

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

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

MEETING MINUTES

Berkshire Public Health Alliance District Incentive Grant Meeting

Thursday, June 2, 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

Adams – Richard Frost (BOH Chairperson)
Dalton – Lois Bessette (Public Health Nurse)
Egremont – Sandra Martin (BOH Agent/ also BCBOHA staff)
Hinsdale – Edward Goddard (BOH Chairperson)
Lanesborough – Nancy Simonds-Ruderman (BOH Agent)
North Adams – Manuel Serrano (BOH Director)
Peru, Washington, Windsor – Valerie Nickerson-Bird (BOH Agent)

Richmond/West Stockbridge – John Olander (Agent)
Richmond – Andy Fisher and Tony Segal (BOH Members)
Sandisfield – Kathleen Seagrin
Sheffield – Priscilla Cote (BOH Chairperson) and Rene Wood (BOH Member)
Washington – Jim Huebner (BOS and BOH Chairperson)
Williamstown – Ron Stant (BOH Member)

Partners Present

BCBOHA – Laura Kittross and Diane Persson
BRPC – Tom Matuszko

MDPH – AJ Juarez

1. Approval of Meeting Notes from May 12 2011 meeting
 - J. Huebner motioned, E. Goddard seconded, R. Wood abstained, unanimously approved minutes
2. Reports / updates from municipalities
 - Points of Contact list gone over, revised, and updated
 - Jim Huebner – POC for Washington
 - Kathleen Seagrin – POC for Sandisfield
 - Core Duties Homework – 6 communities are done (Egremont, Hancock, Hinsdale, New Marlborough, Peru and Windsor)
 - North Adams - wants to see IMA
 - Williamstown and Richmond are meeting next week
 - West Stockbridge – having difficulty getting quorum together
 - Dalton – meeting 6/6/11
 - Adams – meeting for this week was cancelled – it is on agenda for next week's meeting
 - Alford – S. Martin is Health Agent and will take details to Board
3. Intermunicipal Services Agreement (IMA) update

- Edited and clean copy (with all changes accepted) distributed and gone over again
 - # 2 – A. Fisher asked about the definition of “associate member”
 - Associate member appointed by municipality’s appointing authority can be anyone
 - # 2 – “of its member representatives” replaced with “of its voting members” to reflect a majority of voting members, not just those present, must be gotten
 - # 5 – “allowed” and “required” removed and replaced with “authorized” as per lawyer recommendation
 - # 7 – “or disbursement” of funds – removed because of redundancy and burden it would create in getting supermajority
 - # 7 – clarification: 2/3 majority of voting members, not just those present
 - # 9 – “Prior to the commencement of the first fiscal year of operations, the Board shall adopt a budget and each year thereafter, which may include...” changed to “Prior to the commencement of the first fiscal year of operations, and each year thereafter, the Board shall adopt a budget, which may include...”
 - # 10 – last line added and replace “hire” with “contract with”
 - Making two options
 - Alliance makes contract with municipality to provide service and municipality invoices Alliance
 - Alliance makes contract with municipal employee separate from his/her contract with the municipality and the employee invoices the Alliance
 - # 9 and old # 10 – Does it allow for budget changes/services to be added throughout the year?
 - Does not prohibit it and group decided to keep the IMA simple and let the Governing Board decide later on based on needs of Alliance
 - # 12 – T. Segal – Does membership voting out a municipality need to give that municipality notice?
 - Add in “with 90 day written notice”
 - # 13 – can terminate with Host Agency for cause (60 days) or convenience (1 year)
 - # 13 – The Host Agency may withdraw and terminate...one (1) year’s prior written notice to the Board and member municipalities” to reflect desire for both the Governing Board and members to be notified
 - # 13 – “or withdrawal” added to two sentences:
 - “The Host Agency shall continue to provide services until the date of termination or withdrawal”
 - “Upon termination or withdrawal, the Host Agency shall deliver to the Board copies of all files...”
 - # 16 – There seems to be much confusion about this section – needs to be looked at further
- Draft letter to Chief Elected Official passed out
 - All towns must sign
 - If a town wants to join later, everyone would need to sign a new IMA to include new town because all signing towns are listed in the IMA
 - Services could be extended to non-member town; but they could not vote
- Letter to go to Mayor/Select Board with new IMA and initial DIG application with signature page to show that this is nothing new – they already know about this, and the creation of the IMA was part of what was planned for the planning stage.
 - Letter will ask for town’s to send to their Counsels and send questions or comments back to BRPC
 - Many towns share the same Counsel
 - Adams – Ed St. John
 - Dalton – Kopelman and Paige
 - Egremont – Jeremiah Pollard (Sarah Bell)
 - Richmond – Sarah Bell
 - Windsor – Beth Goodman
 - Peru – Kopelman and Paige
 - Sheffield – Kopelman and Paige and Jeremiah Pollard
 - Washington – Jeremiah Pollard
 - West Stockbridge –
 - Lanesborough – Brackett and Lucas
 - Hinsdale – Kopelman and Paige
 - Alford –
 - Sandisfield – Jeremiah Pollard
 - North Adams – DeRosa Dohoney

- Williamstown -

4. Shared Services Update

5. "Business Plan" discussion

- Fee structure to be set by Governing Board
- Options were gone over with pros and cons of each
 - Grants
 - Fee for Service
 - Fee per inspection
 - Basic service
 - Full service
 - Comprehensive
 - Or, Governing Board can decide to use different model for different services
- National Standards
 - Every Board of Health has National Standards to meet, to provide certain services, effective Fall 2011
 - No town or city can achieve these on their own
 - Alliance might be able to; but, does it want to?
- Each option would require contracts
 - Each contract would need to be reviewed by attorneys and signatures by municipalities
 - Which option does group want to go with?
 - M. Serrano recommended keeping it simple initially because lawyers can eat up funds and time reviewing contracts
 - S. Martin recommended Fee per inspection and Basic
 - What if instead of service commitments, there was a time commitment?
 - Fixed number of hours per week
 - Use it or lose it?
 - Bank it?
 - Block of money per year to be used?
 - This would make it easier for municipalities' yearly budgets
 - Group decided to have 1 contract with addendums added to keep it simple
- What about liability?
 - Alliance carries insurance and each town would have to appoint person as health agent when s/he is working in that town, which protects both the town & the contractor
- 11 DPH planning grants were awarded, between 3 and 4 implementation grants will be awarded, grant application deadline is 11/19/11

6. Next Meeting

- Tentatively scheduled for June 9, 2011
- Agenda items
 - Fee schedule
 - Operating Principals
 - Continue with business planning

7. Adjourn

More Information:

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RSVP:

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