



Westport Weston
Health District

**SUMMARY MINUTES OF
STRATEGIC PLANNING SESSION
BUDGET WORKSHOP/REGULAR MEETING
OF THE WWHD BOARD OF DIRECTORS**

January 10, 2011

The Board of Directors held a Strategic Planning Session and Budget Workshop/Regular Meeting on Monday January 10, 2011, at the Westport Weston Health District Offices at 180 Bayberry Lane, Westport. Vice Chairman Otis Crawford reconvened the Strategic Planning Session meeting to order at 6:13 pm. The following voting Board members were present: Vice Chairman Otis Crawford, Neil Coleman, Keith Stein, and Howard Maynard.

Also present were: Mark A.R. Cooper, Director of Health; John Cimarosa, Director of Finances.

It was noted that on the first and second page of the Minutes of the Special Meeting & Strategic Planning Session held on December 28th, in the section recording the vote, "Neil Crawford" should be changed to Neil Coleman. After discussion, on a motion by Director Stein and seconded by Director Coleman, the minutes of the December 28, 2010 Special Meeting and Strategic Planning Session Minutes was approved as corrected.

Vice Chairman Crawford voted yes, Neil Coleman voted yes, Keith Stein voted yes, and Howard Maynard voted yes.

Motion was approved 4 to 0.

Chairman McCormick Arrived at 6:20 pm.

Mr. Cooper indicated that under agenda item IIIa, he thought the Board should review a personnel contract negotiation matter regarding himself. He stated he understood he has the Right to request the discussion be in Executive Session and although he did not see a need to do so, he would not object if the Board felt it best.

On a motion by Director Coleman and seconded by Director Stein, the Board went into Executive Session at 6:21 pm to discuss the employment contract of the Director of Health.

Chairman McCormick voted yes, Otis Crawford voted yes, Neil Coleman voted yes, Keith Stein voted yes, and Howard Maynard voted yes.

Chairman McCormick declared the Executive Session over at 6:45 pm. Board members resumed the Strategic Planning Session discussion. The Board discussed in general WWHD programs and services.

John Cimarosa summarized the District's revenues and expenses for all services. He discussed existing grants and those that may come to fruition, but at this time, cannot be counted on for the next budget cycle.

Stu Steinman, MD, Medical Advisor arrived at 7:05 pm.

There was a general discussion on the District's programs. Board members were concerned that there may be unmet health needs in the community that were not being addressed. There was also concern that the WWHD has programs that no longer are necessary or sustainable because of economics.

Mr. Cimarosa reminded the Board that there have been a number of Community Needs Assessments and Program Evaluations over the years. The most recent was done in 2003.

Director Maynard requested a budget breakdown by department and program. Mr. Cimarosa agreed he could do program budgets.

There was a general consensus of the Board that additional Strategic Planning Sessions were not needed and that Mr. Cooper should write a report of the proceedings so far.

Chairman McCormick called the Budget Workshop/Regular meeting to order at 8:00 pm.

Mr. Cimarosa provided the Board with a financial update and projections for the remainder of the fiscal year.

The Board reviewed Mr. Cimarosa's Budget by Funds for fiscal years FY11 and FY12.

The Board discussed measures the WWHD has already implemented to reduce costs, including the 26% reduction of staff in early 2010. The increase in permit activity and grant work was also noted.

On a motion by Director Stein and seconded by Director Maynard, the following Motion was approved: From the unemployment reserve fund, all full time staff in good standing that have been employed by the District more than one year, are to receive a one-time appreciation payment of 2% of their yearly salary, that does not add to their base pay.

Chairman McCormick voted yes, Otis Crawford voted yes, Neil Coleman voted yes, Keith Stein voted yes, and Howard Maynard voted yes.

Motion was approved 5 to 0

There were no other motions or votes taken at this meeting other than the following:

On a motion by Director Coleman and seconded by Director Stein, the Strategic Planning Session and Budget Workshop/Regular meeting was adjourned at 8:35.

Chairman McCormick voted yes, Director Crawford voted yes, Director Coleman voted yes, Director Stein voted yes, and Director Maynard voted yes.

Motion was approved 5 to 0.

Respectfully submitted



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