looking to hire a new full time dedicated food inspector. Mr. Cimarosa outlined the fiscal impact indicating some funds would be needed on an interim basis from the undesignated fund balance for about six months. There was general discussion of the responsibilities of a food inspector and what will be involved in transitioning to the FDA code. Director Stahl expressed concern of the State's lack of an operating budget and what that might mean for our member towns. There was a consensus on moving forward with the recruiting process with a goal of meeting FDA requirements but with the understanding that prior to actual hiring, the Board of Directors would review and approve an interim funding plan, specifically how much might be needed from the undesignated reserve and for how long. Directors expressed a willingness to have a special meeting should a good candidate be found and a funding plan is ready for review.

Any Other Business

Chairman Crawford asked if there were any additional matters to be brought to the Board's attention. There was a question about when the next meeting date would be. Mr. Cooper indicated the next regular meeting date is the second Monday in November. He has proposed October 16th as a target for a special meeting should one be necessary. Once it is determined whether a meeting is needed, a Notice and agenda would be sent out.

Being no additional business; on a motion by Director Stahl and seconded by Vice Chairman Revzon to adjourn the meeting at 9 pm. Chairman Crawford voted yes; Vice Chairman Revzon voted yes; Director Bruce voted yes; Director Stahl voted yes.

Motion was approved 4 to 0

Respectfully submitted



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