



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 Special Meeting Minutes

March 17, 2023 – 10:00am

Fully Remote via Zoom

1. INTRODUCTIONS

TOWN REPRESENTATIVES: **Alford:** Jayne Smith (Agent); **Great Barrington:** Rebecca Jurczyk (Agent), Ruby Chang (BOH); **Lenox:** Dianne Romeo (BOH), Noel Blagg (BOH); **Lee:** Jim Wilusz (Director, TTHD); **Monterey:** Tom Mensi (BOH); **Mount Washington:** Ellie Lovejoy (Agent), Jim Lovejoy (BOH); **New Marlborough:** Scott McFarland (Agent), Jordan Chretien (Inspector); **Otis:** Brandi Page (Town Administrator); **Sandisfield:** Steve Rubenstein (BOH); **Sheffield:** Pat Levine (BOH), Lauren Hyde (BOH); **Stockbridge:** Jim Wilusz (Director, TTHD); **Tyringham-** Matt Puntin (BOH/Selectboard)

OTHERS: **SBPHC:** Jill Sweet (PHN); **DPH:** Ileana Carrion (Presenter), Aimee Petroski, Michelle Surdyk, Bethany Griles, Alyson Speshock; **BME:** Anna Wielgosz (Presenter); **MAHB:** Cheryl Sbarra, Mike Hugo; **SBRHN:** Deb Phillips

2. BASELINE CAPACITY ASSESSMENT REVIEW- CART Data Review Session with Office of Local and Regional Health (90 minutes)

BME and OLRH are meeting with each Shared Service Arrangement (SSA) to review the data and provide each SSA with a Capacity Assessment Results Toolkit (CART) designed to help support ongoing use of the data. These meetings are a required element of your participation in the Public Health Excellence Grant Program. Each municipality in your SSA has at least one representative in attendance.

Aimee Petroski welcomed everyone, and participants were asked to enter the community they represent next to their name on the zoom call. Everyone was reminded that this meeting was not being recorded nor was it consented to be recorded. Anna Wielgosz was presented from BME to present the Capacity Assessment Results Toolkit (CART).

CART Components: Anna W. presented the basic parts of the CART toolkit, which include an overview of the assessment process to this point and presenting additional resources such as Tableau Data Dashboard, the Timeline and Next Steps, Prioritization Matrix and Additional resources before getting in the SBPHC specific data.

Overall, the CART assessment showed the communities in SBPHC are struggling at meeting the foundational public health services. Lack of staffing was the overwhelming answer of communities when asked why they were not able to meet standards. The executive summary included the following recommendations for the SBPHC Shared Service Arrangement (SSA), not listed in a particular order.

- 1. Shared Staffing- Community Sanitation, Housing, & Food Protection:** In the next fiscal year, consider hiring shared staff to expand your SSA's ability to meet more Standards in the Community

Sanitation, Housing & Food Protection categories. Consider hiring personnel that are reflective of your SSA's demographics.

2. **Tobacco Control Coalition:** Alford, Monterey, Mt Washington, New Marlborough, Sandisfield, and Sheffield should consider joining a Tobacco Control Coalition to expand your SSA's ability to meet more Standards in the Tobacco Use Prevention category.
3. **Contracted Services:** In the next fiscal year, consider expanding staffing capacity and/or consider consolidating contractors to increase efficiency, consistency and ease of management.
4. **Backup Documentation:** In the next fiscal year, investigate if all subject area-related backup documentation (ex. Food Protection, Housing, Recreational Camps for Children, etc.) needs improvement due to a training or capacity issue as there is an opportunity to improve the quality of these documents.
5. **Existing Contractual Requirements- Shared Services:** In the next fiscal year, integrate shared services more to achieve the Performance Standards.
6. **Existing Contractual Requirements- Shared Services Coordinator:** In the next fiscal year, transition your Shared Services Coordinator from part-time to full-time.

Below represents some of the particular discussion items and participant discussion and feedback for portions of the CART document review:

SSA FTE by Position and Type of Employee:

- .25 FTE was the lowest choice available during assessment for amount of time in a particular category, which is not small enough for a community, for instance, that only has a director or admin for 6 hours a month. This is also true of other shared positions that spend significantly less than 10 hours a week in any given community. There was a request that the fine-tuning of the final results to allow for accurate representation of staffing levels.

Statewide Workforce assessment: Education Training and Credentialing: (Did not reflect Berkshire County due to small numbers)

- The group pushed back on the requirements for BOH members who conduct inspections because of the lack of capacity of the rural region to access bachelor's degrees. It was asked whether there will be assistance with access of bachelor degrees
- The increase in requirements are going to call into question how towns can pay the corresponding higher salaries;
- There was concern that in small towns, this was going to require outsiders to handle complex local issues, to which it was suggested that shared staff can focus on more routine issues leaving capacity for the agent to handle more complex issues.

Statewide Workforce Assessment: Ability to Meet ICS/NIMS Requirements

- Compliance with ICS/NIMS Emergency management training should be considered low hanging fruit and it was suggested that regions work on this shorter term since it is easily achieved, especially because the trainings are readily available online and free.

SSA Total Municipal & Grant Funding Per Capita

- There was concern that the way this data is represented because of the small population numbers of many of our towns combined with the different types of work in towns with no infrastructure, for

instance, a town of 150 people that is responsible for issuing septic and well permits is going to have a higher cost for those 150 people.

- The Southern Berkshires has a high rate of second homeowners and visitors, meaning that some of our towns swell to over 4x the population in the summer, which is not represented in census data.
- Participants requested that BME consider how to present the data in a different way for our community-level data, our collaborative-level data and the statewide public-facing data.

SSA Backup Documentation Survey (showed results of requested data documentation only)

- For the backup documentation submitted as part of the backup documentation portion of the assessment, the SBPHC towns did best at the Tobacco Use Prevention and MAVEN Response.
- The comments for each type of document was provided by the Subject Matter Experts (SME) and it was suggested the Collaborative use the feedback, ranked by frequency, to get better compliance with our documentation.

SSA Inspectional Tools

- SME suggested that the Collaborative look at the tools and consider purchasing some of the missing tools to be used regionally.

Tobacco Recommendations: It was noted that there are no establishments selling tobacco in Alford, Monterey and Mount Washington are not eligible to join the Tobacco Control Coalition.

Next Steps (presented by Ileana Carrion)

- **CART Presentation:** Today
- **Notification of Eligibility for Increased PHE Funding Amounts:** All SSA will be level-funded for FY24 and determining eligibility for an increase in PHE funding will be released in the coming weeks (Upcoming Weeks)
- **FY24 Budget and Workplan Submission:** (Due Friday, April 28th)
- **OLRH Review/ Approval of FY24 Budgets and Workplan:** (Early May)
- **FY24 Begins:** (July 1)

CART Presentation ended and DPH OLRH and BME representatives left at 11:35

3. ADMINISTRATIVE

A. Approval of minutes for 1/13/23 SBPHC meeting & Approval of minutes for 2/10/23 SBPHC meeting: Dianne Romeo made a motion to accept the January 13, 2023 and February 10, 2023 minutes, as was mailed this morning. Ellie Lovejoy seconded the motion. Motion passed.

4. UPCOMING MEETINGS

A. Option to set time/date for SBPHC to discuss results of data review session: It was decided to have the workshop meeting on a date TBD, which will be posted, and have a recommendation ready for the April 14, 2023 meeting.

Ellie L was asked if the SBPHC needs to have a vote to change the scope of the Collaborative beyond the scope of public health nursing. Jim W thought that we instead needed a consensus and understanding of what we need and we will take it from there.

B. April 14, 2023 @ 9:00 – Next regularly scheduled SBPHC Meeting

5. ADJOURN MEETING: Ellie Lovejoy made a motion to adjourn the meeting, Ellie Lovejoy seconded the motion. Motion adjourned at 11:48am.