

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

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

MEETING NOTES

Berkshire Public Health Alliance District Incentive Grant Meeting

Thursday, August 25, 2011
6:00 – 8:00 (Refreshments at 5:30)
Berkshire Regional Planning Commission
1 Fenn Street
Pittsfield, MA
3rd Floor Conference Room
(directions at: <http://www.berkshireplanning.org/about/directions.html>)

Towns/Cities Represented

Chester – Kimberly May (BOH Chairperson)	Agent)
Dalton – Lois Bessette (Public Health Nurse)	Sandisfield – Kathleen Segrin (BOH Member)
Egremont – Sandra Martin (BOH Agent/also BCBOHA Staff)	Washington – Jim Huebner (BOH/BOS Chairperson) and Jan Paxton (Alternate)
Great Barrington – Mark Pruhenski (BOH Agent)	Williamstown – Ron Stant (BOH Member)
New Marlborough – Jack Bellinger (BOH Member)	Windsor – Erin Kirchner – (BOS Member)
Richmond/West Stockbridge – John Olander (BOH	

Partners Present

BCBOHA – Laura Kittross and Diane Persson	MDPH – AJ Juarez
BRPC – Tom Matuszko	MHAB – Joan Langsam

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- ❖ Approval of Meeting Notes from August 4, 2011 meeting
 - J. Huebner motioned, K. Segrin seconded, unanimously approved meeting notes

 - ❖ Reports / updates from municipalities
 - New Marlborough – met 8/22 – BOS approved
 - Alford – met 8/22 – BOH and BOS approved
 - Egremont – already approved
 - Windsor – already approved
 - Peru – already approved
 - West Stockbridge – vacations and schedules are making it difficult
 - L. Kittross suggested convening BOH and BOS at same time and voting at the same time, since there are 2 people that are on both boards
 - Great Barrington – met 8/22 – BOS approved
 - Dalton – BOH and BOS meet on 9/12
 - Williamstown – meeting scheduled for 9/6 (BOH) and 9/12 (BOS)
 - Sandisfield – met 8/22 – BOS approved
 - Washington – already approved
 - North Adams – BOH will meet in September

- ❖ Intermunicipal Services Agreement (IMA) update
 - Still having difficulty with Kopelman & Paige
 - Many other attorneys have looked at it and have given their ok, although there has been nothing formally written
 - Gary Brackett – attorney for Sheffield – cannot give opinion because he is also the attorney for BRPC and helped write the IMA
 - Dalton has asked Joel Bard to review
 - New draft handed out to the group with comments from attorneys
 - 3 changes – nothing substantive
 - Sections 10, 11, and 12
 - Want to move forward with getting the final version out and inserting participating town’s names
 - Will send it to Kopelman and Paige one more time with a Wednesday August 31st deadline
 - AJ Juarez said that the RFR gives one year to complete the IMA process
 - Group wants to proceed to ensure that the Alliance will be able to continue, even if an Implementation Grant is not awarded

- ❖ Rules and Regulations of Operation discussion
 - While the Rules and Regulations of Operation cannot be adopted by this group, the group felt it was important to give the Governing Board something to start with
 - L. Kittross went over changes that were from the previous two meetings
 - Article II, Section 2: add “Any other municipality in **or contiguous to Berkshire County**”
 - Article II, Section 3: in reference to contiguous towns entering into Alliance, BRPC as the Host Agency would need to approve because RPCs usually do not work with towns from other RPC areas
 - Article III, Section 3: originally sounded like there could be an involuntary administrative expense
 - L. Kittross re-worded it to make it clear that there would be no charge to a town without the town’s approval
 - L. Kittross asked the group to think about this section and make sure it was clear – bring back to next meeting with additional comments
 - Article IV, Section 2: Chair and Vice Chair are voting or non-voting members? Are they allowed to vote?
 - Group decided it could be anyone to encourage more participation
 - Governing Board can change later if necessary
 - Article IV, Section 8: subcommittees – provision for subcommittees added to allow for them in the future
 - Article V, Section 2: Remove “In the case of a tie vote, the Chair will call for additional discussion and another vote. Discussion and voting shall continue until the tie is broken or the tie is withdrawn.”
 - Article V, Section 6: remove “maybe”
 - Article VI, Section 5: a person needs to be appointed as a Health Agent before working in a town
 - How to make that an easy process?
 - As needed on an individual basis?
 - Circulate a roster for prior approval?
 - Appoint the Host Agency as an agent so that anyone hired by the Host Agency is de facto an agent?
 - ◆ AJ Juarez will check with MDPH for advice
 - Article VI, Section 7: a town could call, email, etc. but if they are requesting an action to be taken, it must be in writing
 - Or, section could be done away with entirely and rely on Host Agency policies
 - Article VI, Section 7: consider changing the section title to “Member Communication” or “Member Feedback”
 - Article VI, Section 7: change “Municipalities” to “municipalities”
 - Article VI, Section 7: change “issue” to “issues”
 - Article VI, Section 7: change “inspection” to “service”
 - Article VII, Section 1: remove “or an agency or organization”
 - Article VII, Section 1: remove “if an individual”
 - Article VII, Section 3: remove “or Executive Board”
 - Article VII, Section 5: remove entire section
 - Article XI, Section 2: 2/3 vote by Governing Board and then all BOS re-sign agreement to admit a new member
 - J. Bellinger asked why all needed to re-sign
 - J. Langsam said it was because it was a contract and all must re-sign

because by adding a new member, the contract is being amended

◆ It is very difficult to get all the towns to re-sign

➤ That is why it is important that anyone interested sign on now

❖ “Business Plan” discussion

➤ Public Health Nursing Program – communities range greatly in size

▪ There is a base fee and a population fee

- \$2500 as a base fee may be reasonable for a population of 1,000; but it is not for a population of 100

◆ Group decided to raise population fee and lower base fee

➤ If the Implementation Grant is awarded, dual programs will be run in those towns that have contracts with the VNA

➤ E. Jarrett from CHA will be invited to the September meeting

➤ In regards to the higher single inspection fee

▪ It may discourage participation from towns that would use that to test the waters

- \$45 pre-book vs \$65 sudden need

◆ This would keep things low enough so that towns who want to test the program can feel that they can afford to

❖ Implementation Grant discussion – Strategy for grant writing

➤ Will be a major topic of the next meeting

➤ RFR is due out 9/1

▪ Should the grant application be written as a group or by a subcommittee?

- BRPC will do a lot of the background writing; but, input would be needed for policy decisions

- Group decided to complete application as an entire group

❖ MAHB Certification Training – October 22nd, Northampton

➤ Required training for BOH members from communities who get Implementation Grant

▪ Food and travel may be able to be subsidized

❖ Next Meeting

➤ Scheduled for September 8, 2011

▪ Agenda items

- E. Jarrett
- IMA
- Implementation Grant

◆ Due date: 11/18

◆ Award notices: 12/20-12/31

➤ Future Meetings

- Thursday September 22, 2011
- Thursday October 6, 2011

❖ Homework

➤ BRPC will send out RFR via email

➤ Group will review and come ready to discuss on 9/8

❖ Adjourn

➤ J. Huebner motioned, J. Bellinger seconded, unanimously approved to adjourn

More Information:

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