MINUTES
Board of Health Meeting
June 26, 2017

Present: Robert Carangelo, Esq.; Dr. Marilyn Ross Cahn; Dr. Andrew Bronin; Vick Sandhu, Esq.; Kurt Schaffir; Julia Chiappetta; Caroline C. Baisley, Director

Absent: Dr. Mark Armstrong

Guests: Tracy Schietinger, GEMS Executive Director; John Strong, GEMS Financial Officer; Jennifer Baldock and John Raben, GEMS Board of Directors; Richard Kaufman, Greenwich Sentinel; Joe Carriero

Staff: Julie Carriero; Michael Long; Deborah Travers; Carol Dixon

Chairman called the meeting to order at 6:37 PM.

MINUTES

The minutes of the May 22, 2017 meeting were approved unanimously.

(Motion: Bronin / Second: Chiappetta / Vote: 6 in favor - 0 opposed)

GEMS Quarterly Report

Chairman invited John Strong to present the GEMS financial report, then the Board will follow up on the RTM budget cut to the GEMS budget.

Mr. Strong offered the following:

- Call volume was exceeded budget by 161 calls for the fiscal year ending April 30, 2017. Budgeted calls were based on multi-year historical experience and are consistent with the prior year fiscal 2016 budget.

- For the fiscal year, the change in net assets for GEMS’ combined funds was higher by $286,000. The change in net assets for the unrestricted fund was a positive $61,000 for the same period. On the capital side, contributions from donors restricted for capital purchases totaled $447,000 for the twelve months.

- Patient care service revenue was $2,537,000 for the twelve months, off budget very marginally by $14,000.
Call volume exceeded the total for the twelve-month comparative period last year.

- Payables and accrued expenses at April 30 were above the prior year end balance by $16,000. On the Balance sheet, the account “Cash and Cash Equivalents-Unrestricted” reflects a balance of $725,000. The Town fee is received semi-annually resulting in peaks and valleys in the cash position and in the “Other Receivables” balance sheet account which includes the Town receivable. Patient receivables at April 30 were higher than at the end of fiscal 2016, reflecting higher revenue. Deferred revenue in the liability section reflects town contract revenue to be recognized into income as earned.

- Expenses were under budget by $261,000. Personnel expenses were under budget for the year. Workers Comp showed the largest variance, a favorable one. Non-personnel costs were over budget by $36,000. Professional fees exceeded budget due to Executive Director search firm fee and higher HR legal costs.

There was nothing inexplicable in the trends or changes in the balances – all variances were within normal ranges expected in the normal course of business.

Ms. Schiettinger advised that GEMS is currently two months into the fiscal year and the RTM did reduce the amount of the Town fee payable to GEMS by $75,000. It was important to GEMS to minimize the effect of patient services in absorbing this cut. GEMS has reduced full time positions in the Training Division by one, however training generates revenue. Therefore, the most important job functions of the eliminated position will be re-assigned to three personnel currently in administration. The current job responsibilities already include billing, teaching and operations does a little of everything. In addition, the bike team and the boat medic were not activated on the weekends for the first three weeks of June and fundraising consultants have been reduced to adjust for the reduced Town fee. There is concern that functions will not be as seamless and training revenues will suffer.

Much discussion ensued regarding the RTM cut to the GEMS contract, with a general sense that GEMS has always been committed to having an open and transparent relationship with the Town and will endeavor to improve communication with the RTM.

**Update on town Soil Contamination Sites**

Mr. Long reported that the High School voluntary remediation plan paperwork has been filed with the State DEEP, no response has been received yet by the Department of Public Works. The plan must be approved by the State DEEP and the EPA.

The arsenic has been remediated at the Williams Street ball field but the field has not yet been restored to original condition pending the progress on the school construction, which is awaiting State funding.

Byram Beach has been done. Construction is moving along for the buildings.
According to the Board of Education facilities director, the consultant has done the follow up testing at Western Middle School but results have not yet been received. The areas of chlordane and contamination have been delineated. Once the results are in, DEEP will be consulted to determine if any further testing is required. If the area is delineated satisfactorily, a remediation plan will be developed for the PCBs.

Chairman thanked Mr. Long for the update.

**Discussion of FOIA Policy and Procedures**

Chairman referenced three draft documents. A fee schedule form for FOIA requests was drawn directly from the statute and is not flexible. The form that has been designed is not required for an FOIA request, but will make it easier for people to submit all of the information required to fulfill the request. The longest of the documents is an overview of what the policy is, and gives guidance to the public and to the employees fulfilling the requests. Chairman will continue to work on the draft over the summer.

**Other Business**

Chairman noted that the July and August meetings are usually cancelled unless something pressing arises.

There being no further regular business, Dr. Bronin moved to adjourn the regular meeting at 7:41 PM. *(Motion: Bronin/ Second: Ross Cahn /Vote: Unanimous - 6 in favor - 0 opposed)*

Respectfully submitted,

Andrew Bronin, M.D.

Secretary