

**REGULAR MEETING MINUTES
ASPETUCK BOARD OF DIRECTORS**

FEBRUARY 12, 2024

Subject to change until approved by the Board of Directors.

The Special Meeting was called to order by Chairman Shaum at 7:07 pm.

The following voting Board Members were present in the room: Chairman Paul Shaum and Director Edward P. Mally.

Present via Zoom was Vice Chairwoman Catherine Revzon, Director Collins, and Director Fonteyne.

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

Approval of Minutes

Chairman Shaum asked if there were any comments on the January 8, 2024, Regular Meeting minutes.

Director Mally noted that on page 5, fourth paragraph wholistic should be changed to holistic. Chairman Shaum asked if there were any other comments on the minutes. Hearing no other comments, on a motion made by Director Mally and seconded by Director Forteyne, the Board voted to approve the Regular Meeting minutes for January 8, 2024. Chairman Shaum voted yes, Vice Chairwoman Revzon voted yes, Director Fonteyne voted yes, Director Mally voted yes, and Director Collins voted yes.

Motion was approved 5 to 0.

Communications

Mr. Cooper noted that there were none.

Appointment of Auditor

Mr. Cooper noted that the State Office of Policy and Management will be looking for the annual appointment of auditor letter for the current fiscal year. He explained that Mr. Charles Costello has been providing this service for a number of years and has expressed a willingness to continue. The Board can reappoint Mr. Costello or seek new candidates.

On a motion made by Chairman Shaum and seconded by Director Mally, the Board voted to approve the reappointment of Charles Costello to serve as auditor for the fiscal year to end June

30, 2024. Chairman Shaum voted yes, Vice Chairwoman Revzon voted yes, Director Fonteyne voted yes, Director Mally voted yes, and Director Collins voted yes.

Motion was approved 5 to 0.

Mr. Cooper also noted that included in the Director's Board meeting package is the revised audit for the fiscal year ended June 30, 2023. Mr. Costello revised the two numbers that he had indicated at the previous meeting needed to be updated.

On a motion made by Director Fonteyne and seconded by Director Collins, the Board voted to accept the Financial Statements of June 30, 2023, prepared by Mr. Costello. Chairman Shaum voted yes, Vice Chairwoman Revzon voted yes, Director Fonteyne voted yes, Director Mally voted yes, and Director Collins voted yes.

Motion was approved 5 to 0.

Insurance Discussion

There was general discussion on the information provided by Community Health staff regarding what vaccines other health jurisdictions provide and what insurance they accept. Aspetuck is one of a few health jurisdictions that offer much more than just flu and pneumonia. There was general consensus that travel medicine services are somewhat unique, should be cash only, and let the client seek reimbursement from their employer or their private insurance provider. For flu, pneumonia, COVID, RSV and other vaccines for the general public it appears most other health jurisdictions accept some private insurance carriers.

Mr. Cooper noted that what the insurance companies are doing is saying that if we accept their payment for flu and pneumonia, we must accept their payment rates for everything else the Health District provides which could result in a payment less than the cost to provide.

Director Fonteyne asked if the Health District gets any Medicaid clients. Mr. Cooper responded some. Director Fonteyne thought health care providers in the area usually accept Medicaid if they accept Medicare. He did not think there would be a large number of Medicaid clients and wondered if not accepting Medicaid was worth the occasional write off. Director Mally stated that from the perspective of providing services to the community, even though it is a small percentage, which is the cohort that should not be stressed with financial concerns. He added that the commercial insurance providers seem to be the issue. By providing the client with a claim form with a CPT service code, the client takes the claim form and submits it to their insurance provider directly for reimbursement.

Director Mally stressed that if that is the direction the Health District goes, the policy should be very clear for the public to understand and it should be posted on the webpage, signs within the building, and on the forms themselves.

On a motion made by Chairman Shaum, and seconded by Director Mally, the Board voted that effective July 1, 2024, the Health District only accept Medicaid and Medicare insurance for services rendered and for all clients with private insurance, they be provided with claim form with the proper CPT service code for services rendered that the client directly submits to their insurance provider for reimbursement. . Chairman Shaum voted yes, Vice Chairwoman Revzon

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

Motion was approved 5 to 0.

Director Fonteyne asked about the existing Health Insurance contracts. Mr. Cooper stated that they are ten or more years old, he will reach out to the health insurance providers that the Health District has contracts with and let them know they have expired and/or are being terminated.

Revised Draft Community Health Improvement Plan (CHIP)

Mr. Cooper noted that at the last meeting the Board reviewed the draft Community Health Improvement Plan (CHIP) provided by Build Community and had some concerns about potential mission creep. Staff meet to work with the draft and work their own and the Board's comments into the document. The revised draft was then sent to the Build Community who reworked the CHIP that is now before the Board.

On a motion made by Director Fonteyne and seconded by Director Collins, the Board voted to approve the revised Community Health Improvement Plan as presented at this meeting. Chairman Shaum voted yes, Vice Chairwoman Revzon voted yes, Director Fonteyne voted yes, Director Mally voted yes, and Director Collins voted yes.

Motion was approved 5 to 0.

Director Fonteyne suggested the CHIP be reviewed yearly so it can be updated should any changes be necessary. Mr. Cooper noted that such a review fits very well with the planned annual, if not semi-annual review of the Strategic Plan.

Holiday Schedule, Personal Days, Personnel Policy

Mr. Cooper summarized the discussion regarding the floating holiday and personal days. In the Board package are relevant sections of the Personnel Policy that would need to be changed. He will have the applicable sections of the Personnel Policy revised to reflect elimination of the floating holiday and the addition of one personal day for employees. There was Board consensus to do so for the next meeting.

Director Of Health Report

Operational and Permit Activity Reports

Mr. Cooper stated that he does not have the January Operational or Permit Activity reports, they will be ready for the next meeting.

Director Mally noted that there is a new tick, (Asian long horned) being recorded on the December Operating report. Mr. Cooper indicated that this tick is new to the Western Hemisphere being reported in the USA for the first time in 2017. It was only last year that the tick was reported in Connecticut.

Budget

Mr. Cooper gave a summary of the budget process; member towns have been provided with preliminary budget proposals. There are budget meetings in the next few weeks, Board members are welcome to attend if they can. The assessment requests for members towns have a 4% increase over last year's request.

Update on Westport's Electronic Permitting System meeting

Chairman Shaum indicated there were two main issues the Board had expressed concerns about at the last meeting, 1) how Health District permit payments would be handled, and 2) what file information would be collected and stored by the town. The issue of payments has been resolved, as Health District permits are submitted via Accela, the payments go directly into a Health District banking account. Regarding information and file storage, the Health District will begin digitalizing active and historic file information and provide Westport with a link to that data.

Next the Health District needs to work with Westport's IT team on the schematic of the services or Health District related applications that would be processed through Accela. There needs to be another meeting to work on this. Director Mally added that it was a very positive and productive meeting. All in all, it was a good meeting.

Mr. Cooper added that payments through Accela will be no different than making a payment using the Health District's credit card machine at the front desk. Health District staff will continue to provide Westport with all the information they need to process permits through Accela just like the Health District will have to do with all member towns when they transition to electronic permitting systems. For applications for which no other town department has a need or reason to review or act on a particular Health District application, why would it need to be uploaded into a town electronic file system, rather than be available via a link to the Health District's on-line files.

District Automobile Use Policy

There was general discussion on the origins of the draft policy and who will be utilizing the vehicle. Mr. Cooper explained it was a compilation of such policies that staff brought together. It was much longer before he edited it. He indicated that staff has reviewed the draft policy and seem to be fine with it.

Director Mally inquired about maintenance and has thought been given as to how to control the costs. Mr. Cooper responded that as part of the use policy each user has responsibly to monitor the condition of the vehicle and when maintenance is needed, the Town of Westport has offered to allow the Health District to use its vehicle maintenance facilities and technicians. Westport will bill the Health District for use of its maintenance facilities and gasoline usage.

On a motion made by Director Fonteyne and seconded by Director Mally, the Board voted to approve the Health District's Automobile Use Policy as presented. Chairman Shaum voted yes, Vice Chairwoman Revzon voted yes, Director Fonteyne voted yes, Director Mally voted yes, and Director Collins voted yes.

Motion was approved 5 to 0.

Chairman Shaum asked if there was any other business to come before the Board. On a motion by Director Fonteyne, and seconded by Chairman Shaum, the Board went into an executive session to discuss recruiting for the Director of Health's position. Chairman Shaum voted yes, Vice Chairwoman Revzon voted yes, Director Fonteyne voted yes, Director Mally voted yes, and Director Collins voted yes.

Motion was approved 5 to 0.

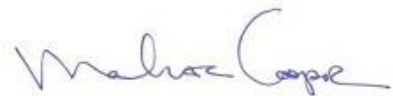
After Chairman Shaum declared the executive session over, the Board exited the executive session at 7:49.

Adjournment

Chairman Shaum again asked if there was any other business to come before the Board. Hearing none, on a motion made by Director Fonteyne, and seconded by Director Mally, the Board voted to adjourn at 7:52 pm. Chairman Shaum voted yes, Vice Chairwoman Revzon voted yes, Director Fonteyne voted yes, Director Mally voted yes, and Director Collins 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 initial "M".

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