Public Health
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Berkshire Public Health Alliance
Governing Board Meeting
Thursday, March 14, 2013

Second Floor Conference Room
Berkshire Regional Planning Commission
1 Fenn Street
Pittsfield, MA 01201

Meeting Minutes(DRAFT)

Municipalities Represented

Tim Drumm, Alford
Paula Wells, Clarksburg
Sandra Martin, Egremont
Nancy Ruderman, Lanesborough
Jack Bellinger, New Marlborough
Valerie Nickerson Bird, Peru
Louise Maron, Richmond
Kathleen Segrin, Sandisfield
Priscilla Cote, Sheffield
Scott Smith, Sheffield
Jim Huebner, Washington
John Olander, West Stockbridge
Jeff Kennedy, Williamstown

Municipalities Not Represented

Adams
Becket
Dalton
Great Barrington
Hancock
Mount Washington
North Adams
Savoy
Windsor

Partners Present

Jennifer Kimball, Grants and Administration
BRPC, Tom Matuszko

Jim Huebner called the meeting to order at 6:04 p.m.

Jennifer Kimball called the roll.

Jim Huebner made a motion to approve the minutes as written. Jeff Kennedy seconded the motion. Valerie Nickerson Bird stated that the minutes need to reflect that Erin Kirchner was in attendance the last meeting. Jim made a motion to accept the minutes as amended. Nancy Ruderman seconded the motion. All AYE. No abstentions.

Jim Huebner addressed the changes in the Governing Board. Dr. Richard Frost and Manny Serrano have left the Board. Jennifer Kimball stated that the Town of Savoy also has 2 vacant openings on the board, and that there will be some other additions to the board in the upcoming months. Jim Huebner stated that since Dr. Frost held the position of Vice-Chair and is no longer available, we need to fill the position of Vice Chair. **Jim Huebner nominated Tim Drumm for Vice Chair of the Berkshire Public Health Alliance Governing Board; Jeff Kennedy seconded the nomination. Tim Drumm accepted the nomination by acclamation.**

Jack Bellinger arrived at 6:10 p.m.

Tom Matuszko updated the Board on grants. The Alliance received a second year of funding through the Community Innovation Challenge (CIC) grant program (MDPH) in the amount of $54,840. This grant will enable the expansion of the public health nursing program to more communities, as well as expand the scope of the work of our nurses within our communities. Contract paperwork was sent out 3/13/13. We expect to be under contract very soon. Sandra Martin added that we are actively signing up people for the PHN program. We have a free MAVEN "Read-Only" service that will help us reach our DIG goals of having regional disease surveillance and information sharing. Jennifer passed out sample contracts for each town. Contact Sandra or Jennifer for more information.

Jeff Kennedy made a motion that the Alliance Governing Board accept the grant funding. Louise Maron seconded the motion. All Aye, no abstentions.

Thomas Matuszko updated the Board on the recent submission of the Opioid Abuse Prevention Collaborative Project grant to the MDPH Bureau of Substance Abuse Services. The grant is for $100,000 (for up to 7 years/$700,000). The grant process was a great example of the collaborative work that The Alliance was meant to do- by partnering with the Northern Berkshire Community Coalition, Tri-Town Health, BCBOHA, Berkshire Health Systems and other community organizations, we were able to submit a grant in a very short period of time. This grant is to address the growing opioid use and abuse in Berkshire County. MDPH is prioritizing regions/districts, and initial conversations with MDPH regarding this grant have been encouraging. If awarded, the Alliance will be coordinating the grant.

Thomas Matuszko stated that the DPH Mini-Grants are due on Monday, March 25. There are several of our Alliance communities that are planning on submitting grants. The Alliance is submitting a grant application for $1,500 to support the sharps collection and disposal pilot program. All the details have not been worked out yet. Peru and Egremont are also going in for sharps supplies. Washington and Sheffield are going in for mosquito and tick education programs. Thomas added that since BCBOHA was not awarded their CIC grant for a sharps disposal program, we will continue to look for

additional ways to funds this program.

Thomas Matuszko gave the Finance Report through February 2013. Right now the Alliance is in good shape with revenue. We have received the $100,000 DIG grant, and were able to roll over funds from last year's DIG and CIC program. We have also received town revenue ($10,600).

Sandra Martin gave a brief update on employment status of contracted employees. Since Jo Ann Preen retired for personal reasons, we are going to seek out a second PHN for hire. We are interviewing 2 potential nurses next week. Our plan is having the second PHN to concentrate on the wellness component of the program. Jennifer Kimball is being trained on MAVEN.

Sandra also mentioned that an inspector for South County is needed in ordered to save travel time. The candidate does not have to be an RS, as they can work under our sanitarians' guidance. We now have a mechanism for candidates who wish to work in multiple towns. If you are interested, there is more information on the website.

BRPC is still going through their internal process regarding converting the independent contractor to employee status. The agency is on board. Changes will happen 7/1/13 at the earliest. The search for a Director for the Alliance continues.

Thomas Matuszko gave a brief update on the Community Health Assessment (CHA) and the planning group associated with it. The group will be expanding its core members (to include Fairview and NARH representatives) and meeting again at the end of the month.

Sandra Martin gave the Interim Director's report. She took part in a webinar about the DIG grant recently. The ICH food establishment form/report was circulated (handout), and she asked for input and corrections. We would like to show DPH improvement in this area, and our towns need to be made aware that they need to fill out this form.

We are required to choose an area to evaluate and assess (what we need to improve upon) and reported back to DIG (ICH staff). She suggested evaluating WHY our towns were not taking more advantage of Alliance sanitarians/ programs.

Sandra asked members to put the Alliance as a standing item on your BOH agenda. She also asked committee members to address the MAVEN read-only concept that we have been promoting.

Tim Drumm Alford stated that he could put a few lines about the Alliance in the local newsletter. Other towns who have a newsletter (web or print) should let us know – we can submit a few lines or a short paragraph about the Alliance.

Sandra Martin address the concept of "consistency" in what our towns are doing –BOH regulations, fees, etcetera. She shared a permit fee schedule with the board. She stated that we are working on standard forms as well.

The will be 3 3-hour BOH trainings to be hosted by the Alliance and given by BCBOHA. It is part of our mission to provide BOHs a variety of pertinent training (for credits and certificates as well). Thomas mentioned that BCC could be a future potential partner for these certificate trainings, hopefully for minimal to no cost. The set dates for the

BCBOHA/Alliance trainings are Wednesday, July 17 in Pittsfield from 2-5 p.m., and September 9/24 in North County. The other training is still TBD; it will be at the end of May or beginning of June in South County. It will be on a weekday from approximately 5:30-8:30 p.m.

Jeff Kennedy will email a sample condemnation sign to Jennifer, who will distribute it to the board.

The next meeting will be Thursday, June 13 at 6 p.m.

Kathleen Segrin made a motion to adjourn. Jim Huebner and Jeff Kennedy seconded the motion. All aye.

The meeting adjourned at 7:40 p.m.

Itemization of Handouts Made Available at Board Meeting:

- 3/14/13 Agenda
- January Governing Board Minutes
- January ADC Meeting Minutes
- Sample MAVEN contracts
- Finance Report
- ICH Food Inspection Report