



*c/o Berkshire Regional Planning Commission
1 Fenn Street, Pittsfield, Massachusetts 01201*

Meeting Material - Berkshire Public Health Alliance- Thursday January 12, 2012 meeting
Prepared by Thomas Matuszko, Berkshire Regional Planning Commission

1. Approval of Minutes of November 10, 2011 meeting – Minutes from this meeting need approval

2. Administrative updates – Other administrative items need mentioning / consideration

- Open meeting law notification - BRPC would like to post the Alliance meetings on their website.
- Ethics commission – Several questions have been raised about Governing Board members and their roles in the municipalities. An update will be provided.
- Food has previously been provided at Alliance meetings. The Governing Board needs to decide if this is still an appropriate use of funds.
- With the transition from the Planning Grant to the Alliance, a clear line of communication needs to be established between the Board, the Host Agency and the Program Manager.

3. Subcommittee Reports – The only established subcommittee to date is the staffing subcommittee. A staffing subcommittee has been setup but as of 1/5/12 has not yet met. The staffing subcommittee did prepare and post job advertisements for an Administrative Assistant and Program Manager. As of 1/5/12, there were several candidates for the Administrative Assistant Position but fewer candidates for the Program Manager Position.

4. Update about DIG Implementation Grant

- Administration Update – As of 1/5/12, BRPC had just received the contract paperwork.
- Review of Work plan- The grant application proposed an ambitious work plan. A review of the Work plan is in order to not get off track and off schedule.
- Community Sign up for the Alliance public health services – A core element of the Alliance is communities sharing services. Several models for obtaining these services have been presented at DIG meetings over the previous months. If communities want services for the upcoming fiscal year, now is the time for communities to commit. Alternatively, if it is too late for the upcoming year, communities should be strategizing about the following year.
- Wellness Intervention Plan (Draft) – One of the items in the Work plan for January 2012 was a draft Wellness Intervention Plan. A draft plan will be distributed at the meeting.

5. Public Health Nursing Program update – There are several items related to the Public Health Nursing Program

- Update about the Community Innovative Challenge Grant – At the November meeting the Alliance approved submitting a Community Innovative Challenge Grant. This was to be a re-submission of the Implementation proposal if it was unsuccessful through the DIG program. If the DIG application were successful then the Community Innovation Challenge Grant would be for a public health nursing proposal. This application needs to be submitted by January 17, 2012. It will be reviewed at the meeting. Those communities wanting to participate in this proposal need to be finalized.
- Approval to submit American Public Health Association application – The American Public Health Association has a grant program. While this promises to be extremely competitive, approval is needed to submit an application if the Alliance wants to do so.

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- Approach to securing Public Health Nursing Services - Several south county towns have expressed interest in collaborating on a public health nurse. An update will be provided about these efforts. In addition, an approach needs to be created about how best to collaborate on procuring Public Health Nursing services for those interested towns. For those towns interested in alternative public health nursing services, specific attention should be paid to the town meeting budget item. The language voted on at town meeting should read, Contracted Public Health Services. Interest will also be solicited for a subcommittee to continue to advance this effort.

6. Open Agenda – this agenda item is for other items needing attention

7. Next Meeting date – need to set the date(s) for the next meeting and any working groups / subcommittees

8. Adjournment