



# CPHS Oversight Board

## Online Meeting Minutes

### December 15, 2022

**Public Health**  
Prevent. Promote. Protect.  
**Cooperative Public Health Service**

Franklin Regional Council of Governments

#### Member Attendance:

Ashfield	Caroline White	Erving-	Jeff McAndrews
Bernardston-	Barbara Killeen	Hawley-	Hussain Hamdan
Buckland-	Carmela Lanza-Weil	Heath-	Susan Gruen
Charlemont-	Doug Telling	Leyden-	Beth Kuzdeba
Colrain-	Nina Martin-Anzuoni	Rowe-	Herb Butzke
Conway-	Kat Llamas	Shelburne-	Fritz Vohr

**Staff Attendance:** Randy Crochier, Liz Jacobson-Carroll, Maureen O'Reilly, Meg Ryan, Kurt Schellenberg, Phoebe Walker, Lisa White

#### Introductions & Town Updates

Attendees told of holiday-related community events in their towns.

#### Approve Meeting Minutes

With a motion by Gruen and seconded by Kuzdeba, the minutes of the August 25, 2022 and the November 17, 2022 meeting were approved unanimously, with one abstention (Hamdan).

#### Budget Reports FY23

Crochier indicated that the program budget of FY23 is in good shape, that the various grants will be spent, and that detailed reports are available on-line.

#### Budget - FY24 early projections and next meetings

Crochier reviewed the timetable for budget development, noting that the board will likely be asked to approve it at a meeting tentatively scheduled for January 12<sup>th</sup> -- before the FRCOG Council vote. He explained how town assessments are calculated, and offered to help BOHs explain, to town officials and residents, a probable increase. He summarized the status/future of various revenue sources, noting that the collective strength of the multi-town district has contributed to their grant-seeking success. Crochier and Walker shared spreadsheets and graphs depicting assessment amounts and district growth over time, the contribution of each funding source and type of funding source in the overall budget. Those referenced include Healthy Aging and Epidemiology funds (both running out), the PHE grant (renewable for several years), permit revenue, vaccine administration revenue, FRCOG "rainy day" funds, and town assessments.

After reviewing a list of specific changes – including increases in expenses (rent, COLA, health insurance) as well as reductions in grant income -- Walker and Crochier initiated discussion regarding CPHS member priorities for staffing various programs. They assured members that if the staffing declines in the coming year,

the responsibility for critical functions/mandated reporting will shift back to the public health nurse(s). Gruen suggested that CPHS explore the possibility of towns pooling some portion of their opioid settlement funds to partially offset the loss of the epidemiology grant.

Walker and Crochier offered other possible responses to a potential \$24,000 shortfall in the budget. Notably, they shared recent success negotiating with MDPH, which has been asking FRCOG to take on the role of public health “training hub” for Franklin and Hampshire counties – one of ten such hubs in the state. Terms of grant now involve the hiring of a full-time clerk, and the development of a program to field-train agents following their MDPH-provided classroom training.

Crochier is awaiting response to CPHSs submission regarding the program’s existing capacity, which will determine funding going forward. While the need for additional staffing is clear, Walker cautioned that neighboring districts with less developed programs may be given priority.

### **Public Health Nursing Report**

- Walk-in-Wellness Clinic / Nursing Outreach Updates: White reported on a successful first clinic in Leyden, plans for clinics focused on medication management, and a new relationship with the Baystate Family Practice Residency Program where physicians will accompany CPHS nurses to clinics.
- Age-Friendly Update: Ryan summarized her collaboration with colleagues from Mass In Motion and LifePath, her outreach to increase the number of towns involved in the MIM/Healthy Aging initiative, and plans for a survey/focus group in January. Referencing her own volunteer work with the Alzheimer’s Association, she offered to give awareness-related presentations in any interested CPHS town.
- Health Letter distribution: O’Reilly noted ongoing work to distribute timely public health content to town/community newsletters on the 2<sup>st</sup> and 3<sup>rd</sup> Fridays of the month.
- Respiratory Illness Update: O’Reilly noted the local prevalence of influenza, RSV and COVID. She reported that Baystate Franklin is currently managing cases without needing to activate its surge capacity, and that this year’s flu vaccine is well matched to the circulating variant.
- Vaccine clinic Status and Testing Access: CPHS coordinated 13 COVID/flu vaccination clinics with third-party vendors this fall; a recent extension of state funding makes additional clinics possible, if needed, but no more are planned.
- All state-funded COVID antigen testing sites (located in Shelburne Falls, Deerfield and at GCC) will close by the end of the month. Walgreens is offering the tests in Franklin County, however, and other commercial pharmacies may do so in the future. However, these are not always free, depending on insurance coverage and the attributes of the patient.
- O’Reilly will again distribute information about how individuals can obtain free rapid tests for home use. Walker has emailed a link to the DPH site which BOHs can use to order the next round of rapid test kits and masks. She encouraged any BOH that finds itself with more kits than it needs to offer them to school nurses, whose supplies are depleted.
- White reminded attendees that rapid tests kits should not be discarded based on expiration dates, as each test has a control line; if that shows up, the test is valid.

### **Health Agents Report**

- Health Agent Updates: Schellenberg has received his septic system inspection certification and will begin reviewing designs and conducting inspections when construction season resumes in the

spring. Schellenberg and Crochier are reviewing a significant backlog of paper files and electronic records of septic systems built or inspected in the past year.

- Crochier has been invited to meet with the DEP regarding several dozen Colrain residences that have long been served by the septic system of the recently closed Barnhart Manufacturing plant.
- Annual Permit Renewals: Crochier reported that he is busy reviewing and renewing annual permits, especially those of food establishments, while Schellenberg is doing the same for temporary lodging establishments.
- Hiring Process Update: Crochier has decided not to fill the recently advertised position, but will re-think it in the new year once departmental funding and programming goals (including those related to the Training Hub) are solidified.
- November ServSafe Class: The class went well, but students have not received their certificates due to a test-site processing glitch that ServSafe is investigating.

The meeting adjourned at 6:40 PM.

**Documents Viewed or Referenced:**

- CPHSOvBrd Agenda\_2022.12.15
- 2022.08.29 CPHS OB Meeting Minutes DRAFT
- 2022.11.17 CPHS OB Meeting Minutes DRAFT
- FY24 Budget Conversation 1 December 15 2022
- PHE budget reports 2022\_12\_0202005
- Epi grant 2022\_12\_02
- Town Assessment and Permit Budge 2022\_12\_02
- Healthy Aging budget reports 2022\_12\_02