



Westport Weston
Health District

REGULAR MEETING MINUTES

WWHD BOARD OF DIRECTORS

January 08, 2018

Subject to change until approval by Board of Directors

The Regular Meeting was called to order by Chairman Otis Crawford at 7:32 pm. The following voting Board Members were present: Chairman Otis Crawford; Vice Chairman Catherine Revzon; Director Ian Lewis, 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.

Approval of Minutes

Chairman Crawford asked if there were any questions or comments on the December 11, 2017 Minutes.

On a motion made by Director Bruce and seconded by Vice Chairman Revzon, the December 11, 2017 Minutes were approved. Chairman Crawford voted yes; Vice Chairman Revzon voted yes; Director Lewis voted yes, and Director Bruce voted yes.

Motion was approved 4 to 0.

Correspondence

Mr. Cooper noted December Travel Clinic Report included in each Director's meeting package and stated it was for informational purposes only. He also noted the Email dated December 22, 2017 to Sara Harris from Mark Cooper regarding the town's computerization of the land use permitting process. There was discussion on the use of satellite offices and where they make sense and where not, from an efficiency point of view. Mr. Cooper also noted the Emergency Management Division report from Mr. Vincelli.

Director of Health Report

Mr. Cooper summarized the operational report for the month of December. He noted the new format with the added column, FY Month. Director Lewis asked if the column was a year to date figure. Mr. Cooper explained that the new column is the previous fiscal years running total for the same month. With some discussion it was agreed the column will be renamed FY17 To Date.

Chairman Crawford asked about the inspection of food service facilities since the number of inspections for class 4 facilities seems to be low. Mr. Cooper responded that the WWHD is currently using part-time inspectors and that beginning the third week of January an intern is starting who will focus on helping the WWHD transition to the new FDA Model Food Code. Enforcement of the new Code begins July 1, 2018. Because there are so few FDA Food Code certified inspectors in Connecticut, Mr. Cooper is hopeful the intern can be trained and certified to be able to inspect food service facilities by July. There was general discussion on the FDA classification of food service facilities and how it differs from Connecticut's traditional classification system. Director Lewis asked about mobile food truck inspections and licensure, and whether each truck needs to be inspected in each town they work. Mr. Cooper explained that if a food truck has a valid license from another health jurisdiction, the WWHD will honor it. He noted that if a vendor intends or wants to sell roadside or other public locations, they may need to obtain a vendors license from the Selectman's office.

Financial Report

Mr. Cimarosa summarized the financial report from the previous month indicating that the WWHD is doing a little better than the same time as last year. Revenues are down a bit from last year but so are expenses. Director Bruce noted that on the Travelers Clinic, 2nd quarter report, the Inventory column totals do not add up correctly. After a quick review, it was agreed that the inventory total as shown is not correct and will be corrected.

There was a general discussion on the rabies vaccine and protocol for its administration.

Audit

Mr. Cooper reminded Board members that at the last meeting the audit was reviewed but no action taken because members wanted to have more time to review it. Members were asked at the last meeting to text or email any questions to the WWHD office prior to this evening so answers could be obtained. No questions were received. Chairman Crawford noted that the Board only has to accept the report, not necessarily approve it.

On a motion made by Director Lewis and seconded by Vice Chairman Revzon, the Independent Auditor's Report and the Financial Statements for the period ending June 30, 2017 were approved. Chairman Crawford voted yes; Vice Chairman Revzon voted yes; Director Lewis voted yes, and Director Bruce voted yes.

Motion was approved 4 to 0.

Budget Process

Mr. Cooper noted that Chairman Crawford and he attended a budget meeting with First Selectman Marpe, Finance Director Gary Conrad, and selectmen Jennifer Tooker and Helen Garten. Although the Town may be looking for budget reductions, it may not be possible for the WWHD to do so. There are a number of issues needing attention such as funding appropriate insurance coverage,

implementing the FDA Model Code adopted by the State, the town's land use software initiative, and staff concerns.

There was general discussion on the budget, process, and timing for Weston and Westport. The town seems to be developing a budget earlier this year than in past years. Board members indicated a need to evaluate Community Health in light of Monica Wheeler's retirement. Board members agreed to schedule a meeting in February to review a draft budget that will be developed for discussion and possible action. Director Bruce asked if any draft budget could be sent to Board members prior to the February meeting. Mr. Cooper agreed.

There was discussion on what hardware and/or infrastructure upgrades the WWHD might need to undertake to participate in Westport's land use system once it becomes operational and what the costs might be. Past proposals seemed to indicate that a fiber optics internet connection line might be needed for larger digital file transfers and a large scanner to digitalize and upload large size maps. At one time the town had indicated the costs to implement the system would be borne by them. There was general discussion on what it would take for the WWHD to implement such a system and the cost of doing so.

Town of Westport Land-use Software Project Update.

Mr. Cooper summarized the data requests being made by the town. Staff keeps working to supply the requested information as timely as possible. The requests are very detailed and require quite a bit of staff effort to assemble. There are weekly meetings that Mr. Cooper and Cimarosa attend and they will continue to work with the town. There was general discussion on how the land use software program might work with data in the clouds being accessed by any department needing to do so. There was some concern regarding cyber security.

Community Health

Mr. Cooper noted the retirement of Monica Wheeler, the former Director of Community Health, and stated that he and the Board need to discuss and develop a vision and plan for Community Health programming. He acknowledged the need for a five year strategic plan for the District, which the Board agreed a year ago should wait until after the State Commissioner of Public Health's Legislative proposals to centralize and consolidate local health into mega-district's.

There was general discussion on Community Health's role in emergency sheltering; home bound well checks; hoarding team investigations; communicable disease and food borne illness investigations (foodnet); mold and lead investigations; bat/tick/ bedbug specimen collection and testing; health education; etc. Mr. Cooper indicated he will put together an outline of what he thinks the direction of the Community Health Department should be for discussion at the next meeting.

Any Other Business.

Chairman Crawford asked if there were any additional matters to be brought to the Board's attention. Mr. Cooper asked if the current meeting schedule of holding meetings the second Monday of each month with a break in the summer still works for Board members. Based on a consensus of the Board, Mr. Cooper recommended Board approval of the 2018 meeting schedule, including a meeting on February 12 for budget development purposes.

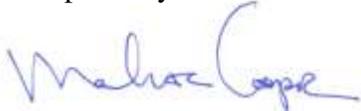
On a motion made by Director Bruce and seconded by Director Lewis, List of Regular Meetings for 2018 was approved for filing with the Town Clerks of Westport and Weston. Chairman Crawford voted yes; Vice Chairman Revzon voted yes; Director Lewis voted yes, and Director Bruce voted yes.

Motion was approved 4 to 0.

Chairman Crawford asked if there were any additional matters to be brought to the Board's attention. Being none, on a motion made by Director Bruce and seconded by Director Lewis, the meeting was adjourned at 8:25 PM. Chairman Crawford voted yes; Vice Chairman Revzon voted yes; Director Lewis voted yes and Director Bruce voted yes.

Motion was approved 4 to 0.

Respectfully submitted

A handwritten signature in blue ink, appearing to read "Mark A.R. Cooper".

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