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BERKSHIRE COUNTY BOARDS OF HEALTH ASSOCIATION

BCBOHA Executive Committee Meeting

November 10, 2011 – 3:30 PM

BRPC, 3rd Floor Suite 301, 1 Fenn St., Pittsfield, MA

Executive Committee Members Present: Andy Fisher, Richard Frost, Erin Kirchner, Mark Pruhenski,

Executive Committee Members Absent: Scott Koczela, Ellie Lovejoy, Manny Serrano

Others Present: Tom Matuszko (BRPC)

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

3:40PM - Call to Order by President Mark Pruhenski

- *Review of Minutes October 20, 2011*
 - R. Frost motioned, A. Fisher seconded, unanimous approval of minutes
- *Review of Contractor Updates for September & October 2011*
 - A. Fisher motioned, R. Frost seconded, unanimous approval of Contractor Updates
- *Faith Community Emergency Preparedness project & Medical Reserve Corps Reports (informational)*
 - FC-PEP grant from Homeland Security Council with Vivian Orlowski acting as Project Coordinator for the 4 Western MA Counties, Sandra Martin acting as supervisor of the project and BRPC as fiduciary

Financial

- *Grant Budget Report*
 - Same as last meeting, as that report was prepared after the 15th of the month & this meeting is before the 15th of November.
- *Treasurer's Report*
 - R. Frost motioned, A. Fisher seconded, unanimous approval of Treasurer's Report
- *Director's & Officer's Insurance*
 - Covers Executive Committee and Contractors
 - Last year, paid out of PHER funds because of flu clinics
 - R. Frost motioned, A. Fisher seconded, unanimous approval for renewing Director's and Officer's Insurance
 - L. Kittross will determine whether it will be paid out of BCBOHA or PHEP funds

Old Business

1 FENN ST, PITTSFIELD, MA 01201
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WWW.BCBOHA.ORG INFO@BCBOHA.ORG

- *DPH DIG Grant / Berkshire Public Health Alliance Update*
 - 11 DIG Planning Grants were awarded, 9 DIG Implementation Grant applications will be submitted, 3 of which are from Western MA, expect 5 implementation grants to be awarded.
 - If Alliance does not get Implementation Grant, other grants will be sought, including the Community Innovations Challenge (CIC) grant from the State.
 - Clarksburg joined the Alliance after a joint BOH and BOS meeting
 - New Ashford and Florida are deciding whether to join
 - BCBOHA Letter of Support
 - L. Kittross passed out a draft letter of support, asking for particular attention be paid to paragraph 4 which discusses what BCBOHA will do for the Alliance
 - E. Kirchner motioned, R. Frost seconded, unanimous approval for submitting letter of support with M. Pruhenski's signature
 - There will be a gap between the Alliance meeting on 11/10 and the hiring of staff for the Alliance which depends on grant or other funding
 - BCBOHA can continue to act as clerk and program manager until the 2/8/12 Executive Committee meeting, giving the Alliance enough time to hire help
 - R. Frost motioned, A. Fisher seconded, unanimous approval for BCBOHA offering to continue to support the Alliance through 2/8/12, pending hiring of staff and at the expressed wishes of the Alliance

- *Flu Vaccination Clinics*
 - Fairview Hospital has done 2 to date – set-up drills, which meet PHEP deliverables, were conducted at both
 - Approximately 260 shots total were given at the two clinics
 - A clinic will be held in Otis – set-up drill to be conducted by MRC volunteer
 - Fairview has 1500 free doses from State DPH – could offer to others as long as they are used at a public clinic
 - Insurance process – D. Persson is getting forms from Heather Barbieri and submitting them via secure email to Commonwealth Medicine
 - Unfortunately, not many of the insurance plans that are popular in this area are contracted with Commonwealth Medicine; however, all forms are being submitted so Commonwealth Medicine can get an idea of what contracts to seek out next year

- *PHEP Update – deliverables*
 - Deliverables are still not final; but, we are moving forward anyway, being told to do the best we can and to prioritize

- *Grant policy*
 - To be discussed later

- *Chokesaver Classes*
 - Dates are scheduled, locations are to be determined based on availability
 - 4 classes total – one day session in South County, one day session in North County, and two in Central County (one day and one evening to catch all those who could not attend a day session)

- *BOH Training update*
 - A. Fisher found the MAHB course in Northampton informative
 - There was some anger because Marcia Benes from MAHB made statements to the group about the difficulty of setting of the training, getting trainers, and finding venues
 - L. Kittross pointed out that WMPHA set up the training for MAHB, FRCOG did registrations, and L. Kittross & Phoebe Walker of FRCOG made up the flyer
 - Bill O’Connell attended the last Executive Committee meeting and wrote an email, using our talking points, to Geoff Wilkinson expressing our concerns about the training
 - AJ Juarez attended the Alliance meeting and asked for information too
 - We need to be able to run our own training, going out to BOHs several times a year
 - Chapter 40, Section 22F needs to be adopted by the communities
 - Joan Langsam will be contacted for suggested language for town meeting for those towns that have not adopted it yet

New Business

- *Septic Installer New Certification Class*
 - November New Cert was cancelled due to low registration
 - Area seems to be saturated and two New Certs are no longer feasible
 - Will continue to have March New Cert every year

- *Meetings w/ all BOH*
 - Will begin to offer to go visit each BOH every year to provide an introduction to BCBOHA, discuss deliverables, discuss plans to have (EDS, COOP, etc.) and to offer to work with them on those plans, discuss resources available throughout the County
 - Will send letter in mid-December and will call in January for visits beginning in February

- *BCBOHA Strategic Planning Meeting/Conference*
 - Several years ago, BCBOHA held a strategic planning day to discuss what BCBOHA had done the previous year and to determine what BCBOHA would focus on in the years to come
 - Regionalization was a target that came out of that meeting
 - Goal seems to be completed with Alliance formation
 - Would like to schedule in the Spring to discuss where we are going.

- *BCBOHA Intern (Sheffield BOH)*
 - Sheffield got an intern from Walden University – need a MPH to supervise
 - L. Kittross cannot supervise without being an employee of Sheffield
 - If he interned for BCBOHA, L. Kittross could supervise him with programs being piloted in Sheffield
 - A. Fisher suggested seeking interns from a variety of schools in the area (Harvard, Yale, BU, UMASS, Albany) by developing a scope of work and submitting in directly to the Department Chair
 - For Spring and Summer projects, contact should be made immediate

- *Flowers*
 - May Hickey passed away – would like to send flowers

- *Miscellaneous*
 - Northern Berkshire Solid Waste Management District (NBSWMD) – R. Frost spoke with the Director and would like to look at collaborating Countywide for sharps collection and other waste not allowed in municipal landfills

Upcoming Events

- *Community Health Assessment Focus Group – November 29, Berkshire Hills CC*
 - Berkshire Health Systems invited over 200 community agencies
 - Would like a BOH presence

4:59PM –R. Frost motioned, A. Fisher seconded, unanimous approval to adjourn