

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, July 7, 2011
6:00 – 8:00 (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 (BOH Agent)
Egremont – Sandra Martin (BOH Agent/ also BCBOHA staff)	Richmond – Andy Fisher (BOH Member)
Hinsdale – Ed Goddard (BOH Chairperson)	Sandisfield – Kathleen Segrin (BOH Member)
Mt. Washington – Ellie Lovejoy (BOH Agent)	Sheffield – Rene Wood (BOH Member)
New Marlborough – Jack Bellinger (BOH Member)	Washington – Jim Huebner (BOS/BOH Chairperson)
	Williamstown – Jeff Kennedy (BOH Agent)

Partners Present

BCBOHA – Laura Kittross and Diane Persson
BRPC – Tom Matuszko

Approval of Meeting Notes from June 23, 2011 meeting

- E. Lovejoy motioned, A. Fisher seconded, R. Wood abstained, unanimous approval of meeting notes

Reports / updates from municipalities

- T. Matuszko put together a map of the towns' progress and will make updates as necessary
- Lanesborough – BOH has approved to recommend it to the BOS
- Adams – BOH has approved to recommend it to the BOS
- Washington – BOH and BOS have approved
- Egremont – BOH and BOS have approved
- Hinsdale – BOH and BOS have IMA for review
 - BOH is hoping to approve at 7/26 meeting
 - Has not been added to BOS agenda yet – they meet on the 1st and 3rd Wednesday of every month
- New Marlborough – BOH has approved to recommend it to the BOS
- Sheffield – BOH meet on 7/11 and a vote will be taken
 - BOS meeting on 7/18 – T. Matuszko will attend
- Mt. Washington – BOH members having difficulty getting together to discuss. One member has indicated favorability. One has not reviewed it to date. And one is currently out of town.
 - BOS have it for review; but, did not act on it at the 6/27 meeting because the meeting agenda was already so full. Will discuss at 7/11 meeting
- Williamstown – no action has been taken by BOH or BOS
- Sandisfield – BOH will vote on 7/11 and then present it to that BOS

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- Peru – BOH is BOS and are ready to approve at the 7/11 meeting
- Windsor – Attorney Beth Goodman has no changes to the IMA
- Richmond – BOH has not been able to meet yet
 - BOS have IMA and is waiting for BOH recommendation
- Dalton – BOH meet on 7/11 at 4PM
 - BOS meet on 7/11 at 7PM
 - T. Matuszko will attend BOS meeting
- Great Barrington – could not attend meeting but sent along information with L. Kittross
 - BOH will discuss at 7/7 meeting
 - BOS will discuss at 8/2 or 8/9 meeting
 - Town Manager is very supportive

Intermunicipal Services Agreement (IMA) update

- 6/7 IMA draft is the latest draft
 - Final draft will include some minor changes due to attorney recommendations
- References handout “Berkshire Public Health Alliance – Municipal Information – as of July 6, 2011”
 - Attorneys who are shaded have not been heard from yet
 - West Stockbridge graciously offered to cover the cost for all the towns that share their attorney, Kopelman & Paige – Janet Pumphrey
 - Janet Pumphrey reviewed the IMA and did not have any substantial changes
 - Has sent it to the Boston office for review and is waiting to hear back
- The deadline for the IMA to be signed is 9/9; however, it would be a great boost to our Implementation Application if it was done earlier so the Governing Board could be formed and meet before the Implementation Grant application is due
- There are three stages to IMA approval
 - BOH votes to support the IMA
 - BOS approve IMA
 - BOS from all approving communities sign the final IMA with all participating communities named in the IMA
- Mt. Washington BOS has asked what they are committing to and if they have to use any services
 - They are committing to attending at least 4 meetings per year.
 - The IMA give them the option, but not the obligation to partake in any services
 - They do not have to commit any money unless they commit to a service that is not funded by grants.
- Are there any annual administrative fees?
 - While there will be some basic admin costs, we expect these costs to be covered by grants or inspection/program fees. According to the IMA, the town/city cannot be required to approve any financial assessments, so no community is obligated to contribute money to the Alliance.
- After final comments are received for the attorneys and all changes are made, BOS can review again before signing
- Key elements of IMA
 - Establishes BRPC as the fiscal host agency
 - Establishes the Governing Board
 - BOH representative is the full voting member
 - Associate member – appointed by town’s legal appointing authority and acts when BOH representative is absent
- Everyone was very impressed with T. Matuszko’s presentation materials and have asked for copies to be sent out to use at BOH and BOS meetings

Shared Services discussion – Public Health Nurse focus

- Alliance has expressed great interest in a Public Health Nursing Program
 - L. Kittross, S. Martin, and D. Persson met with the 3 agencies who have expressed interest in participating in BPHA
 - CHA, Berkshire VNA, and Lee VNA
 - Northern Berkshire VNA is not able to participate at this time
 - Went through Alliance priorities listed on “Alliance Public Health Nurse Program Update 7.7.11”
 - Disease reporting – S. Martin has requested from State 2010 data for 21 member towns
 - L. Bessette will get TB data for the county

- Alliance Proposed Services Program Overview (draft 7.5.11) Explains what the program options are
 - Block Time – town/city contracts for a certain number of hours per week/month. Should be the least expensive to administer because we can plan ahead and the booking and billing are consistent.
 - Block Inspection – town/city contracts for a particular type and number of inspections, i.e.: all pool inspections. More administration costs, so it is a bit more expensive than Block Time
 - Single Inspection – town/city contracts for a single pool inspection. Most expensive because it is the least predictable and has most overhead/oversight costs.
 - Public Health Nurse Program – the town/city contracts for the public health nurse program managed by an organization such as the hospital or nurse or a contracted nurse and supported by per diem nurses
- DIG application allows for hiring Public Health Nurse (PHN) to work on a shared services plan
- Group decided that unlike the environmental health planning element which they felt better qualified to take on, a PHN consultant should be hired to study and develop a Public Health Nurse business plan, including the Community Health Assessment and Improvement Plan.
- VNA fees and services among the group
 - Should take a look at to see what services are being contracted for
- CHA – Emilie Jarrett from CHA will be invited to speak to group about her program

“Business Plan” discussion

- Handout “BPHA Block Shared Services Program Choices? (draft 7.5.11)” highlights options under the block program and S. Martin asked group for decisions on some key components
 - Block Service Program Options: set, flexible, average/flexible
 - Group decided on a flexible choice, where a town commits to at least 18 hours per month for at least 6 months with an average of 4 hours per week.
 - “Overtime” was changed to “additional hours”
 - A review of services and time will occur every three months. If hours are consistently being gone over, contract could be changed.
 - Block Program Agent Options: primary, primary plus, multiple specialists
 - Group decided on primary plus. Each town/city using services would have a primary health agent as their point of contact. That primary health agent would coordinate all services requested by a community.
 - Block Program Services Scheduling: website, email, phone
 - Group decided that the town/city would contact their primary health agent directly and that agent would manage his/her schedule and share that schedule with Alliance via a web calendar.
 - There was much discussion about giving out an agent’s phone number or email address and it was decided that it would be up to each agent to decide, but the basic protocol would not include giving out the agent’s phone number.
 - Block Program Payment Options: pre-pay quarterly, pay monthly invoice
 - Group decided that pre-paying quarterly with roll over and quarterly statements would work best
 - Treasurers and Accountants need to be consulted on how to do this

Miscellaneous

- FDA Voluntary Food Safety Standards
 - Nationally recognized standard for food inspection programs (8 standards)
 - Not currently achievable in any community in Western Massachusetts
 - Money is available to assist the Alliance in jointly meeting the voluntary FDA standards
 - \$3500 in grants were received by Lanesborough and Egremont to begin training Nancy Simmons-Ruderman in the FDA food inspection standards. The grants required :
 - Egremont and Lanesborough to be listed on the FDA website
 - Egremont and Lanesborough also completed a self assessment
 - \$2500 in new grant funds is available to train the Alliance Food Inspectors in the FDS inspection standards. We need one more town to register on the FDA website and do the self-assessment, which

Sandra can help with. If any of the towns/city is interested, please contact Sandra so that we can qualify for this grant.

- BOH Orientation Training – July 18th from 6-8:30 PM at BRPC with refreshments at 5:30PM
 - Geared towards new BOH members, but would also benefit more experienced members as well
 - Register with D. Persson (diane@bcboha.org) via email, fax, or phone
- Fee Schedules
 - D. Persson has collected fee schedules from many towns (still needs Washington, Mt. Washington and Lanesborough) and compiling the results
 - Will be tabled and given to Governing Board to be used in setting the Alliance fee schedule in the fall.
- Rules of Operation
 - Should we begin to focus on operating procedures? Or, is that a role for the Governing Board?
 - Group decided to create outline/draft of issues for Governing Board to consider
 - Will also be beneficial in presentations to BOS

Homework

- Towns will continue work on IMA and Core Duties
- Towns will bring in their contracts with the VNA for analysis
- The business plan will continue to be developed
- Ad will be placed for PHN Consultant
- Continue work on the draft Rules of Operations

Next Meeting

- Scheduled for July 21, 2011 at 6:00 PM
- Does group want to meet in August?
 - Yes – 8/4 meeting scheduled, 8/18 meeting will be considered based on progress
- Agenda items??
 - IMA updates, PHN if E. Jarrett can attend, business plan, block of time option, implementation grant RFR (Coming mid-August), Rules of Operation

Adjourn

- K. Segrin motioned, E. Lovejoy seconded, unanimously approved adjourning

More Information:

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

RSVP:

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