

BERKSHIRE REGIONAL PLANNING COMMISSION
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CHARLES P. OGDEN, Treasurer

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

MEETING NOTES

**Berkshire Public Health Alliance
District Incentive Grant Meeting**

Thursday, September 22, 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

Adams – Richard Frost (BOH Chairperson)
Chester – Kimberly May (BOH Chairperson)
Egremont – Sandra Martin (BOH Agent/also BCBOHA Staff)
Great Barrington – Mark Pruhenski (BOH Agent)
Lanesborough – Nancy Simonds-Ruderman (BOH Agent)
Mt. Washington – Ellie Lovejoy (BOH Agent)

New Marlborough – Jack Bellinger (BOH Member)
North Adams – Manny Serrano (BOH Director)
Richmond/West Stockbridge – John Olander (BOH Agent)
Sandisfield – Kathleen Segrin (BOH Member)
Washington – Jim Huebner (BOH/BOS Chairperson)
Williamstown – Ron Stant (BOH Member)

Partners Present

BCBOHA – Laura Kittross and Diane Persson
BRPC – Tom Matuszko

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- ❖ Approval of Meeting Notes from September 8, 2011 meeting
 - M. Serrano motioned, J. Huebner seconded, unanimous approval of meeting notes

 - ❖ Reports / updates from municipalities
 - Chester – BOH approved, BOS scheduled for 9/24 and T. Matuszko and L. Kittross will attend
 - North Adams – BOH approved, City Counsel meet 9/26 and T. Matuszko will go
 - Williamstown – BOH and BOS approved
 - Lanesborough – BOH and BOS approved
 - Richmond – BOH and BOS approved
 - West Stockbridge – BOH and BOS approved
 - Great Barrington – BOH and BOS approved
 - Adams – BOH and BOS approved
 - Washington – BOH and BOS approved
 - Alford – BOH and BOS approved
 - Egremont – BOH and BOS approved
 - Mt. Washington – BOH approved pending councils written approval, BOS are also waiting for attorney
 - Becket – BOH approved, BOS meet 10/5

 - ❖ Intermunicipal Services Agreement (IMA) update

B . C . B . O . H . A .

- Those who have not joined yet will be offered additional chance to sign on
- By end of October, signatures from Municipal Executive need to be gotten
- BOH and BOS need to start thinking about appointments

- ❖ Implementation Grant discussion
 - Worksheet passed out to help begin to think about priorities if Implementation Grant is awarded
 - Wish list with \$100,000
 - Advertising/public relations
 - Inspectors
 - Registered Sanitarians
 - Training
 - Public Health Nurse
 - Grant deliverables
 - IMA
 - Governing Board
 - Host Agency
 - MAVEN
 - BOH members have to take either the MAHB training or the LPHI online training
 - MAHB training October 22 in Northampton
 - Assist in writing improvement plans in 5 areas (food safety; lead poisoning; beach, camp and indoor skating rink safety)
 - Complete a Community Health Assessment – already have access to several, needs updating
 - Wellness Initiative – tobacco or obesity
 - Plan for future consideration of hiring employees who meet DPH credentialing standards. All staff paid by grant funds have to meet the DPH workforce standards. Staff paid by the Members do not have to meet these standards.
 - Several people expressed concern about having anyone try to tell towns how they should hire. T. Matuszko pointed out that there are the deliverables and a decision has to be made about how much effort is put into each
 - description Maybe this is simply coming up with a suggested/recommended job
 - (Note: It was later decided that the grant did not require towns to specify any specific hiring qualifications, just that they should have written hiring preferences.)
 - Does group want to apply for Implementation Grant?
 - Alliance will go forward without it
 - J. Huebner motioned to apply, N. Simonds-Ruderman seconded applying for grant
 - Discussion
 - M. Serrano said that there are some things that need be figured out before deciding
 - How can we get training - Online, MAVEN?
 - N. Simonds-Ruderman asked if the \$100,000 could be used to completing the deliverables
 - Yes, maybe all or maybe a majority of the award goes towards completing the deliverables. There could be enough left over to do other projects.
 - Again, J. Huebner motioned, N. Simonds-Ruderman seconded, M. Serrano opposed, all others approved applying for grant
 - Timeline
 - Implementation Grant due mid-November
 - Now – wrap up BOH/BOS approvals
 - Towns appoint Governing Board members by 10/20 for the 1st Governing Board meeting to occur 10/20K. Segrin asked for a template to be designed for the BOH and BOS to appoint member
 - With BOH Representative as primary voting member and the Local Appointing Authority alternate as back-up clearly stated
 - Governing Board will submit grant application
 - How will Governing Board support itself and get work done
 - Volunteer, Board does its own work and receives a stipend, hiring BRPC to do it, part-time Project Manager (s), Clerk/Assistant, Public Health Nurse, contract with lead VNA
 - Group decided to focus on the inspector program and use a clerk/assistant to help
 - If enough money, a part-time project manager(s) could also help
 - Of deliverables, what is the priority?

- MAVEN
 - Wellness Initiative (children and young adults)
 - CHA
 - BOH Training (to coincide with 4 year Implementation Grant schedule)
 - Town Improvement Plans
 - Job Requirements
- ❖ Public Health Nursing Update
 - Partnering with Berkshire Health Systems to come up with a plan to assist towns to meet deliverables of MAVEN, CHA, and Wellness Initiative. Looking at ways to leverage the existing VNA structure in our Public Health Nurse Program
 - ❖ Future of Working Group
 - Discussion of breaking up into a smaller subcommittee to write the Implementation Grant. Group again decided to work as the whole, with BRPC/BCBOHA bringing drafts to the table for consideration.
 - ❖ Next Meeting
 - Scheduled for October 6, 2011
 - Agenda items
 - IMA updates
 - Rules and Regulations of Operation
 - Grant Draft
 - Set Governing Board Agenda
 - ❖ Adjourn

More Information:

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RSVP:

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