

## REGULAR MEETING MINUTES ASPETUCK BOARD OF DIRECTORS

February 13, 2023

**Subject to change until approved by the Board of Directors.**

**The Regular Meeting was called to order by Chairman Shaum at 7:05 pm.**

**The following voting Board Members were present in the room:** Chairman Paul Shaum, Vice Chairwoman Catherine Revzon, Director Paul Fonteyne, Director Nussbaum, and Director Edward P. Mally.

**Also, present was** Mark A.R. Cooper, Director of Health, Director Collins was present via Zoom.

### **Approval of Minutes**

Chairman Shaum asked if there were any comments on the January 23, 2023 Special Meeting Minutes.

Hearing none, on a motion made by Director Mally, and seconded by Director Fonteyne, the Board voted to approve the January 23, 2023, Regular Meeting Minutes. Chairman Shaum voted yes, Vice Chairwoman Revzon voted yes, Director Mally voted yes, Director Nussbaum, Director Collins, and Director Fonteyne voted yes.

**Motion was approved 6 to 0.**

### **Communications**

Mr. Cooper noted the letter dated January 19, 2023 from CT-DPH accepting Mr. Janey as the Health District's Acting Director of Health should the Director of Health be temporarily unavailable.

### **Budget Meetings Update and Draft Budget Discussion**

Mr. Cooper noted there has been no changes to the proposed budget since the last meeting and that he and Chairman Shaum have met with First Selectwoman Tooker. The proposed budget has been sent to all three towns. Budget meetings seem to be going well. More meetings to come, Westport's Board of Finance review will be on February 16<sup>th</sup>.

### **Strategic Planning Update**

Mr. Cooper noted that last week the Harvard Business Club sent the final draft for his review and included in the meeting package, not for Board action, but because of its length and comprehensiveness, thought Board members need some time to review it. A meeting with the Harvard Business Club to discuss the final draft is in the works.

Director Fonteyne stated that he thought the challenge would be how to schedule and budget the implementation of the various strategic initiatives. Mr. Cooper indicated some of the strategic initiatives are already being implemented noting that because there is a line item in the current budget for technology improvements, he has already started the process of upgrading the server and desktop computers.

Chairman Shaum noted that there is a lot to do, some all at the same time and that prioritizing and timing is an important step.

Mr. Cooper indicated that after he meets with the Harvard Business Club in the next week or two, he will bring any suggestions for moving forward back to the Board. He at the April meeting the main agenda item will be approval of the Health District's budget, which by Statute, must be approved by April 15.

He also suggested moving the March meeting from Monday March 13<sup>th</sup> to the March 14<sup>th</sup> because his presence has been requested at Easton's Zoning Commission meeting scheduled for March 13 when they will be discussing the town's Comprehensive Plan of Development. By consensus, Board members felt March 15<sup>th</sup> might be a better evening to meet.

### **Director of Health Report**

Mr. Cooper summarized the Operational and Permit Activity reports for January. He noted that there has been an increase in the number of applications from December, perhaps due to the warmer weather.

Director Fonteyne noted that it appears expenses continue to be less than anticipated. Mr. Cooper noted that the Health District still has not be able to fill the open food inspector position even though applicants have been interviewed and offered the position. A few applicants who initially have accepted a formal offer quickly changed their minds. Mr. Cooper speculated that their current employer likely matched or exceeded Aspetuck's offer when the candidate tried to give their two week notification. This is happening across Connecticut. He also noted that the number of food service inspections have increased from last year by using temporary part-time inspectors from other health departments.

Also, this past week CT-DPH notified all local health jurisdictions that the FDA Food Code is now in effect and is enforceable, even though they have not notified Connecticut food service establishments. Local health jurisdictions are waiting for CT-DPH to provide training and the necessary inspection forms.

There was general discussion on Connecticut's transition to adopting the FDA Code which is the standard across the United States.

### **Executive Session To Discuss Staffing Issues**

On a motion made by Director Nussbaum, and seconded by Chairman Shaum, the Board voted to go into an executive session to discuss staffing issues. Chairman Shaum voted yes, Vice Chairwoman

Revzon voted yes, Director Mally voted yes, Director Nussbaum, Director Collins, and Director Fonteyne voted yes.

**Motion was approved 6 to 0.**

Chairman Shaum declared the executive session over at 7:45pm .

On a motion made by Director Fonteyne, and seconded by Director Mally, the Board voted to create a new staff position titled Director of Finance and Human Resources, with a grade level 6 with salary as discussed. Chairman Shaum voted yes, Vice Chairwoman Revzon voted yes, Director Mally voted yes, Director Nussbaum, Director Collins, and Director Fonteyne voted yes.

**Motion was approved 6 to 0.**

### **Adjournment**


Chairman Shaum asked if there was any additional business to come before the Board. Vice Chairman Revzon asked about the Community Health Fees that was listed under the Director of Health Report. Mr. Cooper responded that the Health District's Director of Community Health has been looking at the fees associated with the Travel Clinic which have not been reviewed in a while and is suggesting some small increases to be more in line with the area's competition.

There was general discussion on the Travel Clinic, COVID, flu and other vaccinations as well as what are the emerging vaccination trends in the private sector. There were no objections to adjusting the Travel Clinic fees by Community Health.

Chairman Shaum again asked if there was any additional business to come before the Board. Hearing none, on a motion made by Director Mally, and seconded by Director Fonteyne, the Board voted to adjourn at 7:45pm. Chairman Shaum voted yes, Vice Chairwoman Revzon voted yes, Director Mally voted yes, Director Nussbaum, Director Collins, and Director Fonteyne voted yes.

**Motion was approved 6 to 0.**

Respectfully submitted.



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