



Franklin Regional Council of Governments

Meeting: Franklin County Cooperative Public Health Service Oversight Board

Date: Thursday December 17	Location: Olver Transit Ctr.	Facilitator: Rob Lingle, Co-Chair
Time: 5:00- 7:00 PM	Room: First Floor Mtg Rm	Mins. taken by: Phoebe Walker

ATTENDEES:		ABSENT:
Doug Telling, Charlemont	Kathie Benson, Leyden	Deerfield
Deb Coutinho, Shelburne		Buckland
Randy Crochier, Gill	STAFF:	Gill (no rep currently)
Virginia Gabert, Hawley	Glen Ayers, Health Agent	
Karen Brooks, Heath	Randy Crochier, Food Safety Agent	REGRETS:
Dave Nash, Monroe	Lisa White, Public Health Nurse	Betsy Kovacs, Heath
Rob Lingle, Charlemont	Phoebe Walker, FRCOG	Meg Burch, Conway

Agenda Item	Person
icebreaker, minutes	Minutes approved with one change. Members shared the best theme for a party they had ever been to or heard of.
Staff update: Nurse	<p>Lisa gave a summary of the flu season. CPHS provided 919 vaccinations this year, far above the estimated 600. Lisa reminded the Board that we had estimated low due to the new requirement for both extensive online registration on site at every clinic and the need for all attendees to bring insurance cards. She reported that her volunteers were fabulous at entering the data, and estimates that 99% of those attending provided their insurance card. She estimates about \$10,000 in revenue, which sets us up well for next year's purchases. Phoebe asked if there is any modality of vaccine administration that we are not currently doing, and Lisa reported that we have no in-school clinics for children.</p> <p>Lisa also reported on a follow up item from a previous meeting – she confirmed that those receiving health care in VT (as many Leyden residents do) do have their communicable diseases reported to the MA DPH. She also described the work of MAPHCO emergency planner Greg Lewis on looking at avian flu risks in Franklin County. Members asked that he be invited to an upcoming meeting.</p> <p>She also shared the good news about a partnership she is launching between the UMass College of Nursing and the Shelburne Falls Senior Center, which will host nursing students for a month of "health challenge" activities for elders in the village this winter.</p> <p>Finally, Lisa described an upcoming grant opportunity to Tufts Health Foundation to do more chronic disease self-management work. She had just heard about it, and a letter of intent is due before our next meeting. If invited to apply, she would come back to the Board for authorization. Karen moved and Deb seconded a motion to proceed with the</p>

	letter. Passed unanimously.
Reorganization – Elect new Co-Chair	Randy reminded members that now that he is a CPHS staff member he cannot be on the Board. Rob nominated Kathie Benson for Co-Chair, and she accepted. No other nominations. Kathie unanimously voted on as the new Co-Chair.
FDA grant update	<p>Randy described the work he has been doing under the FDA grant. To become official FDA standardized inspectors, he and Glen will need to do 42 hours of online training, and conduct four joint inspections with an already-standardized inspector. In the future, they will need to keep up 20 contact hours of training every three years.</p> <p>He asked the Board to weigh in on the cost of upcoming district ServeSafe/Chokesaver training. Board members agreed on \$75 (or more if that does not cover lunch and the cost of the books). Karen suggested that towns that wanted to subsidize it even farther for town officials could do so from their budgets.</p>
Staff Update – Health Agent	<p>Glen reported that there continues to be a great deal of Title 5 work, due to the warm weather. He and Paul are busy with the renewal process for permits as well. He shared with the Board the accolades of the Amherst Health Department for the CPHS home burial guidelines, which they will be using as a basis for their own. He also described the continued need in district towns to track Public Water Supply information about schools, restaurants, etc.</p> <p>Glen also let Board members know about an upcoming WMPHA housing conference on 2/23, with a focus on AirBnB.</p>
Budget for FY 2017 – First Discussion	<p>Phoebe gave a presentation on the budget principles and process for the coming fiscal year, and distributed a draft budget for FY 17. Discussion:</p> <p>Phoebe described the formula as it currently works and asked if anyone wanted to change any of it. Kathie suggested that if no one had an issue, and it had been approved last year, not to tinker with it. Members agreed.</p> <p>Karen moved and Doug seconded a motion to drop the plan for inclusion of \$11K of reserve funds in next year’s budget to \$10K to tighten the belt sooner and not grow dependent on the reserve funds. Extensive discussion of other discounts and how this would effect the total, with eventual dropping of the motion.</p> <p>Dave moved and Kathie seconded approval of the draft FY17 budget, as approved, to be distributed by the same formula and discounts as last year. Unanimously approved. Phoebe said she would go back and get people numbers by 12/31.</p>