



**Westport Weston
Health District**

REGULAR MEETING MINUTES

WWHD BOARD OF DIRECTORS

NOVEMBER 18, 2019

Subject to change until approved 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 in the room: Chairman Otis Crawford, Director Ilisa Nussbaum, and Director Paul Shaum. Director Linda Lewis Bruce was present via speaker telephone.

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 September 9, 2019, Regular Meeting Minutes.

There were no questions or comments. On a motion made by Director Nussbaum and seconded by Director Shaum, the Board voted to approve the September 9, 2019, Regular Meeting Minutes. Chairman Crawford voted yes; Director Bruce voted yes, Director Nussbaum voted yes, and Director Shaum voted yes.

A motion was approved 4 to 0.

Communications

Mr. Cooper summarized the press releases that had been released involving the WWHD's flu clinics and the status of the state's mosquito testing program. There were no questions or comments on the correspondence.

Director of Health Report

Consolidated Income Statement and Operational & Permit Activity Reports

Mr. Cooper summarized the Consolidated Income Statements and Operational and Permit Activity Reports from August, September, and October. He noted that the July Consolidated Income Statement was revised based on comments from the last meeting. The correction was in the number of flu vaccinations given in July, and there was a clerical error.

There was a brief discussion on flu vaccinations; the WWHD is getting ready for the vaccination season to begin. Director Nussbaum asked if walk-ins are accepted any time during business hours. Mr. Cooper replied yes, so long as there is a nurse present to administer them, explaining that people are encouraged to make appointments either by calling the front desk or doing so on-line. He added

that there appears to be a growing shortage of high dose vaccines based on calls to the office of people asking for it. The WWHD has an ample supply at this time. Director Bruce asked who at the WWHD can administer a flu vaccination. Mr. Cooper stated that only one of the nurses could do so.

Mr. Cooper indicated that the WWHD seems to be doing well financially at this time. Chairman Crawford asked why the FY 20 year to date revenue total was significantly larger than the same time last year. Mr. Cooper stated that most of it is the timing of when the WWHD receives each town's quarterly payments, but that a smaller portion is the added receipts from services now being provided through Community Health.

Director Bruce asked how is the WWHD tracking the added revenue from the new Community Health services in the activity analysis. Mr. Cooper explained that all revenue goes through the WWHD "cash register" and gets coded by the service or activity provided. The Director of Community Nursing is keeping track of Community Health revenue and expenditures and has shared some early analysis. Mr. Cooper will ask him to give some thought to how best to provide the Board with a relevant overview of the Clinic's activities.

Community Health

Mr. Cooper explained that with obtaining an Out-Patient Clinic license from the State of Connecticut, written policies and procures are needed for just about everything the Clinic does. At the September meeting, the Board approved several such policies. Included in the Board meeting package is a proposed policy as to how the WWHD staff should handle vaccines in the event of a power outage entitled: "Emergency Storage and Handling Plans and Standing Operation Procedures (SOP) for Vaccines." As with the other policies, Board approval is needed.

There was a general discussion on the policy and the various temperature requirements of the different vaccines. Some vaccines must remain frozen, others can never be frozen, while others must be held in a very specific temperature range. Prior to moving vaccines to another off-site location, the WWHD also has two ac/12-volt dc portable refrigerator/freezers that can run off of car batteries for transportation and/or short-term storage.

On a motion made by Director Bruce and seconded by Director Shaum, the Board voted to approve the Emergency Storage and Handling Plans and Standing Operation Procedures (SOP) for Vaccines. Chairman Crawford voted yes; Director Bruce voted yes; Director Nussbaum voted yes, and Director Shaum voted yes.

A motion was approved 4 to 0.

Refund Requests

Mr. Cooper explained that there is a WWHD policy that application fees are non-refundable once submitted. However, now and again, a request is made that he feels warrants consideration, and since there is a policy of no refunds, the Board should weigh in on the matter.

Pierogies on Wheels is requesting a refund of \$165 three days after applying to participate in an event at the Hunt Club because of circumstances that prevent them from doing so. No WWHD work effort has gone into this application.

The property owner of 304 Wilton Road is requesting a refund of \$265 three days after applying for soil testing because the property has been sold, and the testing is no longer necessary. No WWHD work effort has gone into this application.

Edward Heller from Potomac, Maryland, is requesting a refund of the \$55 late fee, which was added to a temporary food application (\$165), to be able to be a food vendor at the November Artrider event. He was just contacted by the event organizer and asked to fill a food vendor station when a different vendor canceled. The late fee is applied when an application is submitted less than fourteen days prior to an event. He was asked to participate less than 14 days prior to the event and must travel a long way and is concerned he may not even break even with his sales.

The Event Director of the 2019 Chowdafest is requesting an unspecified reduction in the fee paid for this event. This event is one of the largest events held at Sherwood Island State Park. It has been reported that over 10,000 people have attended in years past. Public attendees are charged \$20 to enter and who can then sample a number of chowders for the entrance fee. The Event Director pays the temporary food application fee and coordinates the applications for all of the vendors from across the country to encourage them to enter and have their chowder "judged" by the public attending. This year there were 44 food vendors, and the WWHD fee charged was \$4,600.

There was a general discussion of the request, recognizing that this is a nice event for Westport and Connecticut in general. The charitable component of this event is admirable and is deserving of support. However, this is a very large event in which thousands of citizens attend, with a multitude of food vendors from across the country, serving a variety of chowders with potentially hazardous ingredients. This event requires a considerable amount of staff time prior to the event to vet and check the credentials of each vendor and a full day of fieldwork inspecting each food booth the day of the event. The full fee for the number and the nature of the vendors at this year's Chowda Fest would have been about \$5,700.00 with late fees. A discount of 20% was given for the payment you made of \$4,600. WWHD's fees have gone down from last year while it has been reported that the state fees have "nearly doubled." The consensus of the Board was that no additional discount would be allowed at this time, but that it would be open to reconsideration if allowed to review the events financials to validate the extent and charitable nature of the event and the impact of the Health District's fee.

On a motion made by Director Nussbaum, and seconded by Director Shaum the Board voted to approve the refund requests of Pierogies on Wheels, 304 Wilton Road, Edward Heller for the Artrider Event and deny the Chowder Fest request at this time, but with the understanding that it would be open to reconsideration if allowed to review the events financials to validate the extent and charitable nature of the event and the impact of the Health District's fee. Chairman Crawford voted yes; Director Bruce voted yes; Director Nussbaum voted yes, and Director Shaum voted yes.

A motion was approved 4 to 0.

Executive Session

At 8:18 pm on a motion made by Director Shaum and seconded by Director Nussbaum, the Board voted to go into an Executive Session to discuss the potential legalities of District Expansion and a staff member's personnel policy request. Chairman Crawford voted yes; Director Bruce voted yes; Director Nussbaum voted yes, and Director Shaum voted yes.

A motion was approved 4 to 0.

At 8:55 pm Chairman Crawford declared the Executive Session over, and the regular meeting resumed.

After a brief discussion, there was a consensus that the Board would welcome adjacent towns joining the Westport Weston Health District and encouraged Mr. Cooper to meet with the appropriate officials of any such town considering joining to discuss the possibilities.

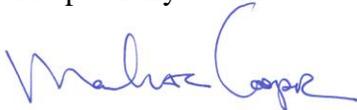
After a brief discussion with Mr. Cooper acknowledging that all prospective employees receive a copy of the Board approved Personnel Policies prior to their date of hire, there was a consensus of the Board that sections of the Personnel Policies should not be changed without a full and comprehensive review of the policy as a whole by the Board.

Adjournment

Chairman Crawford asked if there was any other business to come before the Board. On a motion made by Director Shaum and seconded by Director Nussbaum, the meeting was adjourned at 9:15 pm. Chairman Crawford voted yes; Director Bruce voted yes; Director Nussbaum voted yes, and Director Shaum voted yes.

A motion was approved 4 to 0.

Respectfully submitted

A handwritten signature in blue ink, appearing to read "Mark A.R. Cooper".

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