



Westport Weston  
Health District

## REGULAR MEETING MINUTES

### WWHD BOARD OF DIRECTORS

February 12, 2018

**Subject to change until approval by Board of Directors**

**The Regular Meeting was called to order by Chairman Otis Crawford at 7:33 pm. The following voting Board Members were present:** Chairman Otis Crawford; Vice Chairman Catherine Revzon; Director Ian Lewis, and Director Linda Lewis Bruce. Director Stahl participated via speaker phone.

**Also present were:** Jack Klinge, Chairman of the RTM's Health and Human Services Committee, 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 January 8, 2018 Minutes. Being none, on a motion made by Director Lewis and seconded by Vice Chairman Revzon, the January 8, 2018 Minutes were approved. Chairman Crawford voted yes; Vice Chairman Revzon voted yes; Director Lewis voted yes, and Director Bruce voted yes. Director Stahl abstained because she was not present at the meeting

**Motion was approved 4 to 0.**

#### **Correspondence**

Mr. Cooper noted the annual Activities Report for Calendar Year 2017 & Budget Information for FY 2018 – 2019. He explained this is something staff puts together each year around budget season to help explain what the WWHD does. Also included in each Director's meeting package are various pertinent public health news articles, one involving a young boy who was scratched by a bat and developed rabies, and several WWHD press releases regarding the availability of flu vaccine. Mr. Cooper explained that there was a recent uptick in public demand for flu vaccinations and that the WWHD had to order additional supplies to meet it.

Dr. Steinman added that the high dose vaccine for seniors is only three valiant while the regular flu vaccine is four valiant, and the B flu virus, which is the major concern this year, is not in the high dose vaccine. The regular flu vaccine offers better protection this flu season.

There was general discussion on when best to get vaccinated. The WWHD encourages people get vaccinated later in the season around late October and November to have the maximum benefit during peak flu season, while CDC recommends getting vaccinated as early as August.

## **Director of Health Report**

Mr. Cooper summarized the operational report for the month of January. Chairman Crawford asked why a recent town of Westport report did not mention the WWHD's role in approving generator installations. Mr. Cooper explained that the town's audit was conducted prior to the new mandate that public health departments must review and approve proposed generator and fuel tank locations to ensure compliance to set back requirements from wells and septic systems. Director Lewis asked about rabies testing in January. Mr. Cooper explained that for January two bats were sent to the lab with no positive results; Last year at this time there had been two positives.

Chairman Crawford asked how staff was doing on restaurant inspections. Mr. Cooper indicated that the frequency of inspections has increased but that there is a need to replace the part time inspector with a full time one, particularly as the summer months approach and the number of seasonal food events increases. He explained that with the State of Connecticut's adoption of the FDA Model Food Code, there is mad scramble across the state to get the majority of food inspectors certified to conduct FDA inspections. There is only a handful of FDA certified inspectors in Connecticut now. Current WWHD staff is getting the necessary training and the WWHD has an intern also undergoing training with the thought she might apply for the job once she graduates college at the end of May.

Mr. Cooper also noted that there are many issues with the State's proposed full implementation of the FDA Model Code on July 1, 2018. The State Department of Public Health's Food Protection Program is not ready. They have not been able to produce a Connecticut inspection form, finalize an inspector certification process, or develop a required food service establishment registration system, amongst other things. He and other Directors of Health are working to delay the state's full implementation date to ensure everything that is needed is in place prior to changing over to the new code.

## **Financial Report**

Mr. Cimarosa summarized the financial report from the previous month indicating that the WWHD is doing okay; revenues are about the same as they were this time last year. He expects a small positive operating budget at the end of the year. There was a brief discussion on the January plan submittals and the seasonal fluctuation of work that flows through the WWHD office. Mr. Cooper noted that staff has been able to keep up with the work flow and improve turn around time with the changes to the submittal and review process but if the economy were to improve and work flow increases, the turnaround time could increase. There are only two sanitarians reviewing plans and doing the related field work.

## **Budget Process**

Mr. Cooper noted that Chairman Crawford and he attended a preliminary budget meeting with First Selectman Marpe, Finance Director Gary Conrad, and selectmen Jennifer Tooker and Helen Garten back in December. As a result of that meeting the cost of the town's land use software program and the WWHD's new insurance coverage expenses. Since then he has met with Westport's Finance Director who has agreed that the town's land use software should be moved to the town's Capital

budget since it benefits Westport and not Weston. It was a very large increase for the WWHD budget to absorb. The largest part of the WWHD budget increase is the new insurance coverage, necessitated by the previous insurance provider leaving Connecticut's insurance market place. He has been working closely with Westport's and Weston's insurance broker to develop a new overall insurance strategy. There was general discussion on various budget line items with Mr. Cooper noting that it is his intent to replace retiring staff, after some reorganization, without having to increase the bottom line. The number of full time staff will not change. He also noted that staffing levels and the operating budget are as low as they can go and still be able to provide quality services. The WWHD's ability to respond to emerging issues is lower than it used to be.

On a motion made by Director Lewis and seconded by Vice Chairman Revzon, the Board accepts the proposed budget for submittal to the Towns of Westport and Weston for fiscal year 2018 – 2019. Chairman Crawford voted yes; Vice Chairman Revzon voted yes; Director Lewis voted yes, Director Bruce voted yes, and Director Stahl voted yes.

**Motion was approved 5 to 0.**

Jack Klinge asked about the WWHD's sanitarians' work load. Mr. Cooper indicated that there are two registered sanitarians that review applications for compliance to the Health Code and conduct all the related field work. On average, there are about 100 plans for subdivisions, septic systems, swimming pools, decks, well, etc., that are processed each month. Many applicants want to meet with the sanitarians prior to plan submittal to ensure they can do what they want. Plans need to be reviewed carefully to ensure compliance and reduce WWHD liability.

Jack Klinge also asked about the status of the State Public Health Commissioners proposal to reduce the number of local health jurisdictions from the current 73 to 9 regional super districts. The Bill submitted last year was not approved. The Commissioner has indicated the intent to submit something similar this Legislative session. Directors of Health are watching for such legislation to be resubmitted and will respond accordingly.

Jack Klinge noted a meeting of the RTM Health and Human Services Committee on February 26, 2018 at 7:00 pm at town hall to discuss budgets.

### **Town of Westport Land-use Software Project Update.**

Mr. Cooper indicated that the project is ongoing, unveiling some of the proposals later in the week. Mr. Cimarosa explained that the town put out an RFP in December; three bids came back, but one has been withdrawn. There will be demonstrations of the proposals for staff to view. He noted that the software proposals are fairly elaborate and expensive programs. The primary focus seems to be on customer service while the programming needs work for all the departments utilizing it.

Mr. Cooper asked the Board what level of involvement it wants to have in deciding whether the WWHD participates with the town. He had questions yet unresolved as to who owns what data; maintenance costs; who will be the gate keeper, etc. Director Lewis indicated it is a major change and an important aspect of the WWHD's business; the Board should be involved. There was general discussion on the world moving to a digital format and how to ensure that the best solution is implemented and works for everybody. Director Stahl indicated that if there appears to be an impact on the WWHD operationally, the Board would like to hear about it, and be able to discuss it, before there is any commitment by the WWHD to participate. She also suggested that there needs

to be a discussion about resources that will be needed for training staff to implement any system adopted.

### **Emergency Preparedness**

Mr. Cooper noted the Emergency Management Activities Report from Mr. Vincelli summarizing some of the important issues in 2017. Mr. Cimarosa provided an overview of the PHEP grant which funds the WWHD's emergency response efforts. There has been a significant change in how the grant is being administered. The State has assigned the job of PHEP grant administration for Region 1 to Yale. Yale gets five percent of the grant from the local share of the funding and five percent of the grant from the state's share of a total of ten percent for its efforts. Yale is to set up a Region 1 Health Care Coalition that includes hospitals, community medical centers, health departments, and other community organizations that provide medical services. Each Health Care Coalition is an independent organization with its own by-laws and policy making. All PHEP budget requests now go to Yale. The budget submittal timeline has been shortened and the requirements have increased. It appears the funds for emergency preparedness will be about the same as was received last year. The funding for the MRC is expected to decrease.

### **Community Health**

Mr. Cooper noted that with the retirement of the former Director of Community Health, the WWHD has one full time nurse. He has begun the process of thinking about how best to reorganize the department. He noted that during his budget discussions with the Westport Board of Finance, he was asked to look into collaborating with the school nurses. At one time, the school nurses did work for the WWHD but, for a variety of reasons, the relationship was ended and the nurses work directly for the school system. The schools have 12 nurses that work the school day and just during the school year. The WWHD needs nurses 8:30 am to 4:30 pm Monday through Friday, all year long.

Mr. Cimarosa provided a general overview of the WWHD/school nurse relationship. There was general discussion on what school nurses do and what the WWHD needs nurses for.

Mr. Cooper indicated he needs a nurse with an environmental background to help with mold and lead inspections, rabies and tick consultations, and cosmetology inspections. Additionally there is also a need for someone to focus on health education. Once a job description is finished, the position will be advertised and applications sought.

### **Any Other Business.**

Mr. Cooper noted that his top priority in the next few weeks is to finish up the final report on the DNA water sampling project and then work on a reorganization plan. He noted another retirement announcement is in the works, likely for the end of March or April.

Chairman Crawford asked if there were any additional matters to be brought to the Board's attention. Dr. Steinman noted that the Annual Activities report has some great local data and that there seems to be a big increase in the incidence of Chlamydia. He thought the WWHD might want to think about how best to develop an intervention. Mr. Cooper explained the he reviews the Reportable Disease reports received by the WWHD daily and tabulates them. The reports then go to the Community Health department where he has had some discussion with the former Director about appropriate

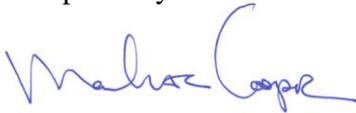
follow-up. With a vacancy now in the Community Health department, he is looking at how best to fill the position and what its mission is going to be. A nurse with a health educator background would be very helpful in addressing issues such as this. Dr. Steinman suggested a closer look at the Chlamydia statistics; who is getting exposed; what ages; is there any clustering, etc to better focus any intervention efforts. Mr. Cooper agreed that this is something he will be looking at. Director Stahl suggested that if the increase is a broader statewide development, it would make sense to coordinate efforts with other health jurisdictions and share health information rather than each jurisdiction addressing the issue alone.

Mr. Cooper provided the Board with an overview of the insurance issues that he has been working on with the towns of Westport and Weston. The WWHD will end up with the equivalent and/or better coverage.

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 Lewis and seconded by Vice Chairman Revzon, the meeting was adjourned at 8:25 PM. Chairman Crawford voted yes; Vice Chairman Revzon voted yes; Director Lewis voted yes, Director Bruce voted yes, and Director Stahl voted yes.

**Motion was approved 5 to 0.**

Respectfully submitted

A handwritten signature in blue ink that reads "Mark A.R. Cooper". The signature is written in a cursive style with a large initial "M" and "C".

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