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BERKSHIRE COUNTY BOARDS OF HEALTH ASSOCIATION

BCBOHA Executive Committee Meeting

February 5, 2013 – 12:45 PM

3rd Floor Conference Room, 1 Fenn St., Pittsfield, MA

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

Executive Committee Members Absent: Scott Koczela, Manny Serrano

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

BCBOHA Staff Present: Laura Kittross, Diane Persson

12:53 – Call to order by President Mark Pruhenski

- *Minutes of December 19, 2012*
 - **J. Kennedy motioned, E. Kirchner seconded, unanimous approval of minutes**
- *Review of Contractor updates for December 2012*
 - **J. Kennedy motioned, E. Kirchner seconded, unanimous approval of contractor updates**

Financial

- *Grant Budget Reports*
 - Spending is on track. Money was moved into printing line from mileage line because of expense of fall dinner printing. Travel has been cut down and we no longer pay \$800-\$900 a year for the CDC Public Health Prevention Specialist's mileage; so, L. Kittross thinks the mileage budget will be ok.
 - **J. Kennedy motioned, E. Kirchner seconded, unanimous approval of Grant Budget Report**
- *Treasurer's Report*
 - J. Kennedy reports that we began December 2012 with \$5,094.86 and ended with \$43,695.16. The Treasurer's report balances with the bank statement and 2012 can be closed.
 - M. Pruhenski asked about the installer refund/bad checks line
 - L. Kittross explained that she keeps track of when an installer's check bounces or they request a refund because they didn't attend a class
 - M. Pruhenski asked if we ever have trouble getting the money from an installer whose check was returned
 - L. Kittross said no
 - **R. Stant motioned, E. Kirchner seconded, unanimous approval of Treasurer's Report**

Old Business

- *PHEP Deliverables Update*
 - Deliverables are on track for completion
 - Partnership Building
 - For the last two years, deliverables included developing partnerships with hospitals, social service agencies, schools, etc. This deliverable is ambiguous and has been

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interpreted very broadly, allowing for collaboration on the Community Health Assessment and wellness work

- Arguments could be made that work such as wellness is not emergency preparedness related; but, that it does build partnerships
 - T. Matuszko and L. Kittross want to make sure this is the direction the executive committee still wants to go because of the stricter guidelines
 - T. Matuszko is hearing from MDPH
 - **J. Kennedy motioned, E. Kirchner seconded, unanimous approval to reaffirms staff's efforts to continue to build the Coalition's partnerships in the manner in which they have been**
- Performance Measures
 - The CDC is now requiring a lot of data/numbers (performance measures)
 - Survey was conducted and submitted by L. Kittross to establish a baseline of what plans each community has (mass fatality, sheltering, etc.)
 - L. Kittross will bring in copies of the baseline data that she submitted
- *Grants*
 - HSC TTX Grant for Food & Water Emergency
 - 3 workshops and tabletop exercises were held in the 4 Western MA counties to test and revise SOGs for food and water safety and public information
 - L. Kittross distributed the updated food and water SOG and asked for thoughts and suggestions on things to include/exclude and formatting issues
 - H. Barbieri is working on the AAR and should have that completed soon
 - Payment of Invoices
 - L. Kittross paid the Red Lion Inn and Staples invoices
 - Would like to pay T. Williams for facilitation
 - **J. Kennedy motioned, E. Kirchner seconded, unanimous approval to pay T. Williams in anticipation of being reimbursed by the Homeland Security Council**
 - CIC Grant (Sharps)
 - Waiting to hear – hopefully in the next few weeks
 - FEMA Grant (REAL Partnership)
 - Waiting to hear
 - SABIC Grant w/ Hospitality Green
 - Waiting to hear
 - Alliance BOH Training Grant
 - Contract was awarded with condition – Sandra cannot get paid from the contract because of concern over conflict
 - Existing BCBOHA training needs to be adapted and accepted by MDPH
 - Berkshire
 - 3 trainings provided over the next 9 months, ending 12/31/13
 - BCBOHA will be responsible for food, copies, and certificates of training as well as teaching the class
 - Western MA
 - Other communities outside Berkshire County have expressed interest

- All MA BOHs would be welcomed; but, would need to be subsidized for non-Berkshire County towns
 - WMPHA has given \$750 for this training and the mosquito forum to be held in April
 - MDPH has asked if we would be willing to bring it to other areas of the State (western MA)
 - When and where to hold the trainings will need to be determined
 - A survey will go out to all BOHs to determine what the best time is
 - **J. Kennedy motioned, R. Stant seconded, unanimous approval to accept the contract**
- *Employees*
 - BCBOHA staff have to become employees of either BCBOHA or BRPC
 - Table comparing BCBOHA costs and BRPC costs handed out
 - L. Kittross doesn't think the decision should be solely based on numbers or with individual people in mind
 - If BRPC employees work 20+ hours, health insurance has to be offered, employees would have to join state retirement system; but, no vacation or sick time would be offered
 - L. Kittross said that the health insurance plan is a good one and she would consider taking it
 - If BCBOHA employees, no health insurance, retirement, sick or vacation time would be offered
 - Up to 3 days of jury duty pay a year would need to be provided regardless of whether staff become BRPC or BCBOHA employees
 - L. Kittross ran rough numbers: unemployment, workers comp are the essentially the same, payroll and admin are similar, supervision would be different (BRPC staff vs. Executive Committee)
 - It would be a little more expensive for staff to become BRPC employees
 - Right now, L. Kittross is about 35-40 hours a week, S. Martin is 35-40 hours a week, and D. Persson is 20 hours a week
 - If BRPC employees, L. Kittross would be 33-35 hours a week, S. Martin would be 20 hours a week and D. Persson would be 20 hours a week assuming L. Kittross and D. Persson take benefits
 - If BCBOHA employees, L. Kittross and S. Martin would want an hourly raise which under current budget would allow them each to work approximately 33-35 hours a week
 - Strong Operating Principles would need to be written to clearly state that the Executive Committee has the power to direct the Coalition and to make sure PHEP funds are used in a manner that the Executive Committee wants
 - T. Matuszko said that substantive issues would be as the Executive Committee's discretion; but day-to-day administrative issues would need to follow certain procedures that BRPC have to comply with
 - It is also unclear about whether there will be cuts in funding
 - If staff become BRPC employees, BRPC has infrastructure to involve staff in other projects; but, BCBOHA potentially loses identity
 - If staff become BRPC employees, BCBOHA and BPHA might merge/work closer

- If staff become BCBOHA employees, the contract will need to be bid and BCBOHA may not get it
- Need decision and possible bid/hiring to be done and ready to go for July 1, 2013
- L. Kittross and T. Matuszko will bring more information to the next meeting
- Vote needs to be done next meeting
- *Coalition vs. BCBOHA Meetings*
 - Roles need to be identified so it is clear where one starts and one ends
 - T. Matuszko has suggested having two separate meetings
 - D. Snyder stated that other areas of the State view all activities as PHEP related and that DPH is aware because he gives updates
 - T. Matuszko wants more clarification because he is hearing something different on conference calls with DPH
 - L. Kittross has wanted to ask; but, has been discouraged by others, because the fear is that DPH will say no

New Business

- *Grant writing time*
 - Concern is that some grant writing can't be justified under PHEP
 - Can time spent on writing be billed to BCBOHA?
 - More conversation to occur at next meeting and as situation arises
- *Spring Dinner*
 - Ratify BCBOHA as coalition
 - Operating Principles
 - Dates – TBD – need 2 month lead time
 - Topic and Speaker – wellness, medical marijuana, Title 5
 - Venue – various suggestions were made and will be looked into
- *Upcoming Conferences*
 - WMPHA Food Conference Feb 27, 2013
 - Topics to be covered: how to conduct an inspection, disease outbreak investigation, green approaches to cleaning, food safety issues for BOHs
 - Medical Marijuana Listening Session Feb 27, 2013 in Holyoke
 - Mosquito Conference April 24, 2013
 - Refreshments allocation
 - Dr. Brown – State Veterinarian and someone from the Pesticide Bureau will be speaking
 - MHOA DEP Conferences

2:40 – Adjourn – E. Kirchner motioned, J. Olander seconded, unanimous approval to adjourn

Documents distributed for meeting:

- Agenda
- Minutes of December 19, 2012
- Contractor updates for December 2012
- BCBOHA Consolidated budget as of November 16, 2012
- BCBOHA 2013 Treasurer's Report
- Food and Water Safety SOG

- Table comparing BCBOHA costs and BRPC costs for employee options