

**Quabbin Health District  
Board of Director's Meeting  
Lawrence Memorial Hall Auditorium  
2 Jabish St Belchertown  
Friday November 17, 2023 6:00 PM  
Minutes**

**Present:** William Pula, Chair; Leanne Connolly, Clerk; Jim Potter, Colleen Duroshea, Kenneth Elstein, Richard Hall, Jennifer McMartin, John Desmond, Michael Juda

**Absent:** Melissa Nazzaro, Hope Guardenier

**In Attendance:** Andrea Crete Director of Public Health, John Prenosil Health Inspector, Kirsten Krieger Public Health Nurse, Betty Barlow Administrative Assistant, Mary-Jo Grrenier Senior Clerk, Roger Bacon T5 Independent Contractor, Stuart Beckley Ware Town Manager

Bill called meeting to order at 6:00pm and announced meeting is video recorded by Btown TV and audio recorded for creating meeting minutes.

Ken motioned to approve meeting minutes of June 29, 2023, John seconded, All voted in favor by roll call vote

Andrea gave her Director update:

- Today 2 candidates for the Quabbin Health District Support Staff part time unbenefited position funded through PHE grant and announced they hired Desiree Vennert which will start December 4, 2023
- We've been using Harper's Payroll in October and have been having some problems that will require a meeting between her, Harpers and Betty in an effort to get past some of these difficulties and if we can't get passed this wee may decide to discontinue their services.
- She provided all board members with 2 pamphlets, 1 for QHD and the services we provide, and the other is for the services provided by our Public Health Nurse. She is requesting the boards feedback prior to sending these to be printed. Ken suggested once finished with design and printing to put a PDF of these pamphlets on the websites.

Andrea provided the board with her 2024 QHD budget proposal and explained each line item to the board. Board members discussed some concern about lowering the assessments from last year and how the towns will be affected if and when the grant ends, Andrea asked Ware Town Manager Stuart Beckley his opinion of the budget. Stuart feels that due to the importance of having a nurse it would be good practice to add more into the liabilities budget annually to build up for future budgeting for the nurse similar as what is being done for OPEB. Ken motioned to approve budget as proposed with town assessments as Belchertown \$186,209.65, Ware \$167,588.68 and Pelham \$18,620.96, John seconded, all in favor by roll call vote.

Bill questioned if grant funds could be used for public well testing. Andrea responded that it would have to be for the entire district, but she would look into this.

Board members reviewed the proposed District Handbook updated by KP Law. Ken motioned to approve the handbook adjusted by KP Law, Jennifer seconded, all in favor by roll call vote.

Board members reviewed the CORI policy drafted by KP Law. Ken feels this should be expedited and motioned to approve the CORI policy as written and start using it for all new hires, Leeanne seconded, all in favor by roll call vote.

Board members reviewed the proposal from CPA Michelle McGuigan. Ken motioned to appoint Michelle McGuigan as the Quabbin Health District Accountant, Richard seconded, all in favor by roll call vote.

Andrea and Kirsten explained the need to update the First Aid/CPR with Choke Saver certification training fee. Kirsten is switching from the American Heart Association to doing the certification through Red Cross which has a different fee structure. Kirsten states that she can still use the AHA however the process is quicker and easier with Red Cross. It would now be just 1 fee the student pays, and they are provided with training, supplies and certificate. Ken motioned to approve the updated fees as written, Jennifer seconded, all in favor by roll call vote.

Board members discussed a date for the next meeting and decided it will be in June and held in Ware.

Andrea talked about having a phenomenal employee on the team. When she was hired, she did not have any public health nursing background. However, she has taken off in this role, made it her own and has gone above and beyond providing so many services that the district has not provided before. She has also been in the right place at the right time when there was an emergency both in Ware & Belchertown where she potentially saved a life. She's professional, compassionate and Andrea could not ask for anything more from a Public Health Nurse. Andrea provided Kirsten with an award for outstanding performance.

Ken motioned to adjourn the meeting at 7:29pm, Leeanne seconded, all in favor by roll call vote.

Respectfully Submitted,

Betty Barlow  
Administrative Assistant

Minutes Approved 6/6/2024