

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, October 20, 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

Adams – Richard Frost (BOH Chairperson)
Dalton – Lois Bessette (Public Health Nurse)
Egremont – Sandra Martin (BOH Agent/also BCBOHA Staff)
Mt. Washington – Ellie Lovejoy (BOH Agent)
North Adams – Manny Serrano (BOH Director)
Richmond – Andy Fisher (BOH Member)

Richmond/West Stockbridge – John Olander (BOH Agent)
Sheffield – Priscilla Cote (BOH Chairperson)
Washington – Jim Huebner (BOH/BOS Chairperson) and Jan Paxton (BOS Delegate)
Williamstown – Ron Stant (BOH Member)

Partners Present

BCBOHA – Laura Kittross and Diane Persson
BRPC – Tom Matuszko

MDPH – AJ Juarez

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- ❖ Action – Approval of Meeting Notes from October 6, 2011 meeting
 - J. Huebner motioned, M. Serrano seconded, J. Olander abstained, unanimous approval of meeting notes
 - ❖ Reports / Updates – From Municipalities / Intermunicipal Services Agreement (IMA)
 - North Adams approved. City Council had a few questions and were very supportive
 - Sheffield approved
 - Clarksburg – T. Matuszko and L. Kittross are going to meet with them next week
 - New Ashford – M. Serrano will contact Art Johnson about joining
 - All communities that signed the original DIG application have approved the IMA
 - A. Fisher suggested sending the map out to all communities – seeing all those that have signed on is very powerful
 - Deadline for all others to join – November 9
 - After initial signing others can petition to join, but will have to get each Member town to sign a new IMA. The group agreed that this should probably be done just once a year as otherwise the process could become very time consuming and confusing.
 - Need to start getting actual signatures for the IMA
 - Has to be after the Clarksburg meeting and Florida has indicated whether it is interested or not.
 - Ideally signing should be after 11/9, because that is the date given to the nonparticipant towns, but this may not be practical for all Boards of Selectmen.

- ◆ Because of this, the group decided to move the originally scheduled 11/3 meeting of the Governing Council to 11/10
 - Voting members should be at this meeting and Alternates are also encouraged to attend.
 - North Adams – M. Serrano is voting rep, Mayor will need to appoint alternate
 - Williamstown – reps will be set at next meeting
 - Lanesborough – N. Simonds-Ruderman is voting rep, although, she is hoping someone else will take role
 - West Stockbridge – J. Olander is voting rep, alternate may be Mark Webber
 - Richmond – A. Fisher is voting rep, T. Segal is alternate
 - Sheffield – P. Cote is voting rep, alternate may be Scott Smith
 - Adams – R. Frost is voting rep, alternate will need to be appointed
 - Egremont – S. Martin is voting rep, alternate will need to be appointed
 - Alford – reps will be set at their next meeting
 - T. Matuszko will follow up with municipalities to get appointments
- ❖ Discussion – Public Health Nursing
 - Berkshire Health Systems has contracted to help with the Community Health Assessment, provide feedback on PHN program proposals, and develop wellness plan/strategy and budget
 - Community Health Assessment (CHA) looks at health indicators and outcomes
 - BHS has already done a CHA and will share it with us.
 - BCBOHA did one recently
 - Local grad student did one
 - All can be combined and a focus group will be held to compare data and gather public opinion
 - ◆ Looking at lunch on 11/29 or 11/30 to get BOHs and Community Organizations involved
- ❖ Discussion – Implementation Grant
 - SMART Objectives – p. 6
 - Remove “and medical camp inspections by a nurse” from item d
 - A. Fisher suggested having one of the evaluation indicators be the successful completion of all SMART Objectives
 - J. Huebner asked for the document to be sent out for further review and commenting
 - Budget
 - Grant and plans for award based on expressed wants and needs of the group
 - Clerk, program manager, sanitarian, PHN
 - \$1,500 – IT staff, online reporting – J. Huebner thinks the allotment is too low
 - Consultants are much more cost effective than employees
 - M. Serrano asked about the fees from inspections
 - ◆ What is being presented is only the Implementation Grant budget or Operating Budget
 - The inspection fees are all on a separate budget
 - Questions were raised again about the public health nursing program
 - ◆ Many municipalities think that collective bargaining with the VNAs is a better option for this year.
 - Group decided to eliminate the public health nurse funding from the application and instead, negotiate with the VNA as a group with nurse related duties and allotted money under the PHN budget to be distributed amongst other consultants, especially IT work and Program Manager)
 - If a contract cannot be negotiated, PHN will be picked back up by the group
 - P. 5 – Vision for 2015
 - Vision statement suggested by J. Huebner accepted by group: “To have a self-sustaining and appropriately staffed resource that fully serves the public health needs of all member communities.”
 - This removed the statement that mentioned the core functions and ten essentials services of public health
 - ◆ S. Martin would like to add that back in somewhere else in the application as these are important concepts
 - Group agrees that it is a good idea
 - P. 7
 - Alliance Office/Host Agency, item h: replace “distributed” with “Negotiations”
 - Alliance Inspectional Services, item e: replace “Senior Sanitarian” with “Inspectional Services Personnel”
 - Eliminate Alliance Public Health Nurse Program and distribute duties to other sections
 - Member Boards of Health, combine items a and b

- P. 12 – Evaluation – worth 10 points
 - Justeen Hyde from the Institute for Community Health has offered to help with this section
 - A. Juarez suggested including a range based on needs and said that one size does not fit all and that it should be based on local conditions
 - J. Huebner suggested putting goals into section 4. He also suggested a chart for the SMART objectives section.
 - ◆ S. Martin will talk with J. Huebner and J. Hyde to help craft this section
 - Remove bullet # 3
 - M. Serrano brought up compensation for BCBOHA staff for work that has been done
 - L. Kittross explained that BCBOHA agreed to assist and not to pay BCBOHA staff through the DIG planning process; however, going forward, the roles of clerk and program manager positions that BCBOHA has been doing will need to be filled
 - BCBOHA is willing to help; but, cannot continue without compensation after the Implementation Grant is awarded
 - ◆ Governing Board would have to contract with BCBOHA
- ❖ Discussion – Training for Board of Health Members
- BCBOHA is communicating concerns and frustrations about the training requirements for BOH members, specifically that there needs to be a local, affordable, accessible option for this training
 - L. Kittross is writing up bullet points for Bill O’Connell, who attended the most recent BCBOHA Executive Committee meeting, so he can share it with Geoff Wilkinson
 - A. Juarez asked to be sent a copy of concerns as well
- ❖ Action – Set Governing Board Meeting Agenda
- Slate of Officers
 - The idea of a nominating committee was brought up
 - Group decided to not form a nominating committee and to decide on the nominating process at the organizational meeting.
 - ◆ Group has been consistent in wanting to operate as a whole group and not split up into subcommittees
- ❖ Last Working group meeting and first Governing Board meeting Agenda:
- Working Group
 - Approve minutes of 10/20
 - Review of working groups’ efforts and process
 - Dissolve Working Group
 - Form Governing Board
 - Election of Board Officers
 - Adopt Rules and Regulations of Operation
 - Approve Submission of Implementation Grant
 - Meeting schedule
 - Open agenda
 - Adjourn
- ❖ Adjourn

More Information:

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RSVP:

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