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BERKSHIRE COUNTY BOARDS OF HEALTH ASSOCIATION

BCBOHA Executive Committee Meeting

March 20, 2013 – 12:45 PM

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

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

Executive Committee Members Absent:

Others Present: Soloe Dennis (MDPH), Charlie Kaniecki (MDPH), Jennifer Kimball (BPHA), Tom Matuszko (BRPC), Gina Armstrong (Pittsfield Health Dept.)

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

12:55PM – Call to order by President Mark Pruhenski

- *Minutes of February 7, 2013*
 - **J. Kennedy motioned, J. Olander seconded, unanimous approval of minutes**
- *Review of Contractor updates for January & February*
 - **J. Kennedy motioned, S. Koczela seconded, unanimous approval of contractor updates**

Financial

- *Grant Budget Reports*
 - Spending is on track
 - **J. Kennedy motioned, S. Koczela seconded, unanimous approval of grant budget reports**
- *Treasurer's Report*
 - Will be certified for next meeting

Discussion

- L. Kittross introduced the Executive Committee to Gina Armstrong, new Health Director for the City of Pittsfield, and Soloe Dennis, new Western MA Regional Director for MDPH
 - S. Dennis said that his role at MDPH is to listen and collaborate with local boards of health and to advocate on their behalf with MDPH

{1PM – Call to Order Alliance Directorship Committee by Acting Director Sandra Martin}

Those present: J. Kennedy, S. Martin, M. Pruhenski (members) and J. Kimball (staff)

J. Kennedy motioned, S. Martin seconded, unanimous approval to have ADC minutes incorporated into BCBOHA minutes

- *BCBOHA/Alliance Collaboration & Integration*
 - L. Kittross briefly summarized previous discussions about having staff as employees vs. contractors (have to become employees) and the advantages and disadvantages of becoming BRPC employees vs. BCBOHA employees

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- L. Kittross also explained that the Alliance is without a Director, that S. Martin has been volunteering a great deal of time as Acting Director, and that the suggestion has been made that L. Kittross take on the role of Director for 1/3 – 1/2 time, while maintaining her PHEP duties
- The organizations would remain separate for the time being; but, by working more closely together, they will be stronger
- S. Koczela asked what would happen if funding for the Alliance was cut
 - L. Kittross explained that part of her job would be to make sure it was sustainable and to seek alternate funding via other grants
 - S. Koczela said that the Alliance's ability to be sustainable was a factor in Adams' decision about the Public Health Nursing program
 - S. Martin said that the PHN program was doing very well and is sustainable on its own
- L. Kittross also said that as a BRPC employee, BRPC could assign her to other projects
- BCBOHA would have to contract with BRPC for 2-5 hours a month for L. Kittross to continue to do BCBOHA work (supervise D. Persson, file taxes, balance checking account)
- M. Pruhenski said that it seems we are somewhat answering by default the employee question by supporting L. Kittross becoming Director of both
 - L. Kittross said, in theory, she could become an employee of BRPC for Alliance work and become an employee of BCBOHA for PHEP work
- L. Kittross reiterated that a decision should not be based on one person; but, that a decision should be made based on what was best for both organizations
- T. Matuszko said that the Alliance Director will be a BRPC employee; but, that the PHEP work could be bid out (contractors) or employees. Contractors would be employees of another employer (BCBOHA)
- T. Matuszko also said that discussion is about BCBOHA's role as PHEP Coalition, not anything else BCBOHA does (chokesaver, installers, etc.)
 - D. Persson would have to become an employee of BCBOHA to handle those projects
- J. Kennedy motioned, E. Kirchner seconded to move forward with BCBOHA/Alliance collaboration and Directorship
 - S. Martin suggested not limiting it to just the Directorship
 - J. Kennedy accepted change to reflect collaboration and staff
 - J. Olander asked if there was any conflict of interest
 - T. Matuszko said no because of the way the contracts are written
 - L. Kittross is still in talks with BRPC about financial and programmatic issues
 - Suggested another amendment to motion: Move forward with collaboration and staff provided that roles of organizations are mutually agreed upon with BRPC

- **J. Kennedy restated motion with accepted amendments: move forward with BCBOHA/Alliance collaboration and staff provided that roles of organizations are mutually agreed upon with BRPC, E. Kirchner seconded, unanimous approval**

{ADC – J. Kennedy motioned, M. Pruhenski seconded, unanimous approval to move forward with BCBOHA/Alliance collaboration and staff provided that roles of organizations are mutually agreed upon with BRPC}

- *Employees*

- **J. Kennedy motioned, E. Kirchner seconded, unanimous approval that BCBOHA contractors move into discussions/negotiations to become BRPC employees provided that a mutually beneficial agreement between BCBOHA and BRPC can be reached**

{ADC – J. Kennedy motioned, M. Pruhenski seconded, unanimous approval that BPHA contractors move into discussions/negotiations to become BRPC employees provided that a mutually beneficial agreement between BPHA and BRPC can be reached}

{1:27PM – J. Kennedy motioned, M. Pruhenski seconded, unanimous approval to adjourn ADC}

Old Business

- *PHEP Update*

- Deliverables – EDS Planning / TARs / Drills
 - TARs are being done
 - Sheffield and Lenox are being audited this year
 - Sheffield's is good
 - Lenox's has not been updated for several years & will not make a good showing; we are trying to convince Lenox of the importance of updating their plans
 - Pittsfield and Stockbridge are currently working with Diane to update their plans
- FY 14 / Concurrence
 - L. Kittross handed out "Overview of 2013 Joint Funding Opportunity Announcement (FOA) Prepared for 18 March 2013 LSAC Meeting: Hospital Preparedness Program and Public Health Emergency Preparedness Cooperative Agreements Budget Period 2 (July 1, 2013 – June 30, 2014)"
 - MDPH has to apply to CDC for PHEP funds every year
 - Have to show agreement from Coalitions every year
 - BCBOHA used to vote via email
 - Because of Open Meeting Law, vote used to take place at Executive Committee meetings

- This year, the timing is right so that the entire membership can vote at the Spring dinner on 4/22
 - L. Kittross went over handout with stipulation that numbers listed are for planning purposes only
 - With the federal budget and sequester, anything could happen
 - S. Martin that this budget has been approved
 - L. Kittross reports that she is assuming a 10% cut for budgeting purposes
 - L. Kittross will send out timeline, conference call notices and notice about vote at dinner to email distribution list
- *BOH Orientation Class*
 - 3 classes will be set up in the 3 areas of the County
 - T. Matuszko has been talking to Berkshire Community College to make it part of a larger series for municipal employees including overall classes (OML, ethics) and classes tailored to specific positions within the town (BOH, BOS, etc.)
 - S. Koczela asked about fees to attend
 - Attendance has to be free
 - May cost us a fee to run classes there; but, could save us some money because BCC would do registration and certificates
 - C. Kaniecki asked where the money has come from. Is it from MDPH?
 - Yes – it is DIG based
 - There is also WMPHA money (from LPHI) to subsidize non-Berkshire County attendees
 - Geoff Wilkinson and Mike Coughlin from MDPH has asked if it could be brought to other areas of the State
 - We are committed to doing 3 in Berkshire County; but, could also easily bring it to other areas of the State
 - L. Kittross sent Mike an estimate
 - *Principles of Operation*
 - Every year there is a vote on how BCBOHA as the Coalition and BRPC work together
 - If we become BRPC employees, those Principles of Operation should be strengthened to make sure that the Executive Committee remains in control of PHEP
 - L. Kittross and T. Matuszko have been working on them and should have a draft soon
 - Will vote at 4/17 meeting
 - *Spring Dinner*
 - No registrations yet
 - C. Kaniecki will not be able to attend
 - S. Dennis will be sent invite
 - S. Koczela was very helpful in getting speakers to talk about receivership
 - *Exec Committee Opening*
 - M. Serrano has left to take a position with a hospital in South Carolina

- He will be missed and was thanked for his service
 - L. Kittross is hoping to convince G. Armstrong to join
 - G. Armstrong is considering it and will give her answer soon
 - If she is willing, appointment would take place at 4/17 meeting
- *Mosquito Conference*
 - 4/24 at Pittsfield Senior Center
 - Dr. Brown, MDPH Veterinarian, will discuss the impact on animals and humans; Lee Corte, from the Pesticide Bureau, will discuss the life-cycle and how to disrupt it; Berkshire County Mosquito Control Project will speak for 10 minutes about services they provide
 - Discussion about inviting others from municipal departments (DPW, BOS, etc.) and school districts – yes
 - Discussion about inviting the public – not sure if it's appropriate
 - WMPHA has given money to assist with food cost
 - How many municipalities are involved with BCMCP?
 - C. Kaniecki will send email with link to find out
 - How does someone become a licensed applicator?
 - Need to take an all-day course and test
 - How do we find out who is licensed in the County?
 - There is no way to find out; but, DPWs and schools could be asked if they have someone on staff who is licensed

New Business

- *4/30 LPHI Fellow Induction Ceremony*
 - C. Kaniecki is being inducted
 - S. Martin (and maybe L. Kittross) is going
 - Willing to car-pool
 - Ceremony will take place at the Tower Hill Botanical Garden
- *ICS/NIMs Courses*
 - A North County session and a South County session will be scheduled
 - Class will be taught by us and in a computer lab so that people can get online and take exam
- *Presentation on April 17*
 - Hazardous Vulnerability Analysis by MDPH
- *MHOA*
 - Conference is now on the Cape
- *MAHB*
 - Will not schedule any classes in Central or Western MA
- *WMPHA*
 - Would like to consider co-hosting a large one-day conference in the Fall
 - 2 tracks (one septic, one BOH)
- *LPHI trainings*
 - L. Kittross handed out a listing of online trainings and highlights in 2012

2:11 – Adjourn – J, Kennedy motioned, S. Koczela seconded, unanimous approval to adjourn

Documents distributed for meeting:

- Agenda
- Minutes from February 5, 2013
- Contractor updates for January and February 2013
- BCBOHA Consolidated budget as of March 4, 2013
- BCBOHA 2013 Treasurer's Report
- Overview of 2013 Joint Funding Opportunity Announcement (FOA) Prepared for 18 March 2013 LSAC Meeting: Hospital Preparedness Program and Public Health Emergency Preparedness Cooperative Agreements Budget Period 2 (July 1, 2013 – June 30, 2014)
- LPHI: Training the Public Health Workforce across Massachusetts
- Local Public Health Institute of MA: 2012 Highlights