

JAMES MULLEN, Chair
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GALE LABELLE, Clerk
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NATHANIEL W. KARNS, A.I.C.P.
Executive Director

MEETING NOTES

Berkshire Public Health Alliance District Incentive Grant Meeting

Thursday, October 6, 2011
6:00 – 8:00 (Refreshments at 5:30)
Berkshire Regional Planning Commission
1 Fenn Street
Pittsfield, MA
3rd Floor Board / 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)
Lanesborough – Nancy Simonds-Ruderman (BOH Agent)
North Adams – Manny Serrano (BOH Director)

Richmond – Andy Fisher (BOH Member)
Sandisfield – Kathleen Segrin (BOH Member)
Sheffield – Rene Wood (BOH Member)
Washington – Jim Huebner (BOH/BOS Chairperson) and Jan Paxton (BOS Delegate)
Williamstown – Jeff Kennedy (BOH Agent)
Windsor – Erin Kirchner (BOS Member)

Partners Present

BCBOHA – Laura Kittross and Diane Persson
BRPC – Tom Matuszko

CDC – Alvin Crosby
MDPH – AJ Juarez

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- ❖ Action – Approval of Meeting Notes from September 22, 2011 meeting
 - L. Kittross was noted as attending meeting – she did not – name needs to be removed from notes
 - J. Huebner motioned, M. Serrano seconded, J. Kennedy abstained, all others approved notes with L. Kittross correction

 - ❖ Reports / updates from municipalities
 - Becket and Mt. Washington BOS have approved the IMA since the last meeting
 - Chester BOS prefers to defer vote, waiting for more information on pricing and services
 - North Adams – waiting to present to City Council – questions raised during meeting with M. Serrano, Mayor Alcombright, T. Matuszko and L. Kittross to be discussed tonight with the Alliance
 - Governing Board Appointments
 - Becket – appointed Ginger Conner as BOH representative
 - Richmond – appointed Andy Fisher as BOH representative – Tony Segal will be recommended to the BOS as alternate
 - Adams – appointed Richard Frost as BOH representative
 - Egremont – appointed Sandra Martin as BOH representative
 - Lanesborough – appointed Nancy Simonds-Ruderman as BOH representative
 - Washington – appointed Jim Huebner as BOH representative – appointed Jan Paxton as alternate

- ❖ Update – Intermunicipal Services Agreement (IMA) update
- ❖ Discussion – Rules and Regulations of Operation
 - Edited version handed out based on the last discussion of the group
- ❖ Discussion – Implementation Grant
 - North Adams is concerned that the work force requirements of the grant make it too expensive to fulfill Alliance mission of providing quality services at an affordable rate
 - North Adams is also concerned that the grant does not factor in the decades of experience that Health Agents have
 - L. Kittross explained that the grant application could indicate that the Alliance would give preference to someone who met the workforce requirements but could say that the Alliance may not always be able to meet the requirements
 - P. 9 of RFR discusses credentialing
 - ◆ J. Kennedy said he shared the concern when he read the RFR; but after reading the grant proposal application, he thinks it adequately represents Berkshire County’s needs and experiences.
 - P. 8 of proposal addresses issue
 - After review, M. Serrano, N. Simonds-Ruderman and J. Kennedy expressed satisfaction with language
 - L. Bessette asked if language would eliminate group from being considered for the grant
 - ◆ No – it may or may not lose the Alliance points, but would not eliminate the group from consideration
 - J. Paxton asked if the awards will be needs-based
 - Yes
 - And, if group does not get this award, it may automatically be eligible for a \$4 million State funded regionalization grant that is coming up
 - ◆ But, Alliance will focus on mission and short and long-term needs rather than bending to funding. It was agreed that our primary goal is for the Alliance to be sustainable.
 - R. Wood thinks the training section could be stronger and should focus on more innovative training efforts
 - L. Bessette would like to see a stronger public health nursing focus and does not think the section accurately represents groups’ previous conversations about public health nursing needs
 - T. Matuszko explained that at the last meeting the group prioritized things and that public health nursing fell to the middle of the pack with inspectional services rising to the top of the list
 - M. Serrano said that public health nursing probably could be negotiated with the VNAs and that there was a real gap with inspectional services
 - S. Martin said that inspectional services were a focus of the grant and MAVEN was the only public health nursing requirement
 - General interest in improving the public health nursing section.
 - R. Wood thinks the grant application should reflect our differences, services we want, and not just on what the grant wants
 - M. Serrano credited BOHs working together through BCBOHA as to why the group works so well together
 - A. Juarez said that speaking to needs, not only to the grant, is a great idea
 - P. 5 of proposal – partnerships and developing partnerships
 - R. Wood would like to see more emphasis on working with schools
 - T. Matuszko asked A. Juarez to share hints to strengthen proposal
 - A. Juarez said support letters should show how partnerships would improve public health
 - A. Crosby said that it has been his experience that support letters are very helpful
 - A. Crosby suggested identifying specific trainings that inspectors will take
 - A. Juarez said that the Community Health Assessment requirement has 18 months to complete and that hospitals already have to complete one
 - ◆ Berkshire Health Systems has already said they would share theirs. A Juarez says to specifically say that in the grant application
 - A. Fisher said having the deliverables in the narrative in addition to the budget would be wise because the narrative and budget are often reviewed separately
 - A. Juarez indicated that it was unclear if they would be reviewed separately

- S. Martin said the deliverables are in the SMART objectives section and budget, which were not included in the draft application that was distributed to group
 - P. 3 of proposal – Noteworthy achievements in region – A. Fisher thinks exceptional should be removed from “The Boards of Health in Berkshire County regularly provide exceptional public health service...” as services vary so much and it does not reflect our needs.
 - P. 5 of proposal – CHNA work really well in other parts of the state
 - S. Martin said the group should try to strengthen the partnership with the Berkshire CHNA
 - L. Bessette suggested that someone from Alliance begin to regularly attend meetings with CHNA
 - N. Simonds-Ruderman asked if someone who was on the Governing Board also be hired as an inspector for the Alliance
 - T. Matuszko suggested checking with the Ethics Commission
 - S. Martin said she had a similar situation with the Homeland Security Council and was told she could not vote on an item that would directly benefit her but that it was otherwise permissible
 - P. 5 of proposal – Vision, Mission, Long Term Goals, Two Year Goals
 - L. Bessette – mission – add affordable
 - J. Huebner – mission – add capability
 - Vision – J. Huebner has some ideas that he will put together and bring back to group
 - Long term goals - P. 1 and 2 of RFR – Program Goals should be goals in proposal (long term goals)
 - R. Wood – two year goals – add in partnerships and emergency preparedness
 - P. 2 of proposal – Needs and Asset
 - R. Frost thinks it could be more understandable and powerful in a chart
 - Offered to help with charts as needed
 - P. 8 of proposal – Current Member Workforce – change “inspectors” to “Health Agents”
 - P. 9 of proposal - Evaluation
 - Align to goals
 - Add percentages
 - A. Juarez suggested setting reasonable goals so the group is not set up to fail
 - Sections of proposal will coincide with sections of RFR
- ❖ Action – Set Governing Board Meeting Agenda
- Governing Board will be running the Alliance
 - If someone is hired, Governing Board will supervise programmatically; BRPC will supervise for personnel issues
 - Governing Board must meet at least 4 times a year according to the Rules and Regulations of Operation
 - 10/20 – target date for nominations to the Governing Board
 - 11/3 – Governing Board’s first meeting
- ❖ MAVEN class
- All BOHs are required to be on MAVEN by the end of 2011
 - MAVEN is part of the Implementation Grant requirements
 - Two part training
 - Online
 - Forms distributed for registering for online session - should be filled out and returned to D. Persson
 - Online session should be completed by the end of November
 - Classroom
 - To be scheduled for first two weeks in December
- ❖ Next Meeting
- Scheduled for October 20, 2011
 - Location TBD
 - Before meeting, budget and SMART objectives section will be sent out to group for review
 - Agenda items
 - Implementation Grant Discussion
 - Governing Board Nominations
 - Create Agenda for Governing Board meeting
- ❖ Adjourn

More Information:

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BERKSHIRE COUNTY BOARDS OF HEALTH ASSOCIATION