

**Quabbin Health District
Board of Director's HYBRID Meeting
Lawrence Memorial Hall Auditorium
2 Jabish St Belchertown
Thursday June 29 6:00 PM
Minutes**

Present: William Pula, Chair; Leanne Connolly, Clerk; Melissa Nazzaro, Jennifer McMartin, Michael Juda, John Desmond

Present via Zoom: Kenneth Elstein

Absent: Colleen Duroshea, Jim Potter, David Gottsegen, Richard Hall

In Attendance: Andrea Crete Director of Public Health, Betty Barlow Administrative Assistant, Mary-Jo Grenier Senior Clerk, Roger Bacon & Justine Caggiano(via Zoom)

Bill called meeting to order at 6:07pm and announced it is a hybrid meeting and being audio recorded. He then opened a discussion on the QHD Personnel Policy/Handbook. Andrea stated that at the last meeting there was a few comments regarding the handbook, so she made changes and printed in blue, otherwise everything else stayed the same. (*meeting on hold approx. 20 minutes due to technical difficulties with zoom*). Again, Bill announced first item for discussion is the personnel handbook and at last meeting the board spent a lot of time looking over the handbook, some suggestions for changes were made, changes were made, issue was resolved with Mary by changing her PTO to 1 week after 1 year, 2 weeks after 5 years and 3 weeks after 10 years. Jennifer questioned the print on page 11, the spelled out number does not match the numerical number ten(5) and twenty(10), this will be corrected. Bill also talked about trying to get the handbook reviewed by HR Resources the same HR person the district has used for years however Sandy was unable to provide reviewed updated document and has severed ties with the district and the \$4,000.00 already paid was sent back to us. Andrea then sent the handbook to KP Law for review, which is town council for Ware, Belchertown & Pelham but due to limited time we have not heard back from KP Law yet. Melissa questioned if they could approve the handbook now effective July 1, 2023, then review it again at fall meeting after KP Law has had a chance to review and make any needed changes then. This would provide an updated handbook for use for the new health inspector when we get one. Melissa motioned to accept the handbook as it is today amended with the 2 changes to be made on page 11 then will review in fall pending KP Law response, Leanne seconded. All voted in favor by roll call voice vote.

Board members discussed the retirement of the district accountant and prospective replacement. Bill asked what they actual do, Betty responded that they do a bi-annual review of all accounting, complete compilations, correcting any errors that may have occurred and provide the board with a Statement of Assets & Liabilities, funds balances and related statement of operations both end of June and end of December. Also, at the end of December they provide annual W-2's, Form M-3 MA Income taxes w/h for MA Dept Revenue, 1099 & W-3 for state and IRS. They do not do an actual audit, but they do review all the accounting and make any needed corrections. Betty informed the board that Livingston & Haynes provided the names of 3 other accountants to investigate which are: Michelle McGuigan of Ware, Burkhart Pizzanelli of Springfield but they also have an office in Palmer and LaMothe in East Brookfield. I did contact

McGuigan and Pizzanelli and on Andrea's suggestion I contact Scanlon Associates which also does the audits for Ware Belchertown and Pelham, however McGuigan is the only person that has sent me a proposal which is included in the agenda packet. This is a very busy time of year for accountants though being end of the fiscal year. Andrea stated she would prefer to use the same accountant that the towns use but to be fair she would like to get quotes from 3 reputable accountants. Ken states that pending their acceptance he would prefer to go with the same accountant as towns use because of the nature of this and wants to eliminate attacks about going with somebody else. He feels long term the district would do well falling the leads of the district towns. He feels a need to have prestigious people doing our accounting. Bill questioned how critical it is to have somebody now and Andrea responded stating she didn't think it was critical immediately but definitely need by the end of the year. Bill agrees with Ken and would like to at least give Scanlon a chance to respond if they want to do it as opposed to a 1 accountant firm so if it is not critical, he would like to table it until the next meeting. Board members agree to table this discussion until their October meeting allowing more time to research.

Next discussion is regarding contracting out payroll. Andrea told the board about her learning to do the payroll for the district and as it is there is a lot of room for error. She talked to Betty about hiring our payroll then they spoke with Tracy Meehan, Ware Town Accountant and Andrea also spoke to Belchertown's accounting department to see how they handle payroll. Ware uses Harper's Payroll and Belchertown also uses Harper's Payroll for DPW with other payroll being handled in house. We then contacted Harpers and they provided a proposal to do payroll for approximately \$2,000.00 per year. John questioned if the Excellence Grant pays for this with Andrea responding that it will. Bill states he is in favor of contracting out payroll especially when the grant will pay for it. Mike motioned to accept Harpers Payroll services for 1 year trial, Melissa seconded. Bill opened for discussion and Melissa questioned if the quote was for 1 year, Betty answered the price is locked in for 3 years without a contract. Melissa recommends setting a security policy for making changes with payroll such as changing bank accounts to limit the possibility of fraud, some sort of 2 step verification such as phone call, text or in person. All voted in favor by roll call voice vote.

Andrea informed the board the FY24 Public Health Excellence Grant budget was due at the end of June so if was submitted and now board needs to review it. If changes need to be made it is not too late. The total awarded contract amount has increased so we will be getting about \$110,000.00 more for FY24. This amount was based on the compacity assessment survey results, and they recognized that we could use additional funding for specific recommendations they gave us. Most of the funds we will be returning from the FY23 budget is due to not hiring a T5 Contractor until April 2023 therefore the funds were not used. The major changes for the FY24 budget are: increased Public Health Nurses line item for 2.5% cost of living increase and Andrea wanted to plan for the possibility of increasing the hours from PT 30 to FT 37.5, Andrea is proposing a new Public Health Support staff position which would bed 18 hours per week and unbenefited at \$28.00/hr plus overtime to provide some office coverage in Pelham plus covering other offices when Betty & Mary are out and support to Health Inspector some lower risk food inspections, and other projects as needed. She also increased the budget for T5 Contractor for full years' service. The remaining awarded budget of \$8,548.00 was added to Facility Operations, Maintenance & Furniture for new District Office desks for Administrative Assistant, Health Inspector and Nurse to replace their falling apart desks. Melissa questioned why cell phones were listed in the FY23 communication budget but not in FY24 with Andrea responding that payments for cell phones going forward need to come from the 15% Admin Support line. Bill stated the QHD budget health inspector funds that have not been used this year due to not having a health inspector can be moved to liabilities at the end of year to cover any potential

unemployment fees if the grant ended, Ken agreed. Andrea stated this is also done with any leftover grant Admin Support funds that are not used as they do not need to be returned. Mike motioned to accept the FY24 Public Health Excellence Grant budget as discussed, John seconded, all in favor by roll call voice vote. Melissa motioned to approve the new Admin Staff Support position, Mike seconded, all voted in favor by roll call voice vote.

Bill questioned how we are doing with hiring a new health inspector with Andrea responding that she has 3 interviews scheduled tomorrow and she is hopeful of hiring somebody.

Leeanne motioned to accept meeting minutes of February 6, 2023, Melissa second, all voted in favor by roll call voice vote.

Leeanne motioned to adjourn at 7:43PM, Bill seconded. All voted in favor by roll call voice vote.

Respectfully Submitted,

Betty Barlow
Administrative Assistant

Minutes Approved 11/17/2023