



**Westport Weston  
Health District**

## **REGULAR MEETING MINUTES**

### **WWHD BOARD OF DIRECTORS**

**May 13, 2019**

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

**The Regular Meeting was called to order by Chairman Otis Crawford at 7:34 pm. The following voting Board Members were present:** Chairman Otis Crawford; Vice Chairman Catherine Revzon (arrived at 7:40 after voting on the Minutes), 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 April 8, 2019, Regular Meeting Minutes.

Director Bruce noted that although present before the start of the meeting and listed as attending the meeting, neither Jack Klinge, Wendy Batteau, or Andrew Colabella stayed for the meeting. On a motion made by Director Bruce and seconded by Director Nussbaum, the Board voted to approve the amended April 8, 2019, Regular Meeting Minutes. Chairman Crawford voted yes; Director Bruce voted yes, and Director Nussbaum voted yes.

**Motion was approved 3 to 0.**

#### **Communications**

Mr. Cooper noted several items of correspondence and asked if there were any questions and/or comments on any of them. Director Bruce commented that the letter from Ms. Fording was well written but that she is unsure what Ms. Fording is asking the Board to do. Mr. Cooper responded that he did not think Ms. Fording was necessarily asking the Board to do anything, she likely shared the letter with the School system and that the letter stands on its own.

Mr. Cooper provided a summary of each item of correspondence. In response to a question from Chairman Crawford, there was a general discussion on whether WWHD interns are paid. Mr. Cooper indicated that the interns from area schools/universities do not get paid; they are earning required school course credits and obtaining needed field experience. Each intern has an individualized field experience plan developed for them by the class professor and WWHD staff. The experience meets both educational goals and WWHD program needs.

Mr. Cooper noted that with the hiring of Mr. D'Onofrio, the WWHD could once again offer vaccinations to the public, thus the press release regarding the measles outbreak in New York and the availability of measles vaccine. Chairman Crawford asked if there had been inquiries from the public about getting measles vaccinations. Mr. Cooper responded that there had been a few calls. Director Bruce asked if the WWHD can do titers, Mr. Cooper responded that the WWHD does not.

There was a general discussion regarding media comments about a WWHD health inspector's inspection ratings at a local food service facility and subsequent meetings with its owner. The inspector's findings were more of a Connecticut Department of Consumer Protection code violation and were referred to that agency. Connecticut Department of Consumer Protection staff asked the WWHD to embargo those food items not in compliance with their regulations until they could get on site, in the next day or two. In the meantime, the food facility owner went to the media with very negative comments about the inspection and WWHD which resulted in phone calls to the First Selectman's office, who then inquired about what was going on. A full explanation of the situation was provided to the First Selectman. Upon inspection by Consumer Protection inspectors, serious mislabeling and other problems were uncovered, validating WWHD's inspector's finding; Consumer Protection staff are now handled the issue.

Director Bruce noted the need for transparency and consistency with inspection ratings and the concern that one could undergo an inspection and get a "passed" but then be written up in the media. There was general discussion on the complexities of Connecticut's unique food code and how a restaurant with a rating of 81 could pass, but a restaurant with a rating of 96 could fail. WWHD staff are not going to the media; it is the media requesting inspection sheets under the Freedom of Information Act and not making an effort to understand what the inspection sheets and ratings really mean.

Mr. Cooper stated that later in the fall, he would like to develop an informational session for all food service facilities and others to discuss the transition to FDA Model Food Code, Farmers Market regulations and Home Cottage Industry requirements.

## **Director of Health Report**

### *Consolidated Income Statement for April*

Mr. Cooper summarized the Consolidated Income Statements for April. He noted that he and the book-keeper have been working on how the budget is set up in the new accounting software. Included in the Directors package is a one page summary of why some of the budget lines seem much higher and some lower; a result of line item reorganization based on the auditor's suggestions.

### *Operational and Permit Activity Reports*

Mr. Cooper noted that April seems to be a typical month with the allocation of work fairly consistent with a 70% to 30% split between Westport and Weston. He commented it seemed like the number of new home permits is slightly down but with more renovations, at least for April.

### *Refund Request*

## **Appointment of Auditor**

Mr. Cooper stated that every year the WWHD must notify the State Office of Policy and Management (OPM), at least thirty days prior to the end of the fiscal year (June 1), who will be conducting the annual audit. Since there will be no additional meetings of the Board prior to June 1, the Board needs to appoint one.

Mr. Cooper explained that Charles Costello has been doing the WWHD's audit for a number of years. Last year the WWHD tested the waters again and went out to bid on auditor's services. There are not that many accounting firms that audit health districts and all the bids came in higher than Mr. Costello's. Mr. Costello has not raised his fee in a few years and is not raising it this year.

Chairman Crawford asked if there is any requirement that the WWHD change auditors every so often. Mr. Cooper responded no, the Board is under no obligation to change unless it wants to.

On a motion made by Director Nussbaum and seconded by Vice-Chairman Revzon, the Board voted to appoint the Costello Company, LLC the Health District's Auditor for the Fiscal Year ending June 30, 2019. Chairman Crawford voted yes; Vice Chairman Revzon voted yes; Director Bruce voted yes, and Director Nussbaum voted yes.

**Motion was approved 4 to 0.**

### **Community Health**

Mr. Cooper explained that the interns from the UConn School of Nursing worked with students from Staples High School on creating the "*Chlamydia On The Rise In Westport And Weston*" poster. Part of the goal was to get this sort of information to the high school population, particularly the 15 to 24 year old age bracket most at risk, and at least get them talking about it. There was a general discussion on the rise of STDs in general and how to get the message out.

### **Emergency Preparedness Report**

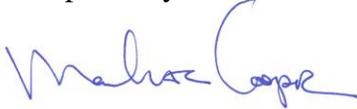
Mr. Cooper noted that there no Emergency Preparedness Report had been submitted to him for this meeting.

### **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 8:04pm. Chairman Crawford voted yes; Vice Chairman Revzon voted yes; Director Bruce voted yes; and Director Nussbaum voted yes.

**Motion was approved 4 to 0.**

Respectfully submitted



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