

JAMES MULLEN, Chair
SHEILA IRVIN, Vice-Chair
GALE LABELLE, Clerk
CHARLES P. OGDEN, Treasurer

NATHANIEL W. KARNS, A.I.C.P.
Executive Director

MEETING MINUTES

Berkshire Public Health Alliance District Incentive Grant Meeting

Thursday, May 12, 2011
6:00 – 8:15 (Refreshments at 5:30)
Berkshire Regional Planning Commission
1 Fenn Street
Pittsfield, MA
2nd Floor Conference Room
(directions at: <http://www.berkshireplanning.org/about/directions.html>)

Towns/Cities Represented

Dalton – Lois Bessette (Public Health Nurse)	Peru, Washington, Windsor – Valerie Nickerson-Bird (Agent)
Egremont – Sandra Martin (BOH Agent/ also BCBOHA staff)	Richmond/West Stockbridge – John Olander (Agent)
Great Barrington – Mark Pruhenski (BOH Agent)	Sheffield – Priscilla Cote (BOH Chairperson)
Hinsdale – Edward Goddard (BOH Chairperson)	Washington – Jim Huebner (BOS and BOH Chairperson) and Rose Borgnis (BOS and BOH Member)
Lanesborough – Nancy Simonds-Ruderman (BOH Agent)	Williamstown – Jeffrey Kennedy (BOH Agent)
New Marlborough – Jack Bellinger (BOH Member)	
North Adams – Manuel Serrano (BOH Director)	

Partners Present

BCBOHA – Laura Kittross and Diane Persson **BRPC** – Tom Matuszko

1. Introductions
2. Approval of Meeting Notes from April 28 2011 meeting
Motioned, seconded, unanimously approved minutes
3. Reports / updates from municipalities
Dalton – POC – Edward Fahey and Lois Bessette
Egremont – POC – Sandra Martin
Great Barrington – POC – Mark Pruhenski
Hinsdale – Point of Contact (POC) – Edward Goddard
Lanesborough – POC – May Hickey, Nancy Simonds-Ruderman, and Edward Fahey
New Marlborough – POC – Scott McFarland
North Adams – POC – Manuel Serrano
Peru – POC – Valerie Nickerson Bird and Erin Kirchner
Richmond – POC – Andy Fisher and Tony Segal
Sheffield – POC – Priscilla Cote and Rene Wood
Washington – POC – BOS is BOH
West Stockbridge – POC – John Olander
Williamstown – POC – Jeffrey Kennedy
Windsor – POC – Valerie Nickerson Bird and Erin Kirchner

4. Host Fiscal Agency Update
 - Participants were asked if any town wanted to take on the role of being the Host Fiscal Agent
 - No town stepped forward
 - BRPC will continue to move forward as Host Fiscal Agent

5. Intermunicipal Services Agreement (IMA) discussion
 - Page 1, item 1
 - M. Serrano said that the North Adams BOH is concerned about the five-year commitment, even though a town may back out at any time
 - Suggested making agreement last for three years
 - One reason five years was chosen was because the implementation great is for five years and the group wanted to make the application stronger
 - M. Serrano will take that explanation back to his Board
 - Page 2, item 2
 - J. Huebner was concerned about having two people per town on the Governing Board and asked how many towns were interested
 - There are 21 interested; although 17 signed the DIG initially
 - If there were two people per town, there could potentially be a 42 person Governing Board
 - T. Matuszko shared that BRPC had a 64 person member board (2 per town) and that the majority did not show up for Board meetings
 - Perhaps quarterly meetings of the entire membership could take place and the bulk of the work could be done by workgroups and subcommittees
 - Let each town decide the terms of the people representing them on the Governing Board
 - Discussing who appoints representatives to the Governing Board for a town:
 - The Board of Health will appoint a person to the Governing Board
 - The "...Mayor in a City or Board of Selectmen..." will be replaced with "...Legal Appointing Authority..."
 - Adding in "Each municipality shall have one vote. The primary" representative shall be a Board of Health member...
 - Changing "The other representative..." to "The alternate representative..."
 - Majority vote
 - Meaning majority of member representatives (2 per town) or majority of member municipalities (1 town, 1 vote)
 - Group decided one town, one vote
 - BOH appointee will be primary voting member with Legal Appointing Authority's appointee as alternate
 - Due to Open Meeting Law, all votes must be in person at meeting
 - Page 2, item 4
 - Definition of "health agent" is a legal term
 - Does not cover public health nurses
 - Change "...a health agent..." to "...an agent of the Board of Health..."
 - Page 2, item 5
 - Change "...required..." to "...allowed..."
 - Page 2, item 6
 - All staff would be subcontractors or staff of BRPC
 - Services performed will be contracted out to a town
 - Town is the subcontractor
 - Any staff of BRPC as host agent would need to have blanket appointment by the Board of Health
 - Change "Apply for receive and manage grants..." to "Apply for, receive and manage grants..."
 - Page 3, item 6
 - Remove entire bullet "Issue and collect fees..."

- Page 3, item 7
 - The use of “Board” was questioned
 - Suggestions: Municipalities, Governing Board, Member municipalities
 - Group decided that “Board” was clear enough
- Page 3, item 8
 - It was suggested that “BRPC” be changed to “The Host Agency”
 - All agreed to leave it as “BRPC” as no other town had indicated that they wanted to be the host agency in previous discussions
- Page 3, item 9
 - Fee structure
 - Fee is paid for services contracted not performed
 - Contracting requires certainty and administrative work – it is a commitment
 - Fee will go to town from various vendors/residents
 - Town contracts for service with BRPC
 - BRPC sends invoice to town
 - BRPC staff will collect no money from vendors/residents
 - Municipalities will retain the responsibility of issuing permits for work in their town & collecting the fees.
- Page 4, item 10
 - Entire item removed as it seemed redundant and time consuming
- Page 4, item 11
 - Employees will have to be more clearly defined because town and city employees are salaried
 - Would need to subcontract with BRPC, separate from their own regular work with town
 - 1099 would go to contractor, not town
 - Will ask the DPH/BRPC lawyers to draft appropriate legal language
- Page 4, item 14
 - Host Agency Withdrawal or Termination will be specified as
 - “...terminate its participation in this Agreement upon the provision of one year prior written notice to the Board.”
- Legal will be consulted, all changes will be made and circulated
 - Once finalized, a copy will be sent to Mayor or Select Board with a letter requesting review with a due date for comments, perhaps a month
 - Who should letters and copies be sent to?
 - All should go to the Select Board with a cc to the Board of Health
 - Exceptions:
 - North Adams – send to Board of Health who will deliver it to the Mayor
 - New Marlborough – send to the Board of Health
 - Lanesborough – send to the Board of Health

6. Shared Services Update

- Priorities from the last meeting seemed to be
 - Public Health Nurses
 - Camp Inspectors
 - Pool Inspectors
 - Food Inspectors (temp food and restaurants)

7. Next Meeting

- Schedule
 - 5/26 need to cancel
 - Addition of 6/2
 - 6/9
 - 6/23
- Agendas
 - 6/2/11 Agenda

- Changes to IMA from Town Councils
 - Services
 - Business Plan
 - Coming in future meetings
 - Host Agency Agreement
 - Governing Board Agreement
- Subcommittees

8. Other items

- J. Huebner asked what the timeframe was
 - T. Matuszko explained that we are working on planning grant now and applying for an implementation grant at the end of September
 - Would like to have planning grant wrapped up by 9/1/11
 - This means that any BOS and/BOH visits will need to take place during June, July and August
- Who can sign the IMA?
 - Select Board, Mayor
 - Town Administrator cannot
- Homework
 - IMA review
 - Information Sharing with towns
 - Services prioritization

9. Adjourn

More Information:

Tom Matuszko (413) 442-1521 x34 (tmatuszko@berkshireplanning.org)

RSVP:

Diane Persson (413) 441-9060 (diane@bcboha.org)