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BERKSHIRE COUNTY BOARDS OF HEALTH ASSOCIATION

BCBOHA Executive Committee Meeting

May 15, 2013 – 12:45 PM

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

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

Executive Committee Members Absent: Scott Koczela, Mark Pruhenski

Others Present: Lewis Holmes (JSI), Charlie Kaniecki (MDPH), Tom Matuszko (BRPC), Don Snyder (MDPH)

BCBOHA Staff Present: Laura Kittross, Diane Persson

12:51 – Call to order by Treasurer/Secretary Jeff Kennedy

- *Minutes of April 17, 2013*
 - **E. Kirchner motioned, R. Stant seconded, unanimous approval of minutes**
- *Review of Contractor updates for April, 2013*
 - **R. Stant motioned, E. Kirchner seconded, unanimous approval of contractor updates**

Financial

- *Grant Budget Reports / Budget Amendment(s)*
 - One amendment was done and approved at the last meeting
 - one more will need to be done
 - Computers have been bought and the refrigerator will be
 - Budget amendments are due Monday, May 20th
 - L. Kittross will ask MDPH to roll over the money. If they say no, remaining funds will be spent on supplies, shelter manager kits, animal shelter equipment
 - D. Snyder will also ask MDPH about rolling money over
 - PHEP spending is on track to be spent out at the end of the fiscal year (6/30/13)
- *Treasurer's Report*
 - J. Kennedy reports that the account is balanced. There was \$46,598.03 at the end of last month
 - **E. Kirchner motioned, R. Stant seconded, unanimous approval of Treasurer's Report**
- *Banking*
 - D. Persson gets checks, gives them to L. Kittross for depositing, J. Kennedy checks statement and balances
 - L. Kittross would like to turn over her responsibilities to D. Persson and send to L. Kittross for review, who would then send it on to J. Kennedy
 - **D. Persson has the BCBOHA credit card**

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- L. Kittross would continue to write checks
- E. Kirchner asked about a written policy
 - None exists
- G. Armstrong asked about needing two people for auditing purposes
 - It's always been L. Kittross doing all of it
- Committee decided to table discussion until more options are developed

DPH – Hazard Vulnerability Analysis Presentation

- *Lewis Holmes from JSI Research & Training Institute, Inc.*
- Goal of HVA is to have public health, behavioral health and health care identify risks, level of risk and level of preparedness
- Risk = Probability(Severity – Preparedness)
- Evaluated the likelihood of events occurring (hurricane, earthquake, flu pandemic, radiological event, flood, heat wave and winter weather); the impact that those events would have on public health, behavioral health and health care and the community (using a rating scale of 1 – 5); and the level of preparedness based on identified capabilities (using a rating scale of 0 – 4); to develop a risk mitigation plan.
- Will be done for Western and Central MA. MDPH will decide soon how many to have JSI conduct. JSI and MDPH would like the input of the Coalitions to see what makes the most sense for them.
 - L. Kittross will make sure it is discussed at the WAG meeting
- 3 half-day meetings a few months apart with many disciplines involved would take place
- T. Matuszko asked how the information would be used and if there would be funding available for implementation
 - L. Holmes said that the information has never been gotten before and could be used for future planning. Currently, no next phase has been identified; but, communities could use the information when applying for grant funding
- L. Kittross stated that every community has a HVA in their CEMP and asked if we would really be learning anything new or if we would be reaffirming what we already know
 - L. Holmes said that history has shown that the process opens the eyes of the other disciplines that they need to work together, that there is a need for more coordination between MDPH, MEMA and the locals, and that it reminds that State of the difference between what they think and what we think.

Old Business

- *PHEP Deliverables Update*
 - PHEP spending is on track to be spent out at the end of the fiscal year (6/30/13)
 - Sheriff's drill is coming up
 - HHAN drill is coming up
 - Still haven't seen next year's deliverables
- *Dinner / Mosquito Forum wrap up*
 - Dinner

- Had the lowest attendance in recent memory at the dinner. Was it the topic, the day of the week, day of the month, a fluke?
 - Committee would like a different venue for Fall dinner
 - Speaker suggestions are welcome
 - Mosquito forum
 - Had low attendance, even though there was a high demand
 - Was interesting to learn that WNV/EEE were looked at for the first time in Berkshire County last year
 - There is no surveillance unless a town belongs to a mosquito control district and the districts aren't surveilling very well
- *Camps Class – additional trainings?*
 - Camps class was a great success, just like the housing class
 - A huge thank you to G. Armstrong for hosting
 - Any other classes that are wanted/needed?
 - Mentoring program and how to handle difficult situations were suggested
 - L. Kittross saw an article about an acting troupe who worked with the police, acted out scenarios, and discussed ways to handle the different situations
 - E. Kirchner has a relative on Pittsfield Police Department who may be able to suggest something
 - Ask Don Snyder about an applied non-violence training put on by Harvard
 - G. Armstrong suggested a survey to find out what other topics people might be interested in
- *Employees*
 - Continue to move towards becoming employees
 - T. Matuszko and L. Kittross are working on budgeting
 - Health care costs just went up, overhead, compensate D. Persson for no vacation/holiday time so that time can be taken off
 - L. Kittross wants Committee to give her and T. Matuszko ability to move things around as need
 - J. Kennedy asked for more details at June meeting to be voted on
- *Principles of Operation*
 - Emailed out and handed out at last meeting
 - Very similar to previous version
 - Strengthened a little to make sure executive committee has same oversight as before, given that contractors will now be employees of BRPC
 - L. Kittross would like them adopted now and again in July when they are due as a deliverable
 - **E. Kirchner motioned, R. Stant seconded, unanimous approval of Principles of Operation**
- *Sharps Collection*
 - Continue to work of finding funding
 - BPHA has \$1500 to buy kiosk

- Will most likely be located in South County because Central County has 510 North St. and North County has North Adams Health Department
- G. Armstrong said that Pittsfield Police Department has a med drop box and people are putting needles in it. They are looking for a sharps container to be put next to it.
- L. Kittross said that education needs to occur about what/where to dispose
 - Does 510 North St. want their program publicized?
 - Does the City of Pittsfield want to subsidize a program?
 - Also, Pittsfield is not a member of the Alliance
 - Would it benefit Alliance towns to have \$1500 used to buy a kiosk for Pittsfield?
- Another grant (application due 6/12/13) may help

Grants

- *TURI Grant – w/ FRCOG & Hospitality Green*
 - Toxic Use Reduction Institute (TURI) grant to incorporate mini training when conducting food inspections
 - Working with Glenn Ayers at FRCOG and Elizabeth Olenbush at Hospitality Green
 - Elizabeth Olenbush is writing something up to be distributed to towns to determine interest
- *Opioid Abuse Prevention Grant*
 - Awarded to BPHA (BCBOHA, Tri-Town Health Department, Pittsfield signed on too)
 - \$100,000 a year for four years with up to two two-year renewals
 - Will need to partner with outside experts (hospitals, mental health, community coalitions)
 - Start date – 7/1/13
 - First meeting – 7/10/13 @ 9AM

New Business

- *Online installer classes*
 - Many installers are looking for online training when they can't conveniently attend a session during the winter months
 - Would need to complete course, take exam and submit proof of completion
 - Would still need to pay recertification fee
 - D. Persson will begin to look into existing trainings and consider creating some to put on BCBOHA website

Upcoming Events

- *Regional Director Health Director/Health Agent Forum – 6/13 @ 9AM*
- *Whole Community Preparedness Forum – 5/22 from 9AM – 3PM in Amherst*
- *Mental Health Forum – BCBOHA sponsor refreshments?*
 - 6/6 from 6-8PM at the Froio Senior Center in Pittsfield

- Louise Maron to speak to the public about issues, treatment, providers, and access
 - Can BCBOHA sponsor food?
 - Yes
- *BOH Orientation Class*
 - Registrations are coming in
- *WMPHA Fall Conference (Title 5)*
 - Would like to have it in the Berkshires; but, am having a hard time finding a venue
- *Food Day – 10/24*
- *Vaccine Reimbursement Training – sponsored by WMPHA – 9/18 at the Blue Bonnet*
- *My Life, My Health – Standard Chronic Disease Management Program in July at the Froio Senior Center*

2:41PM – Adjourn – J. Olander motioned, E. Kirchner seconded, unanimous approval to adjourn

Documents distributed for meeting:

- Agenda
- Minutes from April 17, 2013
- Contractor updates for April 2013
- BCBOHA Consolidated Budget as of 4/15/13 amendment
- BCBOHA 2013 Treasurer's Report
- Draft Principles of Operation