



*c/o Berkshire Regional Planning Commission
1 Fenn Street, Pittsfield, Massachusetts 01201*

Berkshire Public Health Alliance

Thursday November 10, 2011 6:15 – 8:00
Third Floor Board Room
Berkshire Regional Planning Commission
1 Fenn Street
Pittsfield, MA 01201

Directions: <http://www.berkshireplanning.org/about/directions.html>

Meeting Minutes

Municipalities Represented

Adams – Richard Frost (voting rep)	New Marlborough – Jack Bellinger (alternate rep)
Alford – Tim Drumm (voting rep) and Peter Scuffer (alternate rep)	Peru – Valerie Nickerson Bird (voting rep)
Clarksburg – Greg Vigna (voting rep) and Paula Wells (alternate rep)	Richmond – Andy Fisher (voting rep) and Tony Segal (alternate rep)
Egremont – Sandra Martin (voting rep)	West Stockbridge – John Olander (voting rep)
Great Barrington – Mark Pruhenski (voting rep)	Sheffield – Priscilla Cote (voting rep)
Lanesborough – Nancy Simonds-Ruderman (voting rep)	Washington – Jim Huebner (voting rep) and Jan Paxton (alternate rep)

Municipalities Not Represented

Becket	Sandisfield
Dalton	Savoy
Hancock	Williamstown
Mount Washington	Windsor
North Adams	

Partners Present

BCBOHA – Laura Kittross and Diane Persson	BRPC – Tom Matuszko
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6:10PM - Call to Order by T. Matuszko

Welcome and Introductions



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Background on District Incentive Grant Working Group Activities

- T. Matuszko provided the group with background on regionalization efforts of the Patrick Administration and credited MDPH with being one of the State agencies that have focused efforts, including grant funding towards regionalization.
 - District Incentive Grants
 - Planning grant – awarded last Spring
 - Implementation grants will be awarded December 2012 – application to be submitted with Governing Board approval
 - Required to develop an Intermunicipal Agreement (IMA) – provides legal framework yet allows Boards of Health to maintain autonomy
 - Required to conduct a Community Health Assessment (CHA) – working with Berkshire Health Systems

Election of Board Officers

- S. Martin nominated, T. Drumm seconded, unanimous approval for Jim Huebner as Chairperson
- S. Martin nominated, V. Nickerson-Bird seconded Priscilla Cote for Vice Chairperson
 - P. Cote respectfully declined because of work time constraints
- T. Drumm nominated S. Martin for Vice Chairperson
 - S. Martin declined stating that she would prefer to be on a subcommittee
- S. Martin nominated, J. Huebner seconded, unanimous approval for Richard Frost as Vice Chairperson

T. Matuszko handed the meeting over to Chairperson J. Huebner

J. Huebner and R. Frost introduced themselves to the group and shared experiences

- J. Huebner has a business background and is learning the BOH responsibilities through his work with the Town of Washington
- R. Frost has an education background as a college professor and is learning BOH duties through his work with the Town of Adams and through his daughter's work in Public Health

Adoption of Rules and Regulations of Operation

- Created by working group
 - Can be updated as often as needed
- S. Martin motioned, T. Segal seconded, unanimous approval to accept Rules and Regulations of Operation as written

Approval to Submit Implementation Grant Application to the Public Health District Incentive Grant Program through the Massachusetts Department of Public Health

- Final draft version of the application sent out to Member points of contact via email Tuesday 11/8



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- S. Martin explained that she, L. Kittross and T. Matuszko have carefully gone through to make sure it meets the Implementation grant requirements
- A. Fisher said that it was very good and that he appreciated that suggestions from group were incorporated
- J. Huebner asked about the process for submission
 - T. Matuszko will submit the application to DPH as the Host Agency on behalf of the municipalities
 - L. Kittross will be the final editor
- J. Huebner gave everyone to opportunity to look it over one final time and make any suggestions
- T. Drumm asked about how much the awards were
 - First and second year = \$100,000
 - Third year = \$75,000
 - Fourth year = \$50,000
- R. Frost asked about the shaded areas in the document
 - Yellow shading: numbers may change depending on whether New Ashford and/or Florida join prior to the submission of the application
 - Purple shading: indicate reference to an attachment, want to make sure the attachments are labeled correctly
 - All shading to be removed prior to submission
- J. Huebner asked about Attachment A, supportive documentation from BOH
 - Because the IMA has been signed DPH will allow us to use that to show local support
 - J. Huebner asked that an asterisk be inserted to indicate that documentation is not included because there is an IMA
- J. Huebner suggested to provide sub-labels A, B, C... starting on page 2 to coincide with the RFR
- J. Huebner asked if any help was needed with the attachments
 - Resumes for the Chairperson and Vice Chairperson and Host Agency contact will need to be included
- L. Kittross asked for additional suggestions for support letters
- N. Simonds-Ruderman asked if two people could share the alternate representative position
 - According to the IMA, one person is the voting representative and one person is the alternate representative; however, the group decided to allow a town to appoint as they saw fit
- S. Martin motioned, J. Huebner seconded, unanimous approval to have BRPC as Host Agency submit grant application

Approval to Submit Implementation Grant Application to the Regionalization Incentive Fund through the Executive Office of Administration and Finance

- Community Innovation Challenge Grant recently announced from the State Executive Office for Administration and Finance
 - Application due January 15, 2012



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- S. Martin motioned, N. Simonds-Ruderman seconded, unanimous approval to apply for grant if Implementation Grant is denied
- S. Martin motioned, J. Bellinger seconded, unanimous approval to apply for grant for Public Health Nursing program if Implementation Grant is awarded and the Alliance remains eligible

Approval of Open Meeting Law Posting Method

- Notices are usually sent to Town Halls for posting; however, it can be challenging if a Town Hall is not open every day or holidays
 - Alternative method of website posting is allowed by Attorney General
 - Could be posted on BRPC website as well as BCBOHA website as courtesy
- S. Martin motioned, T. Drumm seconded, unanimous approval to post meeting notices on websites and notify Attorney General of new method
- J. Huebner asked that each town's BOH and BOS be notified in writing on new posting method
 - BRPC will send notification
- L. Kittross asked if group would need to sign OML sign-off
 - T. Matuszko will look into it

Discussion about Alliance Services

- S. Martin motioned, J. Huebner seconded that Governing Board accept draft business plan
- J. Huebner suggested waiting until Implementation Grants have been awarded before sending to towns because that money will greatly effect the budget
 - T. Matuszko said regardless of whether the Implementation Grant was awarded to group, services have to be able to cover their own costs
 - Implementation Grant will help with overhead
- S. Martin added that a note should be sent to those who were not in attendance, explaining that the draft business plan information should be taken to their towns for review
- L. Kittross pointed out that Public Health Nursing program should not be discussed
- T. Drumm asked if towns should set up revolving funds
 - Revolving funds are much more flexible
- J. Huebner pointed out that towns should also adopt Chapter 40, Section 22F to allow a BOH to charge more than the law currently allows
- L. Kittross suggested making all communications go through Governing Board representative and not directly to the town as it should be the representatives' responsibility to bring information back to the town
- T. Matuszko will reach out to new voting representatives and alternate representatives to provide background
- S. Martin will remove Comprehensive PHN section
 - P. Scuffer suggested leaving it in so that towns can see that it is an option down the road

Discussion about Alliance Operations between Meetings



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- BCBOHA has been providing services to Alliance and is willing to continue until its 2/8/12 Executive Committee meeting, with the hopes that the grant is awarded and hiring process is complete
- R. Frost motioned, J. Huebner seconded, S. Martin abstained, unanimous approval to continue to have BCBOHA provide support up to 2/8/12
- J. Huebner asked about a contact list
 - T. Matuszko has been compiling list; however, not all appointments have been made
- Who keeps contact list and who sends out notices, BRPC or BCBOHA?
 - A. Fisher said BRPC and BCBOHA should decide amongst themselves the duties
- S. Martin suggested staffing and grant subcommittees
 - A. Fisher suggested grant subcommittees be formed in response to specific grants based on interest
- J. Huebner motioned, J. Olander seconded, unanimous approval to form a staffing subcommittee who will search for a clerk and program manager(s) if Implementation Grant is awarded and will review job postings, evaluate resumes, and make recommendations for hiring
 - S. Martin volunteered as Chair of staffing subcommittee

Approval of Meeting Schedule and Next Meeting Date

- Meeting schedule to be determined as needed
- Next meeting January 12th at 6PM

Tasks

- OML notification – T. Matuszko
- Governing Board Appointments – T. Matuszko
- Welcome package to Governing Board – T. Matuszko
- Services revisions – T. Matuszko, L. Kittross, S. Martin
- IMA – 4 signed copies in blue ink and certified copy of minutes when BOS approved

Open Agenda

7:57PM – S. Martin motioned, P. Cote seconded, unanimous approval to adjourn