

# DRAFT

## REGULAR MEETING MINUTES

### WWHD BOARD OF DIRECTORS

January 14, 2019

Westport Weston  
Health District

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



**The Regular Meeting was called to order by Chairman Otis Crawford at 7:37 pm. The following voting Board Members were present:** Chairman Otis Crawford; Vice Chairman Catherine Revzon, Director Linda Lewis Bruce, Director Wendy Stahl, and Director Ilisa Nussbaum.

**Also present were:** Mark A.R. Cooper, Director of Health.

#### **Approval of Minutes**

Chairman Crawford asked if there were any questions or comments on the December 10, 2018, Regular Meeting Minutes.

Director Bruce noted that on page 2 the last paragraph the minutes state that “Dr. Steinman stated that his cell covers him...” and asked what is meant by cell. Mr. Cooper responded that the use of the work cell also struck him as being unusual so he listened to the meeting tape a number of times to make sure it was captured correctly and came to the conclusion that Dr. Steinman did use the word cell. Chairman Crawford stated that he thought Dr. Steinman called his insurance cell coverage. Director Nussbaum added that he used the term cell coverage a number of times.

Chairman Crawford asked if the Health District has enough funds to cover added insurance costs. Mr. Cooper responded that the renewal of the professional liability and new tail coverage invoices have recently been paid and that there is enough funds to cover the cost. Director Stahl asked if there will be a tail payment next budget year. Mr. Cooper responded that the tail has been paid in full for three years, and that there will be no additional insurance tail costs to the Health District. There will be professional liability renewals every year. Chairman Crawford added that Marty Burger also indicated he would let the Board know after three years if there was anything else needed regarding the tail coverage.

On a motion made by Director Nussbaum and seconded by Vice Chairman Revzon, the Board voted to approve the January 14, 2018, Regular Meeting minutes. Chairman Crawford voted yes; Vice Chairman Revzon voted yes; Director Bruce voted yes, and Director Nussbaum voted yes. Director Stahl abstained because she had not attended the meeting.

**Motion was approved 4 to 0 with 1 abstaining.**

## **Communications**

Mr. Cooper summarized several items of correspondence and noting that the state Department of Public Health has delayed full implementation of the FDA Model Food Code for another 6 months, and that the Health District's food sanitarian has successfully completed all requirements to be a state certified food inspector.

Chairman Crawford asked if the other District sanitarians are certified as FDA food inspectors. Mr. Cooper replied that the state Department of Health has not begun certifying Connecticut certified food inspectors to be FDA food inspectors yet. All Connecticut certified food inspectors will attend a one day training session to become FDA certified. All of the Health District inspectors have successfully completed all the prerequisite FDA online training required and will undergo the one day training session.

Mr. Cooper distributed an updated Directory of Board Members.

Director Stahl asked if all public health departments have the same responsibilities such as permitting and sanitarian work. Mr. Cooper stated that they do, each having to provide what the state calls the ten essential services, but noting that the level of effort related to each of the ten essential services can vary between communities. He compared the amount of septic system plan review work that a large urban center tends to be much less intensive than in rural areas with newer housing where there are no sewers available.

There was general discussion on the services health departments provide and summation on the state Health Department's continuing effort to force consolidation of local public health services. There was a consensus that area towns would be welcome to discuss joining the WWHD.

Mr. Cooper asked if there were any other questions on any particular item of correspondence, there were none.

## **Director of Health Report**

### *Operational and Permit Activity Reports*

Mr. Cooper summarized the Plan Submittal reports for the months of December and the summary of all of 2018. He noted from the three year history of plan submittals that there appears to be a trend of busier and slower times for building activity.

There was general discussion on the different influences on local building activity, for example how the wet and hot early summer may have slowed down local building activity, resulting in an apparent spike in activity in October.

### *Deferred Compensation Plan Update*

Mr. Cooper provided a summary of the Health District's Deferred Compensation Plan, which was originally adopted around 1986 and administered by Mass Mutual. Such plans need to be updated periodically to stay compliant with applicable Internal Revenue Codes. Mass Mutual explained that the

Plan could be updated by the Health District internally, by paid consultant, or by Mass Mutual for a fee of \$300. Mr. Cooper authorized Mass Mutual to proceed since they had the expertise. The first revised draft contained a provision that would allow employees to take a loan against accrued account value. Researching the Health District's file and reviewing the existing plan, there was no such provision approved by the Board in the past. In discussing this provision with staff, no one has used or is likely to use the loan provision in the foreseeable future; therefore, Mass Mutual was asked to remove the added provision. The Plan before the Board for approval is same as the original approved Plan, updated to comply with Internal Revenue Codes.

There was general discussion on the Plan, there is no impact on the Health District's Budget, employees elect to have funds withheld from their paychecks pretax and deposited into an account set up for them, from which they can withdraw at a later date.

On the motion made by Director Nussbaum and seconded by Director Stahl, the Board approved the following Resolution:

Resolved, that the Board approves and adopts the Westport Weston Health District Deferred Compensation Plan ("Plan") to provide employees of the Health District with retirement benefits.

Be it Further Resolved, that the members of the Board are hereby jointly and severally authorized to take such actions and to execute such documents as they deem necessary or desirable in order to carry out the intent of the foregoing resolutions and required under the Plan to make the Plan fully effective in accordance with its terms and intent. Chairman Crawford voted yes; Vice Chairman Revzon voted yes; Director Bruce voted yes; Director Stahl, and Director Nussbaum voted yes.

**Motion was approved 5 to 0.**

#### *Memorandum Of Understanding*

Mr. Cooper noted that the Health District has had a number of understandings with other area local health jurisdictions for emergency coverage, coverage for the Director of Health during vacation time or illness, etc. These understandings have been reciprocal and verbal in nature. The state has been strongly encouraging such agreement be in writing. To that end, a written memorandum of understanding has been reached with the Fairfield Health Department for emergency coverage.

Director Bruce asked if the Health District has such understandings with local health departments to the West of Westport towards New York. Mr. Cooper indicated he has had verbal agreements with the Health departments of Norwalk and Darien. It sometimes takes time to work written agreements through municipal legal reviews, many prefer to keep such agreement verbal. He will continue to work on obtaining written ones.

Director Bruce asked if by obtaining MOU's it could possibly stretch the Health District's capacity or does it show that the District is onboard with regionalization. Mr. Cooper responded that he does not think it changes anything other than documenting or formalizing whatever the arrangement might be.

## *Fee Schedule*

Mr. Cooper explained that the fee schedule is looked at every couple of years and that it is time to do so again. He characterized the changes as “tweaking” with no major changes. Chairman Crawford noted that it appears the biggest changes is in the Plan Change and Food Plan review fees. Mr. Cooper stated that when staff reviewed the current fees they also discussed how long it takes to complete tasks. This is also done for the Cost Allocation Plan which the Board approves and is used to justify staff costs in grant applications. Staff has indicated that the restaurant plan reviews are getting more complex requiring more time and effort to sort through and bring an applicant through the process. The FDA Model Food Code which Connecticut recently adopted will require a more detailed analysis of the food menus, processes, and equipment.

Director Bruce asked why someone would have to pay the septic plan change fee, when they have already paid the fee for a new septic system. Mr. Cooper explained that the new septic permit fee is paid upon the initial plan submittal for the review and a permit to construct. Once a plan is approved and permit is issued a septic installer can install the septic system in accordance with the approved plan. Minor field changes or alterations are not considered a change of plan. However there are times when a builder moves a house or decides to put in a pool or do something else that requires moving the proposed septic system from approved location and/or design to another area on the property, or a whole new design. A whole new and different plan is submitted and requires staff to make a careful review.

Director Bruce asked about the food plan review fee change to \$295 from \$165 which on the fee schedule notes that the fee is low to encourage upgrades to facilities, the fee does not seem to be low anymore. Mr. Cooper indicated that staff check fees for a comparison in neighboring communities. At one time Westport’s fee was one of highest, but not anymore. Neither are the proposed fees the lowest in the area, more somewhere in the middle to three quarters for area health jurisdictions. He noted that there is a large number of restaurants in the District and that some of the renovations can require a comprehensive review of processes, equipment, drain and supply lines.

Mr. Cooper noted that the fee schedule also includes fees for new permit categories such as Demolition, Generators, Fuel storage tanks, and HVAC system applications. Additionally, he is stopping the practice of charging non-homeowner customers \$5.00 for pulling multiple files when they don’t call/fax/email requests for files prior to arriving at the office. The fee didn’t generate a lot of revenue and was an irritant for many real estate agents and title searchers. Such customers will still be encouraged to request files be pulled in advance of their arrival, but if they don’t, it will be explained to them that it may take some time and they can wait, or come back later and the files will be ready for them. If staff is not busy, the files will be pulled right away.

Chairman Crawford noted that he is hearing that staff is not taking as long to review applications anymore. Mr. Cooper commented that since structural and process changes have been implemented, the average time for most applications to be processed is one week and for simple application even less time.

Director Nussbaum asked if there are any permits/licenses for cooking from home or cottage industry. Mr. Cooper responded that cottage industry or cooking for home for small business purposes is allowed under new regulations under the jurisdiction of Connecticut’s Department of Consumer Protection.

On a motion made by Director Stahl and seconded by Vice Chairman Revzon, the Board voted to approve the WWHD Environmental Fee Schedule Revisions as presented. Chairman Crawford voted yes; Vice Chairman Revzon voted yes; Director Bruce voted yes; Director Stahl, and Director Nussbaum voted yes.

**Motion was approved 5 to 0.**

### **Financial Report – Consolidated Income Statements**

Mr. Cooper summarized the Consolidated Income Statements for November and December. Director Bruce noted that the figures for the year to date expenditures on both reports does not add correctly. There appears to be something missing, Mr. Cooper will have the bookkeeper check the Excel spread sheet formula

### **Budget**

Mr. Cooper noted that he is going for no increase in the Health District's Town assessments for regular expenditures with the understanding that Weston and Westport have expressed the desire to have the Health District budget pickup all insurance related costs that the towns have paid for in the past and which are still in their town budgets. Both towns have indicated they will support a Health District budget increase with these added costs. Additionally, Mr. Cooper is waiting for some guidance from Westport for next fiscal year's health insurance costs.

Included in the in the Director's meeting package is the running Calendar Year Activity Levels report that has been requested by Westport's Board of Finance in past years.

Director Stahl asked whether the personnel line for next year go down as a result of all the personnel changes this past year. Mr. Cooper responded that the total employee count will be less than last year and that he believes the salary line will go down even with the hiring of an APRN but that other cost increases will likely balance it out.

Director Bruce asked operationally whether the Community Health Clinic is on hold. Mr. Cooper indicated that yes it is on hold, the Health District cannot give any vaccination until an APRN has been hired.

There was general discussion on potential costs associated with the Health District participating in Westport's computerization of the land-use permitting process. The town has indicated from the start that all costs associated with connecting the Health District to the system will be covered by the town since it only benefits Westport and not Weston. Mr. Cooper reported that he has also had two independent IT support companies come in to evaluate the Health District's current state of IT in part because of the need to better integrate with Westport and in part because the staff member who kept the Health District's IT functioning is no longer employed by the District. A report with recommendations and costs is expected soon.

### **Community Health**

Mr. Cooper noted that this month's Community Health report has an inventory of the Health District's flu vaccine supply as requested at the last meeting. Director Bruce commented that potentially the

Health District will not be providing any more flu vaccine until after the flu season, since the Community Health Clinic cannot vaccinate anyone. Mr. Cooper stated that after tonight's personnel discussion he may be able to make an offer to one or more of the APRN candidates and is somewhat confident the Community Health Clinic may be able to reopen by the end of January.

### **Emergency Preparedness Report**

Mr. Cooper noted the Emergency Preparedness Report in each Director's meeting package and asked if there were any questions. There were none.

### **Executive Session To Discuss Personnel**

Mr. Cooper explained that he is evaluating three candidates who meet the required APRN position qualifications and have applied for the position. He would like to discuss the candidates and their salary requests with the Board.

On a motion made by Vice Chairman Revzon and seconded by Director Bruce, the Board voted to go into Executive Session to discuss Personnel. Chairman Crawford voted yes; Vice Chairman Revzon voted yes; Director Bruce voted yes; Director Stahl, and Director Nussbaum voted yes.

**Motion was approved 5 to 0.**

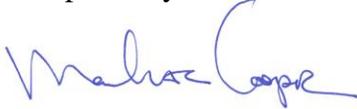
At 9:00 PM Chairman Crawford declared the Executive Session over and resumed the meeting.

Chairman Crawford asked if there was any other business to come before the Board. Director Stahl stated that she is resigning due to changing job responsibilities and that this will be her last meeting. There was general discussion with Director Stahl about her job and her time on the Board Chairman Crawford thanked her for her service and contributions to the Health District.

Chairman Crawford again asked if there was any other business to come before the Board. On a motion made by Director Bruce and seconded by Director Stahl, the meeting was adjourned at 9:05pm. Chairman Crawford voted yes; Vice Chairman Revzon voted yes; Director Bruce voted yes; Director Stahl, and Director Nussbaum voted yes.

**Motion was approved 5 to 0.**

Respectfully submitted



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