



Westport Weston
Health District

REGULAR MEETING MINUTES

WWHD BOARD OF DIRECTORS

May 10, 2021

Subject to change until approved by the Board of Directors

The Regular Meeting was called to order by Chairman Otis Crawford at 7:02 pm. He noted that because of COVID-19 all attendees must wear face masks.

The following voting Board Members were present: Chairman Otis Crawford, Vice Chairman Revzon, Director Ilisa Nussbaum, Director Paul Shaum and First Selectman Bindleglass serving as an interim Director until Easton's Board of Selectman appoints a permanent member. Director Bruce was present on the 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 April 12, 2021 Regular (Zoom) Meeting Minutes. There were none.

Chairman Crawford asked if there were any questions or comments on the April 17, 2021 Special Meeting Minutes. There were none.

On a motion made by Director Shaum, and seconded by Director Nussbaum, the Board voted to approve the April 12, 2021 Regular Meeting Minutes and the April 27, 2021 Special Meeting Minutes. Chairman Crawford voted yes, Vice Chairman Revzon voted yes, Director Nussbaum voted yes, Director Shaum voted yes, Director Bruce voted yes, and Director Bindleglass abstained stating that this is his first meeting and was not present for either meeting.

**Motion was approved 5 to 0
With 1 abstention**

Communications

Mr. Cooper noted that although there are frequent COVID19 guidance documents received from the state, there have been no business communications that rise to the Board level.

Vice Chairman Revzon asked if the WWHD would be communicating with the school systems regarding setting up vaccination clinics for 12- to 15-year-old students. Mr. Cooper replied that he has already had preliminary discussions with school officials and will be asking Community Health staff to look into setting something up.

Welcome Easton to the Health District

Chairman Crawford and all of the Board members welcomed First Selectman Bindleglass and conveyed their support of Easton joining the District.

Mr. Cooper noted that Easton officially became the third community to become a member of the Westport Weston Health District. Everything is in order with the State Department of Public Health, and they are very pleased with Easton joining. The request for per capita funding has already been placed with CT-OPM.

Director Bruce asked if there would be a press release issued regarding Easton's joining. Mr. Cooper responded saying a press release has not been done, in part because he did not want to get too far out front of Easton officials.

Director Bindleglass stated that because of their recent vote on the matter, everybody in Easton is aware of the transition, but indicated it would be a good idea.

Director Nussbaum asked if there has been any discussion on a new name for the District, the press release would be a good time to announce it. Mr. Cooper stated that there should be a more inclusive and appropriate name for the District. He noted that in 1965 when the District was first formed the Health District was called the Aspectuck Health District but was later changed to the Westport Weston Health District to identify its members. The name can be changed again, there is a process for doing so, and what the District's name should be is up to the Board. He added that there have been no efforts to change the name yet figuring Easton needed a little time to get its new Director on the Board and familiarized with District activities.

Director Nussbaum suggested putting the name change question on the agenda for the next meeting.

Director Bruce asked if it had been decided that a press release would be posted. Mr. Cooper indicated that it was and that he would include a request for suggestions for a new District name. There was general discussion on the web sites, digital news "papers" and other places to send a press release.

Appointment of Auditor

Chairman Crawford asked how long the current auditor, Mr. Charles Costello from the Costello Company LLC., has been doing the audit for the Health District. Mr. Cooper stated that Mr. Costello has audited the WWHD for several years now but changes his audit approach every year. The Board is under no obligation to continue to use Mr. Costello and can choose a different auditor if desired. Mr. Cooper added that a couple of years ago he put out a request for bids for audit services and only received two responses, one from Mr. Costello and the other from an area account but with a higher price. Auditing public health agencies seems to be a specialty which

apparently does not attract a lot of accountants. Mr. Costello has not raised his rates in two years and is proposing to keep it the same again.

There was general discussion on where the District's financial records are kept and recently reviewed contracts with Cloud Smart to back up all server and desk top data, as well as insurance for cybercrimes.

On a motion made by Director Nussbaum, and seconded by Vice Chairman Revzon, the Board voted to approve the appointment of Mr. Charles Costello of Costello Company LLC for the audit to be done for the fiscal year ending June 30, 2021. Chairman Crawford voted yes, Vice Chairman Revzon voted yes, Director Nussbaum voted yes, Director Shaum voted yes, Director Bruce voted yes, and Director Bindleglass voted yes.

Motion was approved 6 to 0

Holiday Calendar

Mr. Cooper noted that the schedule has the same federal holidays every year with one floater which is discussed and agreed upon by staff each year. The date chosen for the floating holiday is usually a Monday or Friday when a federal holiday falls on the day before or after to make a long weekend.

On a motion made by Director Bindleglass, and seconded by Vice Chairman Revzon, the Board voted to approve the 2021 -2022 Holiday Schedule as presented. Chairman Crawford voted yes, Vice Chairman Revzon voted yes, Director Nussbaum voted yes, Director Shaum voted yes, Director Bruce voted yes, and Director Bindleglass voted yes.

Motion was approved 6 to 0

COVID19 Update

Mr. Cooper noted that the number of COVID cases in Westport, Weston and Easton has dropped significantly down to 2 to 3 cases per week. Reason for drop is unclear but is likely to include people getting vaccinated, people being cautious using masks and getting outdoors more with warmer weather. He indicated the trend is visible in the COVID Case and Death graphic that was included in each Director meeting package. As of the other day, Community Health has inoculated 4717 individuals, more clinics are planned, but the number of people seeking vaccination is clearly dropping. The WWHD and most other area providers have many open appointments at COVID19 vaccination clinics going unfilled.

There was general discussion how long to continue to offer vaccination clinics. The WWHD does not get paid for administering the vaccine and there is a growing number of local providers

offering the vaccine. The WWHD has no objection to people go to private provider, so long as they are getting vaccinated.

Vice Chairman Revzon asked if there was a reason the WWHD does not have Pfizer vaccine. Mr. Cooper responded that early on the CT-DPH was not shipping Pfizer to local health jurisdictions because of the ultra-cold storage requirements and as of a couple weeks ago they still indicated they were not going to ship Pfizer to local health. That may be changing with the discussion lowering the vaccination eligibility age to include 12 – 15-year old's. Preliminary discussions with school officials have already begun about hold a clinic on school grounds for 12-to-15-year olds. More likely, as demand for vaccination declines further, the WWHD may just offer smaller clinics at 180 Bayberry.

Chairman Crawford asked if parental permission is needed to vaccinate school students. Mr. replied yes, and with the 12- to 15-year-old age group, a parent must be with them.

There was general discussion upcoming summer events and what people may be expected to do. It a tough decision for town leaders who have to make plans now for such events as fire works displays, parades and carnivals.

Director of Health Report

Consolidated Income Statement and Operational & Permit Activity Reports

Mr. Cooper summarized the Operational and Permit Activity reports for April. Permit activity remains high; exceeding traditional average of about 100 plan reviews a month. With the addition of Easton, staff reviewed 233 plans in April. Staff is very busy reviewing plans and fees from all the applications are helping the bottom line by making up the loss of fees from the travel clinic.

Chairman Crawford asked if the WWHD will come in under budget come the end of the fiscal year. Mr. Cooper replied that he believes it will, state grants have paid for the additional staff needed for the COVID response. With the addition of Easton, the WWHD will now begin receiving State Per Capita Funding which will add significant revenue to the bottom line. Mr. Cooper added that the exact amount of State Per Capita Funding is not known, there is a Bill making its way through the Legislature that may increase the amount the state will pay.

Director Bruce noted that on the Operating Report, Activity Analysis section, under Travel Clinic, the FY 20 to date (292) is more than the FY year total (285) and questioned whether that is correct. Same with the HepB numbers. Mr. Cooper indicated he will check into the numbers.

Chairman Crawford asked Mr. Cooper about a personnel issue that came to his attention. Mr. Cooper indicated he is aware of some concern about the vaccine inventory and other issues. He has authorized a thorough accounting audit. Depending on the findings, a special meeting may be needed to discuss with the Board.

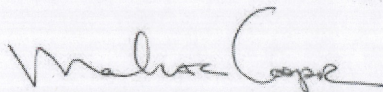
Adjournment

Chairman Crawford again asked if there was any other business to come before the Board.

Being none, on a motion made by Director Nussbaum and seconded by Director Bindleglass, the meeting was adjourned at 8:16 pm. Chairman Crawford voted yes, Vice Chairman Revzon voted yes, Director Nussbaum voted yes, Director Shaum voted yes, Director Bruce voted yes, and Director Bindleglass voted yes.

Motion was approved 6 to 0

Respectfully submitted



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