

**Quabbin Health District
Board of Director's Meeting
Lawrence Memorial Hall Auditorium
2 Jabish St Belchertown
Thursday October 20, 2022 6:00 PM
Minutes**

Present: William Pula, Chair; John Desmond, Vice Chair; Leanne Connolly, Clerk; Jim Potter, Hope Guardenier, Melissa Nazzaro, Jennifer McMartin, Katrina Velle

Absent: Colleen Duroshea, Kenneth Elstein, Richard Hall

In Attendance: Andrea Crete Director of Public Health, Sainath Palani Health Inspector, Kirsten Krieger Public Health Nurse, Betty Barlow Administrative Assistant, Mary-Jo Grenier Senior Clerk, Stuart Beckley Ware Town Manager

Andrea announced meeting is being audio recorded for creating meeting minutes.

Bill called meeting to order at 6:05pm.

Hope motioned to approve meeting minutes of April 13, 2022 as written, John seconded. All voted in favor by roll call voice vote.

Jim motioned to approve Executive Session session meeting minutes of April 13, 2022 as written, John seconded. All voted in favor by roll call voice vote.

Jennifer motioned to approve meeting minutes of April 28, 2022 as written, Katrina seconded. All voted in favor by roll call voice vote.

Board members reviewed the proposed 2023 Annual Operating Budget.

Andrea provided the board with her proposed FY23 budget and gave explanations for each line item. She also included a new line item for Public Health Nursing supplies which will not be covered with the Excellence grant however she is proposing the District charge fees for services provided such as TB serum and vaccines. This will be discussed further with the grant budget. Leanne questioned the big decrease in the health insurance from 2022 to 2023. The change is due to the changes from family plans to single plans. Family plan is \$1,953.40 per month and single plan is \$715.24 per month. Andrea explained the OPEB line item with last year having \$5,000.00 in budget and prior year nothing so she is proposing to use monies available in revenue at end of year to put into OPEB if available in lieu of using operating budget funds. Melissa questions if this is allowable and Andrea responded saying that she spoke with Ware Accountant about this and she said the town uses free cash at the end of the year for their OPEB account. Hope questioned what the \$25,000.00 from the PHE grant compensation adjustment covers with Andrea responding that it covers the raises for staff other than Public Health Nurse which is completely paid by the grant. With no further questions from the board Jennifer motioned to approve the 2023 Annual Operating Budget as proposed, Melissa seconded. All voted in favor by roll call voice vote. (*Budget is attached*)

Board members reviewed the proposed 2023 Liability Budget. Andrea provided the board with her proposed FY23 liability budget and gave explanations for each line item. With no further questions from the board Leeanne motioned to approve the 2023 Liability Budget in the amount of \$107,573.58, John seconded. All voted in favor by roll call voice vote. (*Budget is attached*)

Board members discussed using liability budget money to deposit into OPEB account when funds allow in lieu of annual operating expense to member towns. Hope motioned to use liability budget money to deposit into OPEB account when funds allow in lieu of annual operating expense to member towns, Melissa seconded. With no further questions from board all voted in favor by roll call voice vote.

Melissa motioned to approve to set the member town assessments as follows: Belchertown \$189,166.65, Ware \$170,249.99 & Pelham \$18,916.67, Leeanne seconded. With no further questions from the board all voted in favor by roll call voice vote.

Andrea provided a power point presentation giving an overview of the Quabbin Health District, services provided and the FY23 Public Health Excellence Grant. (*Printed presentation is attached*) Andrea is proposing adding a Title 5 contractor position to handle the soil evaluations, plan reviews and septic inspections for the district budgeted at \$40,000.00 for Consultant. At this time Belchertown pays for a consultant to witness perc tests in Belchertown so this would save them money plus it would give the Health Inspector more time to focus on food inspections and housing which is greatly needed. This proposed position would be a temporary per diem paid for services provided, part time and non-benefitted. Amounts paid could be soil evaluations-\$200.00, septic plan reviews - \$75.00 and septic inspections - \$50.00. She is also proposing adding \$8,500.00 under Health Communications for a website design for the Quabbin Health District and cell phone invoices. Andrea also explained the grant budget needed to be submitted to DPH by end of September and was awarded \$219,782.50 to cover all proposed expenditures, however these amounts can be changed if needed. Mary addressed the board requesting they hours to her position making it 20 hours week with benefits so she would be able to get the health insurance. Bill questioned how this could be done at this point as they have already approved the district budget. Andrea informed members that the Excellence Grant states it cannot be used to increase staff hours unless those hours are associated with public health excellence grant responsibility. Mary then requested the change in hours and benefits be added to budget for FY24, Andrea responded that she would actually like it to go to 30 hours splitting the time between both Belchertown and Pelham. Mary states she is fine with her hours remaining the same for this 2023 but would like this topic added to agenda for FY2024 budget but has one more request. As she has been here almost 20 years she is now requesting 3 weeks' vacation instead of 2. Andrea stated according to the employee handbook a part-time non benefitted employee is not eligible for vacation or sick time however she is eligible for paid time off equivalent to the normal hours. Melissa feels the board should review the district handbook because it would require a modification to it in order to grant additional time off. She also feels that due to this not being on the agenda and being an employee issue it would make most sense to take review the handbook and make any needed modifications at a future posted meeting. Board members and Mary agreed with postponing this topic to a future meeting. Hope motioned to approve the proposed FY23 PHE Grant budget, Jennifer seconded. With no further questions from the board all voted in favor by roll call voice vote.

Andrea continued with her presentation talking about nursing programs she would like to start such as TB testing for EMT's, nurses and other medical professionals, First Aid/CPR training and certifications for food establishments and the public, Stop the Bleed training, Falls prevention training for seniors, Basic Life Support (BLS) certifications and Narcan Training and

education. For these trainings the board could charge fees to cover costs for supplies and equipment. Kirsten has contacted other towns providing these trainings to obtain fees they are charging for comparison. (These fees are listed in the attached printed presentation) From these fees Andrea proposes fees to be CPR \$45.00, BLS \$50.00, TB \$20.00 and Stop the Bleed \$10.00. Katrina motioned to set the fee schedule as proposed, CPR \$45.00, BLS \$50.00, TB \$20.00 and Stop the Bleed \$10.00, Jim seconded. With no further questions from the board all voted in favor by roll call voice vote.

Andrea continued with presentation listing the other community health services such as naloxone distribution and education, the new Quabbin Health District website for public and Board of Health members, re-joining the Hampshire Valley Tobacco Control Coalition and the Hampshire Public Health Preparedness Coalition.

Sai informed the board about his plans for future health services and explained each including increasing food safety inspections in effort to increase compliance with Food Code, pre-rental housing inspections for landlords to increase housing compliance for tenants moving into new units, receivership program through the Attorney General's office for vacant/abandoned houses and his interest in air quality education.

Kirsten informed the board about her plans for future public health nursing services explaining each such as TB testing for EMT's nurses and medical professionals in area, First Aid/CPR training and certification for food establishments, municipal employees and the general public, Stop the Bleed training, Falls Prevention Training for Seniors, Narcan Training, education and post overdose follow ups with Police Department, taking over the Tanning and Body facility inspections and the Recreational Camps for Children inspections and Food borne illness education for food establishments.

Bill talked about Pelham joining the Coalition for Drinking Water and proposes the district also join. John stated RCAP Solutions was at the Ware Board of Health meeting last night and they were unable to provide the board with a mission statement though they did say they would send it to the board. Jennifer stated they had a few questions at their meeting last night and still waiting for answers. Due to these unanswered questions the board agreed to table this to their next meeting.

John motioned to adjourn at 7PM. Bill seconded. All voted in favor by roll call voice vote.

Respectfully Submitted,

Betty Barlow
Administrative Assistant

Minutes Approved 2/7/2023