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BERKSHIRE COUNTY BOARDS OF HEALTH ASSOCIATION

BCBOHA Executive Committee Meeting

July 26, 2012 – 1:45 PM

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

Executive Committee Members Present: Andy Fisher, Erin Kirchner, Scott Koczela, Ellie Lovejoy, Mark Pruhenski, Manny Serrano

Executive Committee Members Absent: Richard Frost

Others Present: Tom Matuszko (BRPC)

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

2:08 – Call to order by President M. Pruhenski

- *Minutes of June 20, 2012*
 - M. Serrano motioned, E. Lovejoy seconded, unanimous approval of minutes
- *Review of Contractor updates for June 2012*
 - M. Serrano motioned, S. Koczela seconded, unanimous approval of updates
- *Faith Community Emergency Preparedness Project & Medical Reserve Corps Reports*
 - FC-PEP project has closed Phase I
 - Haven't received a MRC update in a while – L. Kittross will get in touch with Corinne to see if one has been missed

Financial

- *Grant Budget Reports*
 - FY12 ends 8/9/12 – spending is on track
 - E. Lovejoy motioned, M. Serrano seconded, unanimous approval of grant budget reports
- *Treasurer's Report*
 - Reviewed by E. Lovejoy – no changes to be made – L. Kittross and E. Lovejoy to meet in August
 - M. Serrano asked about flu clinics – approximately \$805 has been received in insurance reimbursement – will be more this upcoming year because there is now a contract with MassHealth
 - M. Serrano motioned, E. Lovejoy seconded, unanimous approval of Treasurer's Report

Old Business

- *PHEP Update*
 - Deliverables FY 12 Progress – ends 8/9
 - HHAN drill coming soon
 - Most deliverables are done – the rest will be completed before August 9. Some towns complained about doing set up drills as towns felt like they just did them last year.

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- E. Lovejoy and S. Koczela expressed frustration because deliverables do not match needs/environment
 - Something to discuss in strategic planning
 - Draft FY 13 Deliverables
 - Final deliverables will most likely be the same as the draft
 - Seem to be slightly more manageable than last year
 - DPH will be conducting more trainings for BOH
 - BCBOHA will still be responsible for EDS planning, TARS and tracking ICS and NIMS, as well as the numerous required drills
 - Collaboration with hospitals are included
 - L. Kittross will email out or bring final deliverables to next meeting
- *Wellness Committee*
 - Still meeting with Berkshire Health Systems about the Community Health Assessment and development of an improvement plan
 - Will update in September
- *Other Grants*
 - Homeland Security Council TTX Grant for Food & Water Emergency
 - Conduct four tabletop exercises to test Public Information/Risk Communications and Drinking Water and Food Safety and Security SOPs created by the WAG
 - Components
 - Workshop to explain SOPs
 - Tabletop to see what works and what doesn't
 - Revise SOPs as needed
 - BCBOHA awarded grant, not BRPC – will be a good test of BCBOHA's ability to manage grants in the future
 - \$15,000 total award
 - \$7,500 to Berkshire
 - \$2,500 each to other three counties
 - $\$3,000 \div 4 = \750 for food for each tabletop
 - H. Barbieri and D. Persson will create documents
 - T. Williams will facilitate tabletops
 - Each county will be responsible for logistics
 - One or two BCBOHA staff will be at each event
 - Irene II scenario with flooding, evacuation, shelter-in-place and food contamination
 - What time of day would be best?
 - M. Serrano said day would work better for Berkshire event
 - Want it directed towards BOH. If successful, can go back to the Council and ask to run more.
 - Back-fill for volunteers - \$15 per hour; but, the volunteer has to already be getting a stipend for another position, i.e.: fire department, BOH member, BOS member, etc. Town will have to fill out

paperwork for them – most do not because it is an arduous process. Salaried positions are not eligible.

- M. Serrano motioned, E. Lovejoy seconded, unanimous approval of accepting HSC grant
- EPA Indoor Air Quality & Roadmaps to Health Prize
 - EPA application was denied. During debrief with EPA staff, L. Kittross and S. Martin said they learned that they needed to be more specific about things that they assumed were known. Debrief was very helpful.
 - Will be available again in two years
 - Still waiting on Roadmaps to Health Prize
- RWJF Public Health Law Research (invited to submit full proposal)
 - Looks at impact of laws on Public Health practice
 - Submitted short proposal on legal barriers to forming the Alliance
 - Partnering with Justeen Hyde of the Institute for Community Health
 - 157 shorts were submitted, 40-50 were invited to submit full proposal
 - Long proposal submitted in early July
- *Sharps Disposal*
 - State wanted to know who had programs and who didn't
 - Spreadsheet handed out showing that most towns don't have anything in place
 - Brings up idea of a Countywide program
 - Tri-Town is interested in collaborating
 - According to L. Kittross' review of available data, if a type 2 diabetic injects 4 times a day, 1.4 million needles are used every year in Berkshire County
 - BOH are not required by law to deal with this, but, consensus is that it is the right thing to do
 - BRPC will be convening a meeting in September to discuss options
- *Flu Clinic Reimbursement/Vaccine*
 - Approximately \$805 was received. It is technically Fairview Hospital's money; but, they said that we could have it as long as it was used for vaccine
 - Could be used to buy adult doses (180 child doses are provided by the State for Berkshire county) for towns not covered by the Alliance Public Health Nurse
 - Could buy approximately 80-90 adult doses
 - E. Lovejoy motioned, E. Kirchner seconded, unanimous approval to use received monies and any other amount that may come in for purchase of vaccine for towns most in need
- *Training Grant \$\$*
 - Have \$1100 remaining
 - BOH Orientation class will use \$100-\$200
 - Four MHOA conference applications have been received

- Normally, training money is used to pay half; but, if we paid ½ of the fee, it could be anywhere from \$260 - \$420 for those four people to attend depending on whether they attend one day or two
 - In the past, BCBOHA has sometimes paid for Executive Committee members to go or had a raffle at the dinner
 - Since the money is being depleted and MHOA is too expensive, options are:
 - No MHOA for anyone not on Executive Committee
 - Per municipality, per year allowance of \$100
 - Prioritize little towns where staff have to pay out of pocket to attend
 - M. Serrano motioned, E. Kirchner seconded, unanimous approval to pay half of a training fee up to \$100 per year per community
- *Letter to state re: videoconferencing*
 - L. Kittross will email out a draft letter
- *Fall Dinner – hoarding speakers*
 - E. Kirchner attended a conference on the Cape
 - Randy Frost was the speaker and was quite good
 - Will send info to L. Kittross
 - *Hoarding Task Force*
 - Three counties represented, not Berkshire
 - L. Kittross forwarded M. Serrano’s information
 - M. Serrano has not been contacted
 - S. Koczela reported that the Attorney General’s office is getting involved in trainings for receivership for abandoned properties.
 - William O’Neil has been very helpful
 - Group thinks this topic would be great for a larger training
 - Dinner will be held in late October or early November
 - D. Persson will email and call about available dates

New Business

- *Bill O’Connell Retirement*
 - Bill announced his retirement – his last day is Friday, August 3
 - He said that his job would be posted as two positions: one for the Western office and one for the Central office
- *Cancel August Meeting*
 - Unless anyone objects, L. Kittross would like to cancel the August meeting
 - No objections noted

Upcoming Events

3:10PM – Adjourn – A. Fisher motioned, E. Lovejoy seconded, unanimous approval to adjourn

Next meeting: September 19th @ 12:45PM