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BERKSHIRE COUNTY BOARDS OF HEALTH ASSOCIATION

BCBOHA Executive Committee Meeting

November 21, 2012 – 12:45 PM

BRPC, 2<sup>nd</sup> 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: Manny Serrano

Others Present: Tom Matuszko (BRPC), Don Snyder (MDPH)

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

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## **12:52 - Call to order by President Mark Pruhenski**

- *Welcome to new Executive Committee members*
  - M. Pruhenski welcomed new members
- *Minutes of September 24, 2012*
  - E. Kirchner motioned; S. Koczela seconded; J. Kennedy, J. Olander, R. Stant abstained; all others approved minutes
- *Review of Contractor updates for September and October 2012*
  - L. Kittross explained that contractor updates to inform the Executive Committee of the contractor activities
  - S. Koczela motioned; E. Kirchner seconded; J. Kennedy, J. Olander, R. Stant abstained; all others approved contractor updates

## **Financial**

- *Grant Budget Reports*
  - Spending is on track
  - R. Stant motioned, E. Kirchner seconded, unanimous approval of grant budget report
- *Treasurer's Report*
  - L. Kittross explained that there are 3 pages to the Treasurer's report: BCBOHA money, MRC money, and Scholarship money
  - J. Kennedy is the new Treasurer and will begin to certify the report next month
    - Vote will be postponed until next meeting, giving the Treasurer time to certify report
- *Director's and Officer's Insurance*
  - While the insurance is relatively expensive, L. Kittross thinks it is an important protection for contractors and executive committee
  - M. Pruhenski asked if BCBOHA has always had this insurance
    - No – started with H1N1 efforts and have continued it every year since
      - Professional liability insurance was also purchased during H1N1; however, we've let that drop
  - S. Koczela asked about coverage for flu clinics

- L. Kittross said we do not need it because Fairview Hospital and the Alliance are running the clinics and we only do the billing for them
  - J. Olander asked about the specifics of the insurance contract
    - L. Kittross will distribute
    - L. Kittross and S. Martin believe agents and executive committee members are probably covered by their towns – this coverage is really for the contractors
      - J. Kennedy motioned, R. Stant seconded, unanimous approval for buying Director’s and Officer’s insurance

## **Old Business**

- *PHEP Update*
  - L. Kittross will email the latest deliverables to the group
    - Not dissimilar to last year’s
      - New: trainings, partnerships, collecting data (drill reports – list of those called are no longer required – only number called vs. number that returned call)
      - Same: drills, EDS planning, ICS/NIMS information
        - M. Pruhenski asked if the South County flu clinic was being run as a drill
          - Yes, on 11/29
        - S. Martin said EDS groups could be loaded on the HHAN and called for drills if information was uploaded in an Excel spreadsheet
    - L. Kittross explained that PHEP funds are expected to be cut next year, as they have been sometimes in the past
      - If a major cut were to happen, priorities and budgets will need to be looked at carefully
- *Wellness Process with BHS*
  - Community Health Assessment is on BHS website
  - Consensus – a Countywide wellness program needs to be developed
    - Identified priorities are substance abuse, depression, motor vehicle accidents, smoking, obesity, and teen pregnancy
  - What is the next step? What role should BCBOHA play? Who’s in charge?
    - If a leader needs to be identified, should BCBOHA step up?
      - J. Kennedy asked about who the default would be if BCBOHA didn’t
        - L. Kittross guessed it would be someone at BHS (Ruth Blodgett, Ed Perlak or Kim Kelly) initially, possibly with the United Way or Community Health Programs stepping in later
          - T. Matuszko stated that the hospitals have to do something as part of their deliverables; but, BRPC would like it to be bigger than the hospital meeting its requirement

- S. Koczela asked about the timeframe that BCBOHA would need to be involved
      - L. Kittross thinks ~ 3-4 months to set up the structure and get other organizations involved
    - S. Koczela asked about BCBOHA maintaining leadership
      - L. Kittross said we would stay involved; but, probably not as leader
- *Other Grants*
  - HSC TTX Grant for Food & Water Emergency – Berkshire TTX, postponed from 11/29, reschedule for 12/?
    - 3 TTX total (Berkshire, Hampden, Hampshire & Franklin) with Berkshire as lead
    - Original Berkshire date of 11/29 needs to be postponed
      - December 18<sup>th</sup> decided as new date
        - Notice will go out as soon as possible
  - CIC Grant (Sharps)
    - July 1<sup>st</sup> – new sharps regulations went into effect prohibiting disposal in trash. There are very few towns with programs so BRPC, Tri-Town Health Department, Great Barrington, and Pittsfield are looking at a regional approach.
    - Grant would be used to set up program with 3 regional sites
      - People would buy container or sticker for their own approved container that would entitle them to bring it back once full at no additional cost
        - North Adams has agreed to be the North County site
        - Perhaps Fairview Hospital and Berkshire Health Systems would agree to be sites in South and Central
    - The more towns that would sign letter of support, the better
      - Lee, Lenox, Stockbridge, Pittsfield, Tyringham, Sandisfield, Egremont, North Adams, Great Barrington and West Stockbridge have either already signed off or have indicated their intention to
        - J. Kennedy asked for sign-off to sent out electronically
      - Support letters need to be to BRPC by Wednesday for grant submission on Friday
        - Does not commit town to anything, no money, no obligation to act – just support for grant application
    - L. Kittross estimates, based on numbers of diabetics, that up to 1.2/1.8 million needles a year are used in County
    - D. Snyder asked about the police prescription drop-offs, DA’s office collection, etc.
      - BHS has a program in the MAC building, Tom Grady recommends against sharps in police departments
    - J. Olander asked about whether sharps containers were being provided when a person bought needles
      - It is believed that it happens sometimes

- S. Koczela asked if breaking needle off and throwing away the rest would comply with the regulations
              - Would be a great cost-saver for residents
              - D. Snyder asked if the remaining syringe would be recyclable
                - No, because it is considered medical waste
                - J. Kennedy said the definition of something recyclable was if the neck was smaller than the bottle
- FEMA Grant (REAL Partnership)
  - Applied for to build partnerships with community-based organizations, first responders, etc. to work towards emergency preparedness
    - Not likely to get because it's not innovative enough
- *Sharps Disposal*
- *Strategic Management Process*
  - There was a strategic management session ~ 5 years ago at the Red Lion Inn where regionalization and local food were identified as priorities
    - BCBOHA role in regionalization has largely ended, what should the focus of BCBOHA be now?
  - Thomas Williams was asked to facilitate because it is sometimes easier for people to tell an outside person what they really think
    - L. Kittross appreciated hearing from the BOHs who they thought BCBOHA's customer was and that they liked to feel as if they were being listened to by BCBOHA
    - Reports from others who attended were that it was too “touchy-feely”
  - Priorities still need to be identified
    - What is next step?
      - More facilitation by Thomas Williams or by BCBOHA?
      - Online survey?
        - General consensus was that surveys are not welcomed and most often ignored
      - J. Kennedy suggested having another session at the Spring dinner rather than have a traditional speaker
        - Survey could be done prior to dinner, perhaps attached to registration form and results could be discussed at dinner
    - In-person survey? During EDS review/BOH meeting?
- *Berkshire Public Health Alliance Wellness Committee*
  - Required to design and implement wellness program
  - L. Kittross was on subcommittee but stopped due to difficulties; but, may return to it
  - Jo Ann Preen has developed program – L. Kittross has been reviewing
  - Although M. Serrano has stated that he wants clear lines between BCBOHA and BPHA, L. Kittross thinks a countywide organization being involved is important
  - Program has to be an evidence-based policy change
  - Is there any objection to L. Kittross becoming involved again?

- M. Pruhenski favors it – says that wellness to too often pushed to the back burner
  - J. Kennedy favors it – sees the Alliance as coming around
- *Berkshire Public Health Alliance DIG*
  - Every BOH has to be “certified” by taking the MHAB class or the LPHI online class
  - BCBOHA’s BOH Orientation class could easily be changed to cover all the requirements to fill need in Western MA
  - There is a bid process for training
    - We already know that MHAB charges \$5000
      - BCBOHA could do it for less and not charge BOHs to attend
        - Would like to have several sessions a year (North, Central and South County classes)
- *Employees*
  - L. Kittross, S. Martin and D. Persson are independent contractors which has worked well for BCBOHA and for the contractors
  - Legally, we need to become employees of either BRPC or BCBOHA
    - There are pro’s and con’s to each: cost, autonomy, etc.
  - L. Kittross will research DOR, accountant and payroll services, workers’ comp, unemployment, etc.
  - J. Olander asked why this is coming up now
    - L. Kittross explained that what we do is really in an employee capacity rather than a true contractor capacity (short-term, project-based) and run the risk of an audit (similar to FRCOG which was fined)
  - Group agreed to table discussion and have this be the focus the December 19<sup>th</sup> meeting

## **New Business**

- *DHO Letter*
  - Western MA Regional Director position is open
    - C. Kaniecki has applied and had previously asked for a letter of support
      - Since then, he has asked that we hold off because interviews were taking place
        - If he asks again, does anyone object to L. Kittross writing the letter and M. Pruhenski signing it?
          - J. Olander motioned, E. Kirchner seconded, unanimous approval for writing support letter if requested
- *Mosquito Control Meetings (sponsor)*
  - Egremont BOH had Berkshire Mosquito Control Project at its meeting to discuss the WNV and EEE
    - They were both widespread this past season and no one sees it getting better in the future
  - Would like to hold conference with DPH and mosquito control project to learn more

- BCBOHA would not be advocating that towns sign up with the project, just bringing all of the information together
  - Have conference in February, April, at Spring dinner?
    - WMPHA is meeting next week and L. Kittross will discuss with them about possibility of a larger conference with the four counties
- *Interest in Food Conference sponsored by WMPHA?*
  - Perhaps host in the Spring to discuss food inspections, temporary food events, HospitalityGreen practices, local food, farmers markets, residential kitchens, foodborne illness and investigations
- *Upcoming Events*
- *Miscellaneous*
  - Brownfields
    - J. Olander learned of cases of meth labs where no one has been identified as a responsible person to clean it up
      - Could Brownfields grant help?
    - Oregon has recently passed regulation requiring a prescription for pseudoephedrine significantly reducing the number of meth labs in the area
      - While this has primarily been a western issue, police report that the problem is moving east
    - BRPC had grant and will reapply for grant again
      - BCBOHA wrote letter of support and will again if asked
  - Fall Dinner
    - Many report that the food was not as good as expected
      - L. Kittross and D. Persson explained that the catering manager was out on maternity leave and the general manager was trying to fill the roll
        - The menu was not what was ordered
          - The general manager took money off per person and decreased the number of people to pay for
            - Will give it one more try
  - TARS
    - TARS (Technical Assistance Review) are a grading of EDS plans
    - Due in March 2013

**2:41 – Adjourn – J. Kennedy motioned, S. Koczela seconded, unanimous approval to adjourn**

**Documents distributed for meeting:**

- Agenda
- Minutes – September 24, 2012
- Contractor Updates – September 2012
- Contractor Updates – October 2012
- Faith Community Project II Report – October 2012
- FY 12 PHEP Budgeting as of 11/16/12

- Treasurer's Report 2012 as of 11/18/12