



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
October 18, 2024 @ 9AM
Great Barrington Selectboard Conference Room
334 Main Street, Great Barrington, MA
& Remote Option via Zoom**

Present In-Person: Brandi Page (OTS), Pat Levine (SHF), Jordan Chretien (NMB), Betsy Spears (MTW), Butch Kahlstrom (ALF), Jason Dragonetti (SBPHC), Jill Sweet (SPBHC) Pam Stealth (SPBHC), Jayne Smith (SBPHC)
Present Online: Jim Wilusz (Stockbridge), Thomas Mensi (MNT), Ellie Lovejoy (Lee)

Meeting was called to Order at 9:00 AM

1. ADMINISTRATIVE

- A. **Approval of July 12, 2024 SBPHC Minutes:** Jayne Smith shared that the minutes had not been completed for this meeting. Draft minutes will be sent out in the next few weeks for review and be available for approval at the January meeting.
- B. **Meeting Aids: Disclaimer/ Best Practices for Hybrid Meetings and Citizens Speak-**Jayne provided a guidance document to support towns with Citizen Speak if they are having issues in their meetings. Jim shared that Tri-Town has experience with how to have a hearing and also how to manage citizen speak and is happy to set up a conversation about it.

2. STAFF UPDATES

A. Public Health Nursing updates:

- **2024 Vaccination Clinic Updates: Updates from Jill Sweet RN:** Jill shared that 6 clinics are complete to date and shared that we are seeing increased pre-registration, attendance and positive feedback from participants at the clinics. SBPHC now offers state supplied COVID vaccines for age groups 6 month-4 year olds and 5 -11 year olds. Patients who are 6 months-4 years will be working with Jill if they require a 2nd or 3rd dose.
- **Narcan Training:** SBPHC staff attended a "Train the Trainer" for NARCAN training. Jill discussed the possibility of offering the 2-hour Narcan training to staff members at local schools, restaurants, etc, and would like to discuss the topic at a future meeting. Jayne Smith added that SBPHC will be exploring training local food inspectors and offering them a supply of Narcan to distribute during inspections, if they are interested.
- **Wellness Sessions:** The Wellness Sessions were paused during clinic season. Starting in December, SBPHC staff will be meeting with each COA to establish new standing dates for 2025 starting in January. Blood pressure readings will be provided at these sessions and there will also be a training topic. Jill Sweet hopes that this will result in both increased engagement in towns the have existing Wellness Sessions as well as allow us to branch into more of the SBPHC towns.
- **Matter of Balance Courses:** Pamela Stealth (SBPHC CHW) reported program on hold until end of clinic season and the new year. SBPHC staff will take the Matter of Balance coach through Elder Services class in order to offer MOB classes to communities who request them.

B. Shared Services Manager

- **FY25 Q1 SBPHC Quarterly Report:** Jayne Smith discussed highlights in quarterly report, including MAVEN activity, success with car seat program and homebound vaccine program, which has been growing. The number of people getting in home vaccination has doubled from last year. Jim asked what other programs are doing in-home vaccinations. Jill shared that Pittsfield, BPHA and the state all provide in home vaccinations. We continue to work to try to coordinate vaccination efforts between us, SBPHC, CHP and pharmacies to help people navigate how to get vaccinated. There have been some difficulties coordinating with CHP and there were some suggestions on how to increase communication with them. Jayne noted that the Quarterly Report does not include numbers for inspections. Jayne Smith introduced Butch Kahlstrom, the septic inspector for the Town of Alford.
- **Animal Inspectors/ Barn Inspections:** Jason Dragonetti provided information on what animal inspector duties are, including barn inspections and rabies control. Jason will be following up with Michael Cahill (Animal Health Director) and Ashley Pratt (Rabies Control Program Coordinator) on expectations/duties related to animal inspectors/barn inspections. Jayne Smith confirmed that animal/barn inspections fall under BOH responsibility and will be assessed by DPH this fall. Jim feels like this is a future conversation to have since Animal Inspectors are one more BOH responsibility that is hard for towns to keep up with. We may have a roll in distributing information to towns on what is required for an Animal Inspector in their community and see if there is a future roll from the SBPHC to help fill this need.

Jayne mentioned that there is also an unmet need for kenneling services ever since Bonnie Basis closed her kennel. The Town of Lee has a kennel and Otis uses the Town of Becket kennel when they have a dog that needs to be physically housed.

- **Tobacco Support for Non- MA Tobacco Control Program (MTCP) :** We are working with DPH to ensure that non MTCP towns have education on tobacco.
- **Jordan Chretien starting to do food inspections for SBPHC**

3. NEW SBPHC BUSINESS

- **Annual Notification to PHE Towns:** Jayne Smith shared that each town BOH, Selectboard, Town manager/admin and accounting department will be getting a copy of the Memorandum of Support, as required by the PHE grant. Jayne would also like to include the process for requesting support from SBPHC staff and asked the SBPHC members what else they would like for the town government individuals to have. It was agreed that having a document on what we can provide photographs and bios with job descriptions would help increase visibility. It was also suggested staff wear their badges when in the community
- **Procedure for PHE Towns to request assistance and support:** A procedure will be developed and shared with the governing body.
- **SAPHE Support Letters:** The deadline for these meetings has already passed.
- **Monthly BOH Topic Trainings/Working Groups:** Jayne Smith asked for input on frequency of governing board meetings and trainings. After some discussion, it was decided to stick with quarterly meetings for the governing board with trainings offered in between. Jim Wilusz suggested that Jayne create a schedule with topics so that the governing board knows what to expect.
- **FY26 Town Budgets for SBPHC Services:**
 - A. Jayne Smith asked the governing board to weigh in on whether to keep a flat fee for the FY26 contract amounts or increase it by 3%. Brandi Page made a motion to increase public health nursing and contracts by 3% in order to ensure sustainability and cover increased costs. Pat Levine seconded the motion. Motion passed unanimously by roll call vote. Jayne Smith proposes a fee/rate for services agreement for each town.

Jayne Smith explained that each town where we consistently provide services, there is a contract that reflects a fee for each type of work and gave examples that for agent services and public health nursing there is typically a flat fee, vs for inspectional services we collect 90% of the fee vs. special projects (like

housing) there is a \$60 flat hourly fee. It was agreed upon that the contracts should be similar across the board and it would be good to establish contracts and rate before the services are needed to keep it equitable and ask towns to develop a line item in their budget in case they need to use our services. After some discussion, it was agreed that we a set schedule of fees be established to bring back to the governing board.

There was a discussion on housing because they can be so resource intensive and that Towns understand that there may be limits on SBPHC inspectors working on nuisance properties and also that SBPHC agent/inspectors will need the support for town council.

4. UPCOMING TRAININGS

- [MHOA Conference](#), 11/13- 11/15 (Springfield, MA)
- [Totally T5](#), 10/29/24 from 8am – 4pm (Holyoke, MA)
- [TRAIN](#), Contact Jayne Smith for assistance in creating an account. Jayne is working with TRAIN to create an education plan for employees.

5. MEMBER UPDATES

- Butch Kahlstrom shared some recent septic installation issues, including installers starting to build without a permit, not installing septic fields according to plan, incorrectly prepping the site correctly, etc. Jayne Smith suggested that we develop draft septic regulations and procedures to share with member BOH. It was also suggested we need a way to share septic installer issues between towns so each BOH has a heads up about installers who are not doing things properly. Butch Kahlstrom also shared that the designers aren't staking out the septic fields nor following up the way they should and doing their part to keep installers accountable. The BCBOHA issues certificates to installers but each individual BOH licenses installers to work in their town. Jayne suggested that this be at the top of the list of training topics and the governing board working together to draft some suggested wording Jim Wilusz offered to host a roundtable discussion as well since Tri-Town has installer regulations.
- **Glyphosate Regulations:** Betsy Spears shared a draft bylaw that the BOH in Mt Washington is asking the Selectboard to consider that would regulate the application of herbicides, especially on Town -owned properties as part of an approach to reduce chemical exposure. Betsy asked that everyone read the draft bylaw so we can have a discussion about it at a later date.

6. **NEXT MEETING DATE:** January 10, 2025 9am – 10:30am

7. **ADJOURN :** Brandi Page made a motion to adjourn the meeting. Pat Levine seconded the motion. Meeting was adjourned at 10:33 am by role call vote