



Westport Weston
Health District

BUDGET PUBLIC HEARING
AND
REGULAR MEETING MINUTES
WWHD BOARD OF DIRECTORS

April 8, 2019

Subject to change until approval by Board of Directors

The Budget Public Hearing was called to order by Chairman Otis Crawford at 7:32 pm. The following were present: Chairman Otis Crawford; Vice Chairman Catherine Revzon; Director Linda Lewis Bruce; Jack Klinge, Chairman of the RTM's Health and Human Services Committee; Wendy Batteau, RTM's Health and Human Services Committee; Andrew Colabella, RTM's Health and Human Services Committee, Louis D'Onofrio WWHD's Director of Clinical Care and Mark A.R. Cooper, Director of Health.

Copies of the proposed FY 2019-20 budget and the Health District's Annual Activities Report with supporting budget information were available for anyone wanting one.

Mr. Cooper gave a brief overview of the budget process and summarized the proposed budget. In 2018 the Health District was able to reduce staff by 1.5 FTEs because of the retirement of four long time staff members. Job descriptions were revised and important tasks reassigned to existing positions.

Working with the Towns of Westport and Weston to address professional liability insurance concerns, the Health District has made some structural and programmatic changes which will result in significant savings in the long run. Starting in January of 2019, the Health District no longer employed physicians as Travel Clinic doctors, and ended the relationship with the medical advisor. By not having physicians on the payroll the Health District and towns have significantly less potential professional liability, eliminating the need for umbrella insurance coverage. In the short term, the Health District has had to purchase additional insurance tail coverage, which after three years, will no longer be needed. This additional tail coverage is an added cost to the Health District.

The structural change to no longer employ physicians has also resulted in a temporary loss of revenue from the Health District's Community Health and Travel Clinic vaccination programs. The Health District cannot administer vaccinations until an advanced practice registered nurse (APRN) can be hired to provide the standing orders and over-site necessary to operate the clinics. A staff APRN will be covered by the Health District's current CIRMA professional liability insurance and will not increase insurance costs. Additionally, an APRN will allow the Health District to consider new Community Health opportunities to increase revenues.

There are two huge challenges for FY2020. The state has sent out a notice that the Connecticut Municipal Employees Retirement System mandatory contribution is going up from 11.74% of

payroll to 14.22%. This equates to an increase of about \$21,443. To add a little insult to the injury, the notice also indicates the CMERS increases will continue to increase 2 – 2.5% each of the next four years to top off at 21.79% in 2024.

There are other legislative proposals this session that may result in additional unfunded mandates that will require significant resources currently not available.

The Town of Westport's current FY 2019 Health Assessment is \$574,411. An increase of 0.09% or \$5,500 to \$579,911 is requested to offset the increased insurance and CMERS increases.

Chairman Crawford asked if there were any questions about the proposed budget. Hearing none, he declared the Public Hearing closed at 7:35 pm.

The Regular Meeting was called to order by Chairman Otis Crawford at 7:36 pm. The following voting Board Members were present: Chairman Otis Crawford; Vice Chairman Catherine Revzon; and Director Linda Lewis Bruce.

Approval of Minutes

Chairman Crawford asked if there were any questions or comments on the March 11, 2019 Minutes.

Director Bruce indicated she had several editorial comments. The date in not correct on the Agenda, it should read April 8, 2019. On page 1, both paragraphs under "approval of minutes" references the March 11 minutes, both should read the January 14, 2019 minutes. Page 1 under Director of Health Report, third sentence should read reduced expenditures, not deducted. Page 3 under Budget, fourth sentence where it says "budget request includes an increase of 0.09% increase", remove the second increase.

Chairman Crawford asked if there were any more changes: Being none, on a motion made by Vice Chairman Revzon and seconded by Chairman Crawford, the March 11, 2019 Minutes were approved as amended. Chairman Crawford voted yes; Vice Chairman Revzon voted yes; and Director Bruce voted yes.

Motion was approved 3 to 0.

Correspondence

Mr. Cooper noted the memo from Loren Pace to King's Highway School Nurse reporting the number of blood pressure screenings and blood sugar readings results from screenings offered to staff on Go Red Day. He also noted the March 14th Press Release regarding Free Skin Cancer Screening clinic that will be held on May 5th. Mr. Cooper also shared a copy of the press release that was sent to local media outlets announcing the hiring of Louis D'Onofrio as the District's new Director of Clinical Care.

Mr. Cooper noted that Louis D'Onofrio, WWHD's new Director of Clinical Care is present and asked him to introduce himself. Vice Chairman Revlon shared that the Weston Library has been show casing staff members each day with quick personnel facts during National Library week.

The information is posted on Face book and included things like the last book read, what someone likes to do when not working, and it helps keep Face book fresh.

Director Bruce asked whether there would be follow-up or next steps with regards to the King's Highway blood pressure screenings and blood sugar readings and whether this would be something Mr. D'Onofrio could do. Mr. Cooper explained that these screenings have been done at Kings Highway School for many years, as much as the WWHD would like to do more programming with the school, it has been difficult to get in. Director Bruce stated she thinks the community outreach is good to increase broader awareness of the WWHD's existence, but was wondering if the WWHD has the interest and capacity to expand it. Mr. Cooper responded yes to both, particularly now that Mr. D'Onofrio is part of staff.

Director of Health Report

Mr. Cooper summarized the Plan Submittal and Operating reports for the month of March. He noted that the WWHD has been holding its own. Community Health revenue is down since suspending the clinic activities in December. He expects that to start changing with Mr. D'Onofrio now on board. He also noted that expenditures are down since one of the largest expenses is the purchase of vaccines. Director Bruce asked if the purchase of vaccines comes out of the Supplies and Equipment budget line item, Mr. Cooper confirmed this. Director Bruce asked why the employee benefit line item was down. Mr. Cooper explained that there has been four recent retirements of long time staff, not all positions have been refilled and those that have been come in at a lower pay grade. Director Bruce asked what goes into the Office and Miscellaneous line item. Mr. Cooper indicted it has been a catch all category for all kinds of expenses. He and the bookkeeper are working to re-categorize a number of expenses that have been put in there over the years, and better align the expenses with what the auditor recommends. Mr. Cooper also noted that on the recommendation of both the auditor and WWHD bookkeeper, there has been a change from using Peach Tree Accounting software to Quick Books. He and the Bookkeeper are rebuilding the accounting format that will facilitate better reporting. This process has also resulted in some re-categorization of expenses. Director Bruce had additional questions regarding the Office and Miscellaneous expenditure line item and how a \$32,000 budgeted line item could grow to \$102,799 as a year to date expense. Mr. Cooper felt most of it based on the auditor's recommendation to reclassify a number of expenditures as we go along rather than end of year adjustments which is how it had been traditionally done. The new accounting format will rectify this in the future. Mr. Cooper suggested and Director Bruce agreed to meet with and discuss this with the bookkeeper.

Director Bruce asked why the interest revenue being so much higher than budgeted going from \$600 to \$13,210. Mr. Cooper indicated that the \$600 was based on the going interest rates back in the spring of 2017 when the budget was put together and since that time the State of Connecticut's fund where the WWHD's funds are placed, has done much better.

Community Health

With Mr. D'Onofrio present, Mr. Cooper suggested discussing Community Health before getting into the budget. He noted that Mr. D'Onofrio starting working for the WWHD on April 1. Included in each members meeting package is an outline of initiated community health projects.

Mr. D’Onofrio summarized his first full four days working at the WWHD, reviewing clinic processes, flow of how it operates and services that might be considered in the future. First step is making sure all the proper licensures are in place. A clinic customer service survey has been developed to collect initial impressions of the clinic and it will then be repeated after some time to compare data. An account with Google Business has been created so people can comment and rate their experience with the clinic. He has also started to develop a list of equipment that may be needed if services are expanded. Cost estimates are being developed, looking at used, as well as new equipment. Chairman Crawford asked if the funds for such equipment would come under a capital cost line item. Mr. Cooper indicated that there is no capital line item in the current years’ budget but he has created a capital line item in the budget just developed for the coming fiscal year. He will prioritize equipment needs with Mr. D’Onofrio and he thinks there are enough funds in the current supplies and equipment account for equipment should be purchased sooner rather than later.

There was a general discussion on possible areas community health services could be expanded and the kinds of equipment might be needed to do so. A community needs assessment is being discussed using the college interns that rotate through the WWHD, to help determine what services are most needed. Chairman Crawford asked if there might be some resistance from area medical providers. Mr. Cooper didn’t think so; several local providers send referrals to the WWHD now for school vaccinations and physicals. The WWHD also receives calls regarding occupational health physicals. With the needs assessment, area providers will be approached and asked how the WWHD might be able to assist them.

Chairman Crawford asked about billing and collection from insurance companies. Mr. D’Onofrio responded that the WWHD already has a limited relationship with some insurance companies. As staff looks at service expansion, insurance payments will also be evaluated, particularly Medicaid. There was general discussion on the pros and cons of trying to collect from insurance companies for services rendered.

Vice Chairman Revlon stated she sees this as an opportunity to increase community awareness of what the WWHD does by better engaging social media and using the expertise of Board members. Mr. D’Onofrio agreed saying the WWHD should put more energy into its social media efforts.

FY 2019-20 Budget

Mr. Cooper again gave a brief overview of the budget process and summarized the proposed budget. Mr. Cooper noted that the proposed budget has not changed since the Board endorsed it and it was presented to the towns. Westport’s Board of Finance has approved the town’s proposed budget; WWHD’s budget request was included in the town’s budget. He noted that although the overall budget indicates about a five percent decrease, that is because there is no grant funding in the current budget proposal. The state has not made any commitments as to what, if any, grants will be available next year. The assessments to Weston and Westport increase 0.09% from last year.

There was general discussion on the budget and how development of this budget is different from those in the past.

Chairman Crawford asked if there were any questions on the budget. Being none, on a motion made by Director Bruce and seconded by Vice Chairman Revlon, the Board approved the Westport Weston Health District Budget for Fiscal Year 2019 -2020 with a bottom line total of \$1,356,031.00. Chairman Crawford voted yes; Vice Chairman Revzon voted yes; and Director Bruce voted yes.

Motion was approved 3 to 0.

Emergency Preparedness Reports

Mr. Cooper stated that he included the latest update to Annex “K” of Westport’s Emergency Operations Plan on the Agenda so Board Members can get a better understanding of the WWHD’s role and responsibilities are during emergencies. No action is needed from the Board. The Annex is updated every year.

There was general discussion on what WWHD staff might do is an emergency shelter is set up, how staff would support both Westport and Weston in a regional event. There was also discussion on how the State of Connecticut is reorganizing statewide emergency response efforts and re-allocating funding.

Any Other Business.

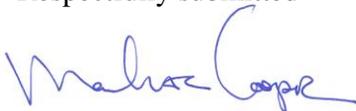
Chairman Crawford asked if Board members thought the WWHD should get more involved in the vaping issue, it has become a big problem in the schools. There was general discussion on the current legislative initiatives to make it harder for anyone under the age of 21 to purchase, the role of school resource officers, WWHD’s limited resources and that there is no health educator, the general consensus was that there was not much the WWHD could add at this time.

Chairman Crawford asked Board members whether they had any preference for a different meeting date and/or time. The general consensus was that the second Monday of month and meeting at 7:30pm was fine.

Chairman Crawford asked if there was any other business that needs to be brought to the Board's attention. Being none, on a motion made by Director Bruce and seconded by Vice Chairman Revzon the meeting was adjourned at 8:55 PM. Chairman Crawford voted yes; Vice Chairman Revzon voted yes; and Director Bruce voted yes.

Motion was approved 3 to 0.

Respectfully submitted



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