



**Westport Weston
Health District**

REGULAR MEETING MINUTES

WWHD BOARD OF DIRECTORS

March 11, 2019

The Regular Meeting was called to order by Chairman Otis Crawford at 7:38 pm. The following voting Board Members were present: Chairman Otis Crawford; Vice Chairman Catherine Revzon, and Director Ilisa Nussbaum.

Also present were: Mark A.R. Cooper, Director of Health; Karl Mergenthaler, interested Westport resident.

Approval of Minutes

Chairman Crawford asked if there were any questions or comments on January 14, 2019, Regular Meeting Minutes.

On a motion made by Vice Chairman Revzon, and seconded by Director Nussbaum the Board voted to approve the January 14, 2019 Regular Meeting Minutes. Chairman Crawford voted yes; Vice Chairman Revzon voted yes, and Director Nussbaum voted yes.

Motion was approved 3 to 0.

Communications

Mr. Cooper summarized several items of correspondence starting with the letter of resignation from Director Stahl. There was discussion regarding sending Director Stahl a letter thanking her for her service to the community. Other correspondence included a letter from State Department of Health accepting the WWHD's audited General Purpose Financial Statements for the fiscal year ending 2016; Two press releases regarding the availability of radon test kits, and then, how quickly the WWHD ran out of said kits. Mr. Cooper indicated the WWHD would order more for next year; A letter from the Hon. James Marpe reappointing Chairman Crawford to another term on the Board of Directors; and a letter to the Town of Weston regarding a sewage overflow at the Middle School. There was discussion on this event and the WWHD's follow-up and testing of a neighbor's well.

Director of Health Report

Operational and Permit Activity Reports

Mr. Cooper summarized the Consolidated Income Statements for January and February noting that the January report was revised from the last meeting, correcting an obvious error in the spreadsheet formula. He noted that the year to date figures are very positive, a result of deducted expenditures. However, Community Health revenue will also be down since the clinic operations have been suspended until an APRN is in place. The good news is that an APRN is expected to start April 1 and that staff will be looking to expand Community Health Services, some of which should be billable.

Chairman Crawford stated that he has noticed in the February report that the District is catching up on the food service inspections. Mr. Cooper agreed indicating that our dedicated food inspector is now fully state certified and sets a reasonably aggressive weekly inspection schedule.

Chairman Crawford noted that it appears the number of Hep C cases is up. Mr. Cooper agreed indicating that there were four new cases last month. Director Nussbaum asked how such cases get reported to the WWHD. Mr. Cooper explained that the State of Connecticut has a list of reportable diseases and that when someone is diagnosed with such a case, the physician must send the state and local health jurisdiction a reportable disease report. On the local level, depending on the particular disease, staff may have to conduct an epidemiological investigation, develop a monitoring plan, or other follow up.

Mr. Cooper summarized the Plan Submittal reports for the months of January and February. He noted January tend to be the slower months because of holiday vacations and/or inclement weather.

Technology Support

Mr. Cooper provided Board members with a draft Managed Services Agreement 2019, from Novus Insight, Inc. He has sought several quotes from IT companies to look at the current state of WWHD's technology to provide an assessment of the existing equipment, set up and what might be needed in the future. Insight, Inc. has come back with a proposed plan. The WWHD no longer has dedicated staff for IT and will be facing some significant projects, such as Westport's land use permitting system this summer. An IT upgrade and support is needed.

There was general discussion on the current state of the WWHD's technology platform and variety of programs being used and what it might mean for connecting to Westport's program. Chairman Crawford asked about the Town's timeline for going operational. Mr. Cooper stated that the town staff working on the project have indicated they want to be beta testing the land use program by September of this year. It was noted there will always be walk-ins to the front desk with service requests, file searches, and/or applications because the WWHD services more than one community.

Chairman Crawford noted that the Board has been discussing iPad usage out in the field where staff can complete paperwork in the field and then hit the send button sending completed inspection forms, inspection reports, etc., right where they need to go. Mr. Cooper responded that many people are working on this sort of thing, but first, there needs to be a computerized program for each activity. For example in restaurant inspections, the State Health Department, the Connecticut Association of Directors of Health and others are working on digitalizing the FDA Model Food Code so that can happen. Then a database to receive the data needs to be established and equipment put in place so it can be done. All that is not here yet, but is under development. Chairman Crawford asked if Weston was paying any part of WWHD's upgrades to tie into Westport's Land Use Permitting system. Mr. Cooper responded that Weston is not paying for anything needed to tie into Westport's Land Use program. Weston will not be benefitting from Westport's program. The Land Use program is expected to make additional work for WWHD staff. The IT system upgrades just discussed are not part of Westport's Land Use Permitting system, and are needed to get all staff on the same word processing and email platforms, with better internet security, improved backup capability, and digital file exchange and storage.

There was a general discussion on the various charges and costs proposed in the Insight draft Managed Services Agreement.

Fee Schedule

Mr. Cooper explained that the fee schedule was just reviewed and updated at the meeting in January. However, in working with the Town of Westport's staff on the computerized Land Use Permitting program, it was noticed there were inconsistencies in some of the fee names and descriptions in the older list of fees given to the Land use workgroup and one just adopted. For example on the old revenue sheet, it said "Deep Test Pits." The revenue sheet just revised says "Soil Test." Ideally, to reduce consumer confusion, there needs to be standardized names and descriptions. Staff was asked to go through the list of fees again, with the mission of standardizing fee names and descriptions. In addition to doing this, they combined a few or two and suggested the elimination of a fee or two which is no longer used. He characterized the changes as "tweaking" with no significant changes.

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

Motion was approved 3 to 0.

Refund Request

Mr. Cooper noted that the WWHD has a policy of no refunds once an application is submitted and paid. There is a situation where a potential restaurateur was negotiating with a property owner to take over an existing food service facility. The deal fell apart the day after the application was submitted. The applicant is requesting a refund of his \$295 fee. Mr. Cooper explained that the Board does not usually address such situations, but he is bringing it to the Board's attention for transparency and to have a record that he supports this request. If there are no objections, he will grant the request. Chairman Crawford asked if the staff has spent any time reviewing the application. Mr. Cooper responded that there had been no staff time on this application, the request for a refund came in the day after the application was submitted. Board members were not opposed to the request.

Budget

Mr. Cooper summarized the WWHD's budget process for the new members. Changes to the process were made a few years ago to better work with each Town's process. He now works a bit closer with each town to come up with a negotiated budget figure that the WWHD can work with. This year's budget request includes an increase of 0.09% increase, \$2,150 for Weston, \$5,500 for Westport, primarily to help cover the rising cost to be part of the States Pension System CMERS. CMERS has sent letters to all plan participants indicating the plan costs will increase each year for the next five years, about \$21,000 each year for the WWHD. Although revenues are down because of the suspension of clinic activities, so are expenditures. Real long term savings will be realized in staff and insurance costs with the change in the Community Health Clinic model. Additionally, once the APRN starts work, staff will be discussing new services and potential revenue streams.

There a was general discussion on the State of Connecticut's fiscal condition and how it is impacting municipal budgets across the state this year and into the future.

Community Health

Mr. Cooper summarized the APRN search efforts and noted that several additional candidates expressed an interest after the last meeting. Interviews have been completed.

There was a general discussion on the APRN position, what they will be doing and what services might be considered for the Clinic. Mr. Cooper indicated he has carefully reviewed the credentials of one candidate willing to work three days a week and who had some very good ideas of how to improve the WWHD's Clinic services. A background check is underway.

Mr. Cooper indicated that once an APRN has been hired and starts work, he will bring them to a Board meeting, most likely in May.

Emergency Preparedness Report

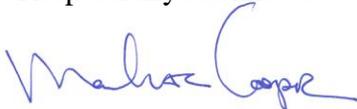
Mr. Cooper noted the Emergency Preparedness Report in each Director's meeting package and asked if there were any questions. There were none.

Adjournment

Chairman Crawford asked if there was any other business to come before the Board. On a motion made by Vice Chairman Revzon and seconded by Director Nussbaum, the meeting was adjourned at 8:45 pm. Chairman Crawford voted yes; Vice Chairman Revzon voted yes, and Director Nussbaum voted yes.

Motion was approved 3 to 0.

Respectfully submitted



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