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BERKSHIRE COUNTY BOARDS OF HEALTH ASSOCIATION

BCBOHA Executive Committee Meeting

July 20, 2011 – 12:45 PM

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

Executive Committee Members Present: Andy Fisher, Scott Koczela, Ellie Lovejoy, Mark Pruhenski

Executive Committee Members Absent: Richard Frost, Al Hugabone

Others Present: Diane Ekman (MDPH), Tom Matuszko (BRPC), Joseph Sabato (MDPH), Don Snyder (MDPH), Peter Stone (MDPH)

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

12:43 – Call to Order by President M. Pruhenski

- *Review of Minutes June 1, 2011*
 - E. Lovejoy motioned, S. Koczela seconded, unanimous approval of minutes
- *Review of Contractor updates for May & June 2011*
 - Tabled until next meeting because reports were not available for review

Financial

- *Grant Budget Reports*
 - PHER ends 7/31, PHEP ends 8/9
 - Because there has been a significant cut for next year, any remaining money this year will be used to purchase supplies for next year
- *Treasurer's Report*
 - E. Lovejoy and L. Kittross will be meeting on 7/21 to go over
- E. Lovejoy motioned, S. Koczela seconded, unanimous approval of all financial reports (Grant Budget Reports and Treasurer's Report)
- *Proposed GY12/BP 1 Budget*
 - 10% cut from last year
 - Contractors hours will be cut and V. Orłowski will not be used for special projects
 - Mileage will be cut by prioritizing meetings
 - T. Matuszko suggested looking into renting a car
 - L. Kittross will look into
 - Office space will need to be paid for out of BCBOHA funds
 - S. Koczela asked how much the office space was per month
 - \$391 but with the re-measurements, it would be \$467 as of October 2011
 - We could move into the smaller office or look elsewhere; but, at least storage space is needed
 - E. Lovejoy said she felt that BCBOHA money would not be used for office space

- S. Martin said that she was looking to work less hours and maybe it could be taken out of her budget line or the Alliance implementation grant could help
 - L. Kittross suggested that we pay rent for the next 2 months and re-evaluate in October after renegotiating
 - E. Lovejoy motioned, S. Koczela seconded, unanimous approval for amending BP 1 budget to include rent for the next two months
 - M. Pruhenski asked for the office space to be carried over to the next month's agenda
- T. Matuszko said that the contract from DPH to BRPC as the Host Agency has not been received yet
 - As of 8/9/11, no work will be authorized

Peter Stone, Diana Ekman & Joseph Sabato, DPH

- *Climate Control Project*
 - Goal is to assess the ability of local public health to adapt to environmental changes
 - Survey and FAQ sheet passed out
 - Peter Stone said there were 6 interns available to help with gathering information needed to complete the surveys
 - Diana Ekman is available for our region
 - Public Health Environmental Tracking System
 - Community data available online at: www.cdc.gov/nceh/tracking
 - S. Martin said that some of the information can be found on the census or gotten quicker and easier directly by DPH
 - E. Lovejoy said that the percentages are skewed for her community because she shares a zip code and data is tracked via zip code
 - 19 communities share zip codes in MA
 - E. Lovejoy asked what the threshold of mortality was for heat related illness
 - Not listed on death certificates – often listed as something else
 - D. Snyder pointed out that EMS calls for heat do not always get reported to DPH because the person may not go to the hospital after being treated by EMTs
 - S. Martin said that she thought beyond education, really small communities in Berkshire County do not have resources to do anything
 - S. Koczela said that there are standards for heat minimums in buildings and asked if there could be maximum standards, especially in schools
 - L. Kittross will send out survey via email to entire membership
 - Asked D. Ekman to keep her updated as to Berkshire County response

Old Business

- *BOH Orientation Class*
 - Very well received
 - Half of the participants were from Berkshire County while the other half registered after the announcement went out from C. Kaniecki

- Feedback:
 - limit the Open Meeting Law discussion
 - have more day-to-day responsibilities
 - limit personal issue discussion
- will hold every year for new BOH members
- great opportunity for mentoring and networking
 - many suggested having a panel discussion or round table of experts
 - perhaps at the dinner or on an on-going rotational basis
- *DPH DIG Planning Grant / Berkshire Public Health Partnership Update*
- *Grant Program Updates:*
 - PHEP (GY 10E Deliverables/report; BP 1 Deliverables)
 - IRAA Faith-based Project
 - PHER

Items were tabled for next month due to time constraints.

New Business

- *FY 12 Flu Vaccination Clinics*
 - School based clinics were very successful
 - Would like to continue running clinics
 - Billing through the UMASS service could make it a self-sustaining project
 - We can get free vaccine for kids, not adults
 - BCBOHA would need to spend some money upfront to buy adult vaccine and get reimbursed later
 - It is a risk because we do not know if adults will show up at clinics
 - Vaccine can be purchased at State contracted rate
 - A. Fisher motioned, E. Lovejoy seconded, unanimous approval for purchasing up to 300 doses
- *Grants Policy Decision*
 - BCBOHA has historically applied for the whole county when applying for grants
 - As Alliance moves forward and/or as grant applications limit the number of towns eligible to apply, does BCBOHA want to become more flexible or stay as it has been, applying for grants countywide?
 - A. Fisher suggested that applications be opened up to everyone and first come-first served or randomly select towns if more are interested than a grant allows
 - E. Lovejoy asked to table the discussion until the next meeting
 - M. Pruhenski asked that it be kept on agendas
- *DART Donation*
 - MRC used to be under BCBOHA but because of liability issues, Fairview Hospital agreed to take it over

- Many people want to donate to the MRC but Fairview has a policy that does not allow for donations to be accepted
 - MRC ran a fundraising event at a hair salon and raised \$1000
 - Salon would like a letter for tax purposes
 - Can money be put in BCBOHA's account with BCBOHA administering the spending of the money for them?
 - E. Lovejoy motioned, A. Fisher seconded, unanimous approval of taking and administering money for DART and writing tax letter for donation
- *Fall Dinner – date & speaker*
 - October 18 or 19 works for everyone in attendance
 - M. Pruhenski asked that R. Frost and A. Hugabone be consulted before final date is chosen with Berkshire Hills Country Club
 - Suggested topics
 - Animal response/rabies/wild animals/animal control collaboration
 - Mike Cahill and Joe Chague together?
 - How to deal with people under difficult situations
 - E. Lovejoy said there should be a table with informational/educational materials at every dinner

2:19 – E. Lovejoy motioned, A. Fisher seconded, unanimous approval to adjourn

Next meeting: August 10, 2011 at 12:45PM @ BRPC, 2nd floor conference room