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BERKSHIRE COUNTY BOARDS OF HEALTH ASSOCIATION

BCBOHA Executive Committee Meeting

April 17, 2013 – 12:45 PM

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

Executive Committee Members Present: Gina Armstrong, Jeff Kennedy, Erin Kirchner, Scott Koczela, John Olander, Mark Pruhenski, Ron Stant

Executive Committee Members Absent: None

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

BCBOHA Staff Present: Laura Kittross, Diane Persson

12:50PM – Call to order by President Mark Pruhenski

- *Minutes of March 20, 2013*
 - **J. Kennedy motioned, R. Stant seconded, unanimous approval of minutes**
- *Review of Contractor updates for March, 2013*
 - L. Kittross explained that MRC updates were included because BCBOHA loosely oversees that program
 - L. Kittross said that when contractors become employees of BRPC, contractor updates will need to be looked at again
 - J. Kennedy suggested program updates
 - M. Pruhenski asked if the change from contractor updates to program updates would go into effect July 1st
 - Yes, because contractors will become employees then
 - **J. Kennedy motioned, S. Koczela seconded, unanimous approval of contractor updates**

Financial

- *Grant Budget Reports*
 - Amendments need to be made for the end of the year (June 30th) by May 20th
 - L. Kittross is now splitting time between PHEP and DIG, making more funds available for other lines (equipment – desktop for office and laptop for D. Persson; supplies – toner and postage; communications – cellphone minutes and fax; office space – rent, insurance; meeting expenses – BCBOHA Exec Committee meetings will be charged back to PHEP; special projects – to be determined)
 - When contractors become employees on July 1st, L. Kittross and S. Martin had planned on asking for raises (\$2 for L. Kittross and \$1.75 for S. Martin). Laura has not had a raise since 2008, and Sandra has not had one since 2006 or 2007.
 - L. Kittross has already negotiated it for her DIG work and would like to ask for PHEP raises now
 - Special project
 - L. Kittross would like to use the unallocated funds to get the sharps program up and running (kiosks, containers, educational materials, lawyer to draft memo about what regulations allow and don't allow) if DPH approves spending emergency preparedness funds on sharps.

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- T. Matuszko has asked that the money not be spent on a lot of little things because it makes accounting difficult at the end of the year
 - S. Koczela suggested interdepartmental communications training for town officials as well as coordination with adjoining towns and States
 - Regional supplies, like was done with the satellite phones and trailer, vs. individual town supplies was suggested
 - C. Kaniecki said that if the satellite phones are old, they should be tested because technology has changed so much in the past few years that they may not work with the current system
 - L. Kittross would like the budget approved as amended and be given guidance and the flexibility to move things around and get the sharps program up and running
 - S. Koczela asked where regional sites for sharps collection would be
 - Great Barrington, Pittsfield and North Adams
 - North Adams agreed when M. Serrano was Director; but, it is unclear where they stand now that he is gone
 - S. Koczela suggested getting in touch with the Northern Berkshire Solid Waste Management District (NBSWMD) to see if they could set something up at transfer stations
 - L. Kittross cautioned because once someone transports more than 50lbs. a month, s/he becomes a generator, which is very costly and is subject to many regulations
 - C. Kaniecki suggested seeing if the hospitals could help with funding
 - Question is how to get this approved as an emergency preparedness activity
 - J. Kennedy would like to focus on the legality of it – determine who is responsible for what
 - **J. Kennedy motioned, R. Stant seconded, unanimous approval of budget amendment with leeway to L. Kittross to move funds around as needed and moving forward with sharps if possible**
- *Treasurer's Report*
 - J. Kennedy reports that the report balances and there is approximately \$44,000 in the account
 - There is just under \$600 more at the end of this month than last month, largely due to trainings (installers, chokesaver)
 - **R. Stant motioned, E. Kirchner seconded, unanimous approval of Treasurer's report**

Old Business

- *PHEP Deliverables Update*
 - Deliverables are on track to be completed
 - Concurrence will be voted on at the Spring Dinner

- State applies to the CDC for PHEP funds and needs agreement from majority of towns and cities (concurrence)
 - Used to be done by email; but, now that we are subject to Open Meeting Law, it has been done at the Executive Committee meetings. This year, the timing is such that it can take place at the Spring Dinner
 - T. Matuszko asked about quorum requirements
 - M. Pruhenski checked the bylaws – there is no quorum requirement
 - G. Armstrong asked how similar the application was to last year's application
 - L. Kittross said that the application is very long and hard to understand; but, she does agree with the capabilities (Community Preparedness, Emergency Operations Coordination, Emergency Public Information and Warning, Information Sharing, Mass Care, Medical Countermeasure Dispensing, Medical Materiel Management and Distribution, Public Health Surveillance and Epidemiologic Investigation, and Volunteer Management)
 - If we don't concur, we are seen as troublemakers and have no real effect anyway
 - There is approximately a 10% cut in funding
 - Have not seen deliverables for next year
 - L. Kittross expressed frustration that the State says what they will do; but, don't spell out what Coalitions are responsible for
 - L. Kittross asked for a vote from the Executive Committee just in case something happened next week
 - **J. Kennedy motioned, R. Stant seconded, unanimous approval to concur and have M. Pruhenski to sign on behalf of BCBOHA membership and Berkshire County Public Health Emergency Preparedness Coalition**
- *BOH Orientation Class*
 - 3 classes at BCC (6/10 in Great Barrington, 7/17 in Pittsfield, 9/24 in North Adams)
 - If anyone wants to teach a section, let L. Kittross know
 - Originally, BCBOHA bid for and received contract from BPHA to put on trainings
 - Now that L. Kittross is getting paid by DIG under BPHA, the ADC has voted to have D. Persson become a special BPHA contractor to work under this project, nullifying original contract
 - *Housing class / other classes / Mentors*
 - Pittsfield had C. Kaniecki teach class on housing
 - It was a great class for experienced and new agents
 - Camps class by Dave Williams will be done on May 10th from 10-12
 - MHOA may put on some trainings; but, we need basic ones and would like to have a series of them, every 6-8 weeks

- **J. Kennedy motioned, E. Kirchner seconded, unanimous approval of appointment of Gina Armstrong to open Executive Committee seat**
 - G. Armstrong was welcomed by all
 - L. Kittross will put together packet of information
- *Sharps Collection*

New Business

- *IRAA – Phase III*
 - Recommends hiring contractor to develop Western MA Rest Center Plan
 - V. Orłowski applied
 - T. Matuszko recommends hiring her to do this work to be completed next Spring
 - Deliverables include: creating a template, collaboration with the other 3 Counties of Western MA, meet with appropriate stakeholders, and put template and other necessary information on website
- *Meet and Greet*
 - C. Kaniecki announced that S. Dennis will be hosting a meet and greet with Health Agents and Health Directors in June 2013
- *Beaches*
 - C. Kaniecki said there is no accredited lab in Berkshire County to test beach water
 - There is no requirement that the lab be accredited
 - Regulations just say that “standard methods” need to be used
 - Wastewater treatment operators may be able to run tests for bacteria for towns
 - M. Pruhenski said that he was told a sample had to be to the lab within 6 hours
 - J. Kennedy will look into regs and send letter he received from Premier to L. Kittross
 - L. Kittross is willing to send out options to people; but, wants to make sure she is not endorsing a private company

2:29 – Adjourn – J, Kennedy motioned, R. Stant seconded, unanimous approval to adjourn

Documents distributed for meeting:

- Agenda
- Minutes from March 20, 2013
- Contractor updates for March 2013
- MRC report (September 2012 – December 2012 and December 2012 – March 2013)
- BCBOHA Consolidated budget as of March 16, 2013
- BCBOHA 2013 Treasurer’s Report
- Draft Principles of Operation