

**REGULAR MEETING MINUTES
ASPETUCK BOARD OF DIRECTORS**

November 14, 2022

Subject to change until approved by the Board of Directors.

The Regular Meeting was called to order by Vice Chairman Catherine Revzon at 7:12 pm.

The following voting Board Members were present in the room: Vice Chairman Catherine Revzon, Director Doreen Collins, Director Paul Fonteyne, and Director Edward P. Mally. Chairman Shaum was present via telephone.

Also, present was Mark A.R. Cooper, Director of Health, Richard Janey, III, Sanitarian.

Approval of Minutes

Vice Chairman Revzon asked if there were any comments on the September 12, 2022, Regular Meeting Minutes.

On a motion made by Director Fonteyne, and seconded by Director Mally, the Board voted to approve the September 12, 2022, Special Meeting Minutes. Vice Chairman Revzon voted yes, Chairman Shaum 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:

September 7, 2022 CT-DPH Assessment Report of AHD. Mr. Cooper explained that CT-DPH came to the District offices on July 14th to discuss and review the Health District's operation. The reports findings: *"the Aspetuck Health District has great relationships with the community partners and access and functional needs populations. There is great communication with the three different towns and their elected officials."*

Mr. Cooper summarized the Health District's 2015 to 2017 study using DNA analysis of water samples for new Board members. The Oct. 18, 2022 letter from the National Health Association was sent to inform us that they will be including the *Microbial Source Tracking in Sasco Brook, Lower Farm River and Goodwives River Watersheds of Long Island Sound* study in their December publication.

Press release regarding Halloween safety tips was sent on Oct. 20, 2022.

Mr. Cooper explained he thought sharing the Oct. 21, 2022 News Article regarding COVID-19 pricing was important for Board members to see. The implications are that when the U.S. Government stops paying for

the vaccine one the U.S. Public Health Emergency expires, the cost per dose may increase to \$110 to \$130 per dose.

Mr. Cooper noted that in following up on a previous letter to the IRS requesting an affirmation letter regarding the Health District's name change, no one at the IRS knew where the letter was, although the return receipt card had been received by AHD staff. In discussing the situation with an IRS staff person, it was suggested another letter be sent.

Appointment of an Acting Director of Health

Mr. Cooper summarized CT-DPH's requirement for each public health agency to have an Acting Director of Health on staff. CT-DPH no longer accepts informal agreements between Directors of Health and/or between towns for Acting Director of Health coverage. Mr. Richard Janey was present at the meeting and summarized for the Board his work history and interest in public health.

On a motion made by Director Collins, and seconded by Director Mally, the Board voted to appoint Mr. Richard Janey, III as the Acting Director of Health for the Aspetuck Health District. Vice Chairman Revzon voted yes, Chairman Shaum voted yes, Director Collins voted yes, Director Mally voted yes, and Director Fonteyne voted yes.

Motion was approved 5 to 0.

Updating of By-laws to Reflect the Health District's Name Change and Other Minor Revisions.

Mr. Cooper noted that as outlined in the By-laws, any change requires that the notification of proposed change be made at a Regularly scheduled Board meeting prior to any action, and then again at the next Regular meeting when discussion and a vote may be taken. These requirements have been met. Mr. Cooper explained that the majority of proposed changes are due to the change of name from Westport Weston to the Aspetuck Health District. Other changes are generally minor and bring the By-laws up to date. There was general discussion on each proposed change. Director Fonteyne suggested that on page one, second paragraph Article I: Name, (AHD) be added after Aspetuck Health District. Mr. Cooper agreed to do so.

On a motion made by Director Mally, and seconded by Director Collins, the Board voted to adopt the revised By-laws as discussed and amended at this meeting. Vice Chairman Revzon voted yes, Chairman Shaum 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 September and October noting that the Consolidated Income Statement for October has not been completed by the bookkeeper who was on medical leave the prior week. Director Collins noted that the Consolidated Income Statement for September is entitled "Westport Weston Health District". Mr. Cooper indicated he will remind the bookkeeper of the name change.

There was a general discussion on the Consolidated Income Statement, the Health District seems to be doing well financially, the number of permit applications seems to be on a downward trend, the travel clinic seems to be getting busier. Director Collins asked how much work Easton adds to the District. Mr. Cooper responded that Easton represents about 14 percent of the workload. It varies seasonally over the year, but Weston is about 31 percent of the workload, while Westport makes up the difference with about 55 percent of the workload.

There was general discussion as to whether the large increase in workload during the pandemic was a result of Easton joining the Health District or just the COVID-19 pandemic. Although Easton joined at about the same time the pandemic hit, the large increase in permit applications was not a result of Easton, but rather residents in all three member towns doing work around their homes. The housing market in Connecticut also boomed during the pandemic which also added to the permit application submittals.

Strategic Planning Update

Mr. Cooper noted that the Harvard Business Club of Connecticut Partners continues to work with staff on the Strategic Plan. Chairman Shaum noted that there has been some good progress and the group has prepared a draft Strategic Plan for discussion. The Strategic initiatives have been identified but now there needs to be some fine tuning. Chairman Shaum noted that a review of the staffing levels and important skill sets that the Health District needs has been done and will need to be discussed.

Chairman Shaum also reported on a meeting with First Selectwoman Tooker regarding the town's long-term vision for the Health District office building. There has been a recent Westport Building Committee review of the office building which identified several things that need upgrading. A few upgrading priorities were discussed such as window replacements for energy efficiency, a more natural exterior paint color that blends in better with the neighborhood and the need for replacing rugs/flooring. Chairman Shaum indicated he would send the Building Committee report out to the other Board members. Director Collins noted that it doesn't appear the Strategic Plan will have much impact on building upgrades.

There was general discussion on upgrading and/or rehabbing older buildings and the associated costs. Director Fonteyne asked if there was ever a study done on how much space the Health District actually needs. Mr. Cooper replied not that he is aware of.

The Strategic plan, once finalized, will be presented to the selectwomen/Selectmen of all three constituent towns. Director Collins suggested a Special Board meeting inviting all three towns for a presentation.

There was discussion on how long the process is taking. Initially it was thought the plan would take four to six weeks, it has now taken four to six months. Although the process has taken longer than expected, the group has undertaken a very thorough review of the Health District's operation.

Draft Alternative Work Schedule Update

Mr. Cooper explained that six staff members have submitted Alternate Work Schedule Request Forms. Collectively, the requests would amount to a change in the operational hours of the Health District effectively creating a four-day work week and/or reduced hours on Friday, while keeping a thirty-five-hour work week.

There was general discussion on a typical Health District work week and whether anything in particular must be done on a Friday. It was noted that some municipalities are already on a four-day work schedule, some with evening hours for more convenient hours for homeowners who are out of town during the workday. There was some concern about homeowners and contractors who are used to both the Health District's and our member town offices being open on Friday. It was noted that being short staffed it would be difficult to maintain office coverage if staff schedules could be rotated. A variety of possible different staffing arrangements was discussed.

There was a general consensus that a four-day work week could be considered once staffing and workload issues are worked out, and the community leaders of our member towns sign on since their town halls are currently open five days a week. The optics of closing one day a week would not look good when there is a back log of work that includes application reviews and inspections. The expectation is that the Health District is open five days a week and that there needs to be adequate staff coverage.

Subcommittee Report on Draft Salary Study

Chairman Shaum suggested that the Board go into an executive session to discuss the draft report on staff salaries.

On a motion made by Chairman Shaum, and seconded by Director Fonteyne, the Board voted to enter an executive session to discuss the draft salary study. Vice Chairman Revzon voted yes, Chairman Shaum voted yes, Director Collins voted yes, Director Mally voted yes, and Director Fonteyne voted yes.

Motion was approved 5 to 0.

Vice Chairman Revzon declared the executive session over at 8:25pm and resumed the public portion of the meeting.

On a motion made by Director Mally, and seconded by Director Collins, the Board voted to adopt the 2022 Aspetuck Health District Salary Ranges for Professional Positions as presented and discussed at this meeting. Vice Chairman Revzon voted yes, Chairman Shaum voted yes, Director Collins voted yes, Director Mally voted yes, and Director Fonteyne voted yes.

Motion was approved 5 to 0.

On a motion made by Director Collins, and seconded by Director Fonteyne, the Board approved the adoption of a staff referral bonus of one thousand dollars, five hundred dollars to the referring staff member upon hiring of a new employee, and five hundred dollars after one year if the referring staff member and the new employee has stayed with the Health District. Vice Chairman Revzon voted yes, Chairman Shaum voted yes, Director Collins voted yes, Director Mally voted yes, and Director Fonteyne voted yes.

Motion was approved 5 to 0.

Other Business

Vice Chairman Revzon asked about the number of flu and Covid vaccinations the Community Health staff have been administering. Mr. Cooper responded that the number of Flu vaccinations are reported on the monthly Operating Reports under the Activity Analysis section. He will request Community Health staff start reporting the number of Covid vaccinations.

There was a general discussion on the decreasing numbers of individuals seeking Covid booster vaccinations, a nation-wide trend as reported by the CDC. Mr. Cooper noted the Health District is not doing a lot of Covid vaccinations but are clearly meeting demand, as well as continuing to get a few homebound referrals for Covid vaccinations from CT-DPH.

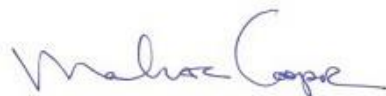
Director Collins asked about the refrigerators they authorized being disposed of. Mr. Cooper responded that the Gillespie Center would like to take the working unit after they complete a renovation that will expand their services and create a need for refrigerated food items. Board member indicated that is a great use of the refrigerator.

Adjournment

Being no other business, on a motion made by Director Mally, and seconded by Director Collins, the Board voted to adjourn the meeting at 8:32 pm. Vice Chairman Revzon voted yes, Chairman Shaum voted yes, Director Collins voted yes, Director Mally voted yes, and Director Fonteyne voted yes.

Motion was approved 5 to 0.

Respectfully submitted



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