

# B . C . B . O . H . A .

BERKSHIRE COUNTY BOARDS OF HEALTH ASSOCIATION

## BCBOHA Executive Committee Meeting Minutes

June 1, 2011 – 12:45 PM

BRPC, 2nd Floor Conference Room, 1 Fenn St., Pittsfield, MA

Executive Committee Members Present: Andy Fisher, Richard Frost, Scott Koczela, Mark Pruhenski

Executive Committee Members Absent: Al Hugabone, Ellie Lovejoy

Others Present: Charlie Kaniecki (MDPH), Tom Matuszko (BRPC), Don Snyder (MDPH)

BCBOHA Staff Present: Laura Kittross, Sandra Martin, Diane Persson

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### **12:47PM – Call to Order by President M. Pruhenski**

- *Review of Minutes April 13, 2011*
  - S. Koczela motioned, A. Fisher seconded, unanimous approval of minutes
- *Review of Contractor updates for March and April 2011*
  - S. Koczela motioned, A. Fisher seconded, unanimous approval of contractor reports

### **Financial**

- *Grant Budget Reports / GY 10E budget changes*
  - On target with spending
  - PHER expires 7/31/11
    - 24/32 towns took advantage of mini-grant
  - S. Koczela motioned, R. Frost seconded, unanimous approval of reports
  - As we get closer to GY 10E end, small budget changes may need to occur
    - L. Kittross would like some leeway in appropriating money within the budget without needing to call a meeting with the Executive Committee
      - R. Frost motioned, A. Fisher seconded, unanimous approval authorizing L. Kittross to move existing budget lines with a maximum of 10% from one to another with a report to the Executive Committee at the next scheduled meeting
- *Treasurer's Report*
  - CORI and 2 Temp Food trainings brought in ~ \$1100
  - R. Frost motioned, A. Fisher seconded, unanimously approved Treasurer's Report

### **Concurrence w/ DPH FY 12/BY 1 PHEP Application to CDC**

- State applies to CDC on half of all Coalitions
  - Need majority of Coalitions to concur on application
    - Usually there is a great deal of information and input

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- An email vote with all the BCBOHA membership has been previously used with the Executive Committee formalizing it at the Executive Committee meeting
      - OML does not allow this anymore
        - DPH agreed that Coalitions with an Executive Committee structure can have Executive Committee vote on behalf of the Coalition
- 5 year cycle is coming to an end
  - 10 E coming to a close
    - Upcoming year will be BY1
      - State funding has been cut 12%, BCBOHA funding has been cut a total of 8%, with another 2% still to be allocated (so could be up to 10% cut)
      - Funding was given to the Coalition for Local Public Health, which primarily supports training in the eastern part of the state out of the local allocations. Western part of the state has been vocal about disagreeing with this strategy.
- If BCBOHA doesn't concur, looks bad and the CDC has begun holding money back from States that are in conflict
  - This would be even worse
    - So, L. Kittross said, there really is no choice
      - L. Kittross and S. Martin have been very vocal about their disappointment
- A. Fisher asked for reasons not to concur
  - Argument could be made that the additional 2% taken out of BCBOHA's budget only benefits the Eastern part of the State
    - R. Frost said we should start making demands for services
      - L. Kittross and S. Martin agree – want more representation and will start the conversation about next year's budget immediately
- There has been no work plan or deliverables distributed
  - L. Kittross suggested a contingent vote
    - Concur contingent of deliverables
- Vote must take place by 6//17
  - S. Koczela suggested with-holding concurrence to force release of documents
- It was agreed to take contingent vote and add note with conditions
  - D. Snyder said that he heard the first year of the upcoming 5 year cycle will be a planning year
- M. Pruhenski said two votes should be taken so that DPH's application to CDC can be clean
- R. Frost motioned, A. Fisher seconded, unanimous approval for concurrence
- Concerns:
  - No work plan or deliverables distributed, need more transparency with 5 organizations that are funded by DPH

- Conditions:
  - 1 – Work plan needs to be distributed before application is sent in
  - 2 – Deliverables need to be commensurate with funding
  - 3 – There needs to be immediate transparency for next year's budget
  - 4 – More information re: CLPH organizations and where the \$20,000 each goes
  - 5 – Western MA needs better representation
  - R. Frost motioned, S. Koczela seconded, unanimous approval for M. Pruhenski to send email to DPH with concurrence and concerns/conditions

## Old Business

- *Training Classes Update (CORI, Orientation, Temp Food)*
  - CORI at Berkshire Hills Country Club was a great success
  - Orientation training has been postponed until the Fall because of the BPHA meetings
    - L. Kittross is sending it to LPHI for review
  - Temp Food Event
    - 2 very successful training in Williamstown and Great Barrington
    - L. Kittross also gave the training in Ashfield at invitation of health agent
    - Will run the training again in Great Barrington in late June
- *Coalition Operating Principles Approval*
  - Will be updated in September for Fall meeting
    - Will also review MRC Principals
  - A. Fisher motioned, R. Frost seconded, unanimous approval of Operating Principals
- *Septic Installer season update / fees*
  - L. Kittross passed out breakdown of past few years
    - White Engineering, D. Persson invoices, postage, etc. taken out
      - Recession hit profession hard
      - Bouncing back now
      - In black every year
      - Need to consider raising fees
        - New Certification course – raise from 125 to 130
        - Recertification courses – raise from 35 to 40
          - S. Koczela motioned, A. Fisher seconded, unanimous approval for raising fees

## New Business

- *FY 12 Dues*
  - Should the dues be raised?
    - Can no longer bar someone from voting in Coalition business if dues haven't been paid
      - Although, scholarship fund could only be open to those whose fees are current

- And, some trainings could have member vs. non-member fees
  - S. Koczela motioned, R. Frost seconded, unanimous approval for keeping dues at \$25
- *NACCHO Conference*
  - Being held in Hartford, CT this year
  - Egremont is covering the cost for S. Martin to go
  - Would anyone on the Executive Committee like to go?
    - R. Frost motioned, A. Fisher motioned, unanimous approval for authorizing money if an Executive Committee member wants to go
    - Laura will send out the Agenda for the conference

### **Miscellaneous**

- E. Lovejoy has asked the Committee to consider moving the meetings to 3 or 3:30 so that she can attend
  - That time does not work for any other Committee member
    - Will keep meetings at current time of 12:45

### **Adjourn – Quorum was lost at 2:00PM.**

### **What follows is for information purposes only**

### **Old Business**

- *DPH DIG Planning Grant / Berkshire Public Health Partnership Update*
  - Next meeting on 6/2/11
  - Consultant ad was in the Eagle and posted on the website
    - It is a planning position ~ 8hrs and week for 8 weeks
      - There has been very little response
  - Meetings are going well
- *Office Space (BRPC)*
  - Lease between BRPC and Compuworks expires 9/2011
  - It is looking like they will stay at Fenn St.
    - Everyone at BCBOHA is happy with the current space
- *IRAA Faith-based Project*
  - Homeland Security Council grant to the 4 Counties
  - Taking on faith-based groups with a focus on the IRAA population
  - There will be one Coordinator from each County and one Regional Coordinator for the group
    - FRCOG has been the fiduciary for previous IRAA grants
    - BRPC is now taking it on
    - There have been 4 or 5 applications for the Regional Coordinator position and they are being reviewed now
- *EDS Planning / Mini Grant Update*

### **New Business**

- *RWJF Research Grant*

- Waiting to hear back on short application, next step would be to be invited to submit a full application
- Proposed research project to study the implementation of the BPHA.
- *Letter in Support of MDPH Western Office Staff*
  - There has been lots of movement within MDPH and there will continue to be more as cuts come through and people are “bumped”
    - L. Kittross will draft a letter for next month in support of MDPH Western Office staff and how upsetting it is to lose services
      - Letter to be sent to Legislators and Commissioner
        - L. Kittross will contact B. O’Connell for specific cuts that can inform the Committee and be referenced in the letter
- *Public Information Officer Training*
  - Scheduled for June 17<sup>th</sup> at the Crowne Plaza
    - All Boards of Health, EMDs, REPCs, etc. have been invited
- *Tobacco letter*

### **Miscellaneous**

- *Website*
  - Food Recalls and measles alerts are now being posted
- *Measles*
  - Age ranges from a few months old to 60s
  - Those who have traveled to Western Europe are getting sick
  - Even those born before 1957 should consider having the MMR series if they could be exposed (around small children, travelers or health care workers)
- *Public Health Prevention Specialist (PHPS)*
  - Developing a model on disease reporting
  - Cooley-Dickinson Hospital in Northampton is partnering to look at how enteric illnesses are reported
    - Information is not being collected to determine where contamination might have occurred
      - I.e.: food, water, exotic animals, etc.

**Meeting disbanded at 2:38PM**

**Next meeting scheduled for July 13, 2011 @ BRPC @ 12:45PM**