



Franklin Regional Council of Governments

Meeting: Cooperative Public Health Service Oversight Board

Date: Thursday, January 16, 2020	Location: Olver Transit Center	Facilitator: Marti Taft-Ferguson Co-Chair
Time: 5:00- 7:00 PM	Room: First Floor Allen Meeting Room	# to call with problems: 413-834-0420

PRESENT:	Bryan Smith/Erving	Regrets:
Beth Kuzdeba/Leyden	Jody Stetson/Shelburne	Cass Nawrocki/Hawley
Marjo Iken/Conway	Ron Kelter/Shelburne	
Marti Taft-Ferguson/Buckland	Terry Estes/Buckland	
Rob Lingle/Charlemont	Staff:	
Maggie Rice/Rowe	Randy Crochier, Health Agent	
Betsy Kovacs/Heath	Lisa Danek Burke, Health Agent	Absent:
Brian Keir/Bernardston	Lisa White, Public Health Nurse	Deerfield
Dave Powers/Bernardston	Phoebe Walker, FRCOG	Gill
Mike Friedlander/Colrain		Monroe

Agenda Item	Action
Minutes, Introductions	Everyone welcomed Shelburne's two new Board of Health members, Jody Stetson and Ron Kelter. December meeting minutes were approved. Moved by Rob, seconded by Mike. Approved unanimously with typo corrections.
Public Health Nursing Report	<p>Lisa White shared a presentation on the flu season nationally and in MA. This season has a high incidence but moderate severity, and the predominant B strain is more dangerous to children than adults. Good news is that the vaccine has been found to be quite effective this year. The CPHS Flu Clinic Summary was distributed. In 15 clinics and at all wellness clinics and in many home visits to homebound elders, Lisa and her team administered 1,078 doses – the most in any year yet. 14% were to children under 18, 33% adults ages 19-64, and 53% to those over 65. 221 were the high-dose vaccines.</p> <p>In other vaccine news, Lisa reported that due to an outbreak in Massachusetts, she has free Hepatitis A vaccine for anyone at risk of infection – those who inject drugs, and men who have sex with men. She is also working with the Franklin County Solid Waste Management District to ensure that all transfer station attendants in the district are vaccinated for Hepatitis B, which can be contracted from contact with used syringes in the trash. Flu Season – state and national information,</p> <p>Finally, Lisa reminded Board members about the dates and times of the CPHS Wellness Clinic happening regularly in Shelburne, Charlemont, Gill, Conway, Erving, and Deerfield. All CPHS residents are welcome at all clinics. Discussions with Bernardston Council on Aging are underway about services there.</p>
Health Agent Reports	<p>Randy reported that he has completed his Certified Pool Operator training, and his Lead Determinator training, and Lisa DB and he are both registered for a Housing Inspector training in May. Lisa will begin food safety trainings this month.</p> <p>Randy handed out an overview of the the new DPH Regional Service Sharing grant that we</p>

	<p>were awarded, and told members he would soon have a date for the joint meeting with the AGO's Abandoned Housing Initiative.</p> <p>Lisa DB demonstrated to members the new changes in status on the permitting software.</p> <p>Finally, Randy asked Members about their comfort level with WebEOC and how they would like to relate to WebEOC during drills and emergencies. Four people reported they had ever logged on. None wanted to be responsible for doing so for drills. Consensus was that the health inspection towns would like Randy to respond to the drills for them, and then show them at the next BOH meeting what he has done on their behalf.</p>
Proposed Fee Schedule Changes	<p>Lisa DB and Randy presented proposed changes to Fee Schedule, based on an analysis of how much time each process takes, and hence costs to provide. Lisa also reported on her review of what other towns charge, and the proposed changes would put us in the middle of the group. Proposed changes leave the vast majority of fees the same, but increase a number of Title 5 related fees, while also introducing lower fees for repairs vs. new construction, to ensure fairness. <i>See attached PDF of proposed fees.</i> Lisa also reported that a number of other towns have late fees assessed when permits are not renewed – as of today, 40% of our permittees have not renewed. Members did not choose to add a late fee. Members discussed the proposed changes, and voted to adopt them (motion by Betsy, seconded by Rob. Unanimous with abstentions from the Nursing only towns). Betsy moved and Rob seconded a motion to begin the new fees on April 1. Vote the same as last vote. Staff will work on the following: Communication with Full Circle to implement changes, communication to contractors (most of the annual fees will not be experienced until next year), and updating the web page.</p> <p>New fee structure expected to bring in an additional \$16,000 in revenue in FY21.</p>
2021 Budget	<p>In considering the 2021 Budget, the Board reviewed changes to expenses (no new ones other than health insurance and salary increases), changes to revenues, and options for coming up with the needed funds to balance the budget. See slides for more detail on discussion. After discussion, members agreed that we would:</p> <ol style="list-style-type: none"> 1. Increase town assessments by 2% 2. Take \$10,000 in vaccine grant administration 3. Assume \$76,500 in permit fee revenue 4. Assume \$34,500 in grant revenue (\$23K already in hand) <p>Rob moved, and Betsy seconded, to adopt the assessments for FY21 as proposed. Vote was unanimous. Betsy moved and Rob seconded adoption of the budget with one change – the amount of revenue to be expected from fees was adjusted based on the Fee decision above. Vote was unanimous.</p>
Member Updates & Other Business	<p>Betsy announced that the Heath BOH was urgently seeking leads on apartments for a couple whose house is being condemned. In a follow up from discussion last month, Phoebe passed out Municipal Vulnerability Plan documents to all who have them completed already – Buckland, Charlemont, Conway, Shelburne.</p>
Next meetings:	<p>February 27 – 5-7 PM. On the agenda: Short Term Rental, Community Health Needs Assessment</p> <p>March 2 – 5-7 PM MAPHCO Board of Health Tabletop Exercise</p>