



Serving the Towns of Alford, Great Barrington, Lee, Lenox,  
Monterey, Mount Washington, New Marlborough, Otis,  
Sandisfield, Sheffield, Stockbridge and Tyringham

*"The mission of the Southern Berkshire Public Health Collaborative is to leverage partnerships in order to provide quality public health services that directly improve the health and well-being of the entire community."*

**SBPHC Meeting Minutes**  
**April 12, 2024 @ 9AM**  
**Great Barrington Selectboard Conference Room**  
**334 Main Street, Great Barrington, MA**

**Present in person:** Dianne Romeo (LNX), Brandi Page (OTS), Jordan Chretien (NMB), Pat Levine (SHF), Betsy Spears (MTW), Rebecca Jurczyk (GTB), Jayne Smith (ALF), Jason Dragonetti (Shared Health Agent), Jill Sweet (Public Health Nurse), Ellie Lovejoy (STK Alt)

**Present via zoom:** Jim Wilusz (LEE), Dr. Wespiser (STK), Mike Hugo (MAHB), Ruby Change (GTB Alt)

**Meeting started at 9:00am**

**1. ADMINISTRATIVE**

- **Equity Access Coordinator/CHW Position:** Pamela Stealth, LPN is the SBPHC new Community Health Worker.
- **Approval of January 12, 2024 SBPHC Minutes:** Pat Levine made a motion to approve the January minutes, Betsy Spears seconded the motion. Motion carried by roll call vote 9-0.

**2. PUBLIC HEALTH NURSING PROGRAM/ SUPPORT**

- **FY24 Q3 SBPHC Quarterly Report:** noted that additional sections were added for the different inspector activities, training, and community outreach staff attends. Jim Wilusz noted that the communicable disease list now pulls out latent TB vs. active TB, which is an important distinction. Jill Sweet shared some resources on TB, including a description of Latent TB vs Active cases.
- **Public Health Nursing Updates:** Jill Sweet reported that SBPHC had applied for and received the state car seat grant. The flu vaccine for this coming fall has been ordered, including 10 doses of egg-free, 500 doses of the senior dose and 550 doses of regular, plus whatever we get from the state for ages 18 and under. SBPHC has become a pediatric vaccine provider, meaning we can now offer other pediatric vaccines. Jill will be reaching out to pediatrician's offices to see if we can help fill a need for vaccines. On Tuesday 4/16/2024 from 10am – 6pm there will be a vaccine clinic at the Family Resource Center to help ensure students not up to date with their vaccines have an opportunity to be vaccinated. Letters were sent out in Spanish and Haitian Creole.

- **2024 Vaccination Clinic Plan**

We are working on the fall clinic schedule and currently plan on having 17 clinics, including a couple of weekend clinics and ongoing office hours. Factors that went into the selection of sites included accessibility, underserved communities, number of clinics in each town, etc. There was discussion that it will be good to be able to get the clinic schedule finalized so we can advertise it early. Jim suggested that we look to the towns to see if they can provide some staffing to the clinic for traffic flow, registration to properly staff clinic while avoiding staff burnout. The number of staff needed at any clinic is based on how many vaccinators are working as well as how many walk-ins we expect at the clinic. Jayne shared that there are some limitations with using MRC volunteers since we do not have direct communication to the volunteers in case of a change. We are starting the clinics later to ensure the vaccine has arrived. It was suggested that we use COAs to assist us with registration. We will try to get a feel for what the demand will be for COVID vaccine this fall, especially with the senior population. Pat Levine encouraged us to collaborate with VIM if we are working specifically with the immigrant population.

Pam is taking the car seat technician program being held the day of the meeting, along with 16 others. Jill reported that there is a car seat event on May 4<sup>th</sup>, 2024 in Pittsfield and SBPHC are hoping to hold a seat event in Lee in conjunction with the Kiwanis Safety Day.

### 3. AGENT/ INSPECTOR PROGRAM/ SUPPORT

- **Agent/ Inspector Updates:** Jason Dragonetti shared that we are ramping up to get into the busy season, including finishing up with food inspections.
- **Online Permitting Progress:** Jason Dragonetti shared that Sandisfield online permitting will be starting today and Mt Washington will quickly be going live soon. Sheffield has also shown interest. New Marlborough has said that they may be interested in converting to the Full Circle 2020 program through the Collaborative.
- **Complaint Form and Housing Inspection Resources:** Jayne Smith shared a document that can be used to log complaints that come into the Boards of Health to help track action. Jim Wilusz shared that Tri-Town is working to digitize the items in their office and as they progress with that digitization, there may be opportunities to help other towns to digitize town records as well. Pat Levine shared that Sheffield has also gone through a digitization process in the last 6 months. There was discussion that the logged books may be replaced with digital logs and we should keep this in mind as we go forward.

### 4. OLD SBPHC BUSINESS

- **FY24 PHE Budget Additional Expenses:** Jim Wilusz shared that we are trying to strategize on how to spend down excess funds through the purchase of training, inspection supplies, staff uniforms, online permitting and other items that meet performance standards. We are looking at whether we can order tick removers and other items as well. If towns need resources to meet the minimum standards, please let Jayne know. Rebecca Jurczyk suggested that we purchase kits for the different types of inspection, such as housing inspections. There was discussion about trying to ensure air quality monitors are available in towns.

- **Online Permitting Update:** No discussion
- **Language support for Local Board of Health offices:** Jayne Smith explained that there is a new process to get language support, that removes individual pin numbers from the process. If member towns would like a live person during inspections or to have translation through the phone or tablet, Jayne asks that towns just let her know so she is not surprised when the invoice comes in. This service was used to help the newly arrived families get settled in south county.
- **TRAIN Accounts and Minimum training standards for BOH and Staff:** Jayne Smith shared the minimum requirements for the different tiers of workers involved in public health, from BOH Members to inspectors/agents to admin. There was general support in the SBPHC board taking the lead to help get people in public health trained.

## 5. NEW SBPHC BUSINESS

- **FY25 Work Plan:** The point of the SSA through the PHE grant is to make progress towards meeting minimum standards and that is tracked through the work plan. There are 5 subject areas, including environmental health, tobacco use prevention, disease control prevention, administration and workforce standards. With the upcoming FY25 work plan, we hope to demonstrate increased compliance in these subject areas. Jayne Smith is looking to the members to give feedback and guidance to the priorities for FY25. Rebacca Jurczyk suggested that we form a subcommittee. Rebecca Jurczyk, Jordan Chretien and Betsy Spears volunteered as a subcommittee. We are still waiting for a format for the FY25 work plan.
- **Public Information**
  - **Webpage Map, Home Page and URL:** John Kroll has made a proposal for a website and asked that we decide what we want the website to look like. After looking at the Quabbin Health District website, the board agreed that they would like to go ahead and base our website generally on the Quabbin Health District website.
  - **Resources for BOH:** It was proposed that we have a password protected section to put resources to Boards of Health. It was asked whether the MAHB guide could be on the website in resources. Mike Hugo clarified that we would put the link on the website but not have it open to anyone because it is copyrighted.
  - **Newsletter:** There could be a newsletter to educate the public about emerging public health issues. introduce the faces of public health in our region.
  - **Annual Reports:** Jim Wilusz explained that we are going to try to format our annual/ and quarterly report to give as much information as possible to help make it easy for towns to plug in information in individual town quarterly reports. Next year, SBPHC staff will work on having a structured overview of the SBPHC activities by the January meeting.
  - **Local Media Outlets:** Jayne Smith will be contacting the different towns to ensure we have captured all the different outlets in each community to get information out.

Jayne Smith mentioned that at the next meeting, she will touch base with the board and get feedback for the launch and that after we use it for a period of time before we consider about changes.

## 6. UPCOMING TRAININGS

- **MA PHIT Housing Training:** Required for individuals who will be doing housing inspections in MA. There is a refresher course for individuals who had taken the MA PHIT Housing Training in the past.
- **BCBOHA:** Sends out a list of upcoming trainings and we will defer to this outlet in the future as to not duplicate efforts.
- **MHOA Annual Conference** will be held in Springfield this year.
- Jim Wilusz mentioned that BME is reaching out to different health departments to try to get the rural perspective on how trainings impact the budget and work flow in SSA and local health departments. The group discussed how expensive mileage, hotels, tolls and backfill are for towns, especially when some of the training could easily be done virtually.

## 7. MEMBER UPDATES

8. **NEXT MEETING DATE:** July 12, 2024 from 9am – 10:30pm

9. **ADJOURN MEETING:** Meeting adjourned at 10:31am.