



**REGULAR MEETING MINUTES
ASPETUCK BOARD OF DIRECTORS**

September 12, 2022

Subject to change until approved by the Board of Directors.

The Regular Meeting was called to order by Chairman Shaum at 7:02 pm.

The following voting Board Members were present: Chairman Paul Shaum, Director Doreen Collins, and Director Ilisa Nussbaum. Director Paul Fonteyne, and Director Edward P. Mally were present via Zoom.

Also, present was Mark A.R. Cooper, Director of Health

Approval of Minutes

Chairman Shaum asked if there were any comments on the July 25, 2022, Special Meeting Minutes.

On a motion made by Director Nussbaum, and seconded by Director Collins, the Board voted to approve the July 25, 2022, Special Meeting Minutes. Chairman Shaum voted yes, Director Nussbaum voted yes, Director Collins voted yes, Director Mally voted yes, and Director Fonteyne voted yes.

Motion was approved 5 to 0.

Communications

Mr. Cooper summarized the communications received:

The 8/15/22 Letter from CIRMA outlined the reasons why the Health District received a \$1,466 equity distribution check on its insurance premium last year. As part of its CIRMA Members' Equity Distribution program, equity is returned to those who purchase their insurance through them. It is essentially a "refund" on our insurance policies payments.

Mr. Cooper explained that the 8/22/22 invoice from CVM is for the annual renewal for licensing of Microsoft Office 365 GCC G3 which employees use.

The 8/31/22 Letter from Daniel Fisher from the CT-DPH Grants Section, is the annual Summary of Grant Payments to the Health District from the State from the previous fiscal year.

Strategic Planning Update

Mr. Cooper noted that the Harvard Business Club of Connecticut Partners has been in a data gathering mode, but recently has scheduled the next series of 3 meetings for August 17th, September 20th, and September 23rd. As of this meeting the Partners have interviewed the First Selectpersons from the Health District's member towns.

Updating of By-laws to reflect name change and other minor changes

Mr. Cooper noted that with the addition of Easton and recent name change, the By-laws need to be updated. Article IX of the By-laws require proposed amendments be Noticed and submitted at a regularly scheduled meeting such as this evening's, after which it can be placed on the next regularly scheduled meeting for consideration and a vote at the November 14 meeting.

Draft Alternative Work Schedule

Mr. Cooper explained that the Draft Alternative Work Schedule was developed after the discussion at the last meeting. The Board had requested an opportunity to review the proposal prior to its adoption. The policy is very generic, focusing on individual staff needs on a case-by-case basis, but putting the operational needs of the Health District up front with the Director of Health being able to alter the arrangement at any time.

There was general discussion on what new potential staff recruits are seeking, work hour flexibility being one of the more common requests. Mr. Cooper noted that in terms of food service inspections, the policy may be very helpful because many events involving food occur after normal working hours and on weekends. For an example, a dedicated food inspector might be willing to work weekends on a regular basis and have Fridays or Monday's off.

On a motion made by Director Collins, and seconded by Director Nussbaum, the Board voted to approve the Alternative Work Schedule Policy as written. Chairman Shaum voted yes, Director Nussbaum voted yes, Director Collins voted yes, Director Mally voted yes, and Director Fonteyne voted yes.

Motion was approved 5 to 0.

Director of Health Report

Mr. Cooper summarized the Operational and Permit Activity reports for July and August. Mr. Cooper noted that July 1 started the new fiscal year, so the monthly activity analysis data figures reset to zero.

There was a general discussion on the Consolidated Income Statement format and whether there is a way to keep a closer watch on the accounts so there would be less reconciliation.

Director Collins noted that it appeared that the number of new plan submittals was decreasing. Mr. Cooper agreed that there does appear to be a downward trend, however there is a seasonality to permit work. Typically, there is a large uptick in application submittals in the Spring for new homes and associated work, a lull during the summer months while work is being completed, and another

uptick in submittals in the Fall to get foundations in the ground so they can have some inside work during the winter. With the economy as it is with interest rate going up, it is hard to predict how many new homes might be started this fall.

There was general discussion on the seasonality in the number of submittals, as well as the impact of Easton joining the Health District and the impact that COVID19 had.

Director Nussbaum asked if the Health District has always been tracking Lone Star ticks or if that is something new. Mr. Cooper responded that it is something new since last year, the state has been finding them along the shore in Fairfield and other shoreline communities to the East of Westport.

Mr. Cooper noted that he will be visiting Bank of America to close down the accounts there.

Other Business

Chairman Shaum stated that he would like to enter an Executive Session to get an update on the lawsuit and discuss personnel wages.

On a motion made by Director Nussbaum, and seconded by Director Collins, the Board voted to enter an executive session to get an update on the lawsuit and personnel wages. Chairman Shaum voted yes; Director Nussbaum voted yes, Director Collins voted yes, Director Mally voted yes, and Director Fonteyne voted yes.

Motion was approved 5 to 0.

The Executive Session was declared over by Chairman Shaum at 8:00pm.

Other Business

Chairman Shaum asked if there was any other business to come to the Board. Mr. Cooper noted that the two non-working refrigerators have been in the back of the Community Health meeting room for a couple of years because they were mentioned in the lawsuit. He would like to get rid of them but would like the Board's approval to do so.

On a motion made by Director Collins, and seconded by Director Nussbaum, the Board voted to authorize Mr. Cooper to dispose of the Health District's two non-working refrigerators. Chairman Shaum voted yes; Director Nussbaum voted yes, Director Collins voted yes, Director Mally voted yes, and Director Fonteyne voted yes.

Motion was approved 5 to 0.

Being no other business, on a motion made by Director Nussbaum, and seconded by Director Collins, the Board voted to adjourn the meeting at 8:07 pm. Chairman Shaum voted yes, Director Nussbaum voted yes, Director Collins voted yes, Director Mally voted yes, and Director Fonteyne voted yes.

Motion was approved 5 to 0.

Respectfully submitted

A handwritten signature in blue ink that reads "Mark A.R. Cooper". The signature is written in a cursive style with a large, prominent "C" at the end.

Mark A.R. Cooper Director of Health
Aspetuck Health District