

**Board of Health
Meeting Minutes
February 2, 2015**

Members Present:

Tom Kinzer, Co-Chair
Bea Brunkhorst, Co-Chair
Sarah Thompson
Anita Raj

Staff Present:

Heidi Porter, Director

Also Attending:

Ben Thomas, Financial Committee (Fin Com)

The meeting was called to order at 7:04 P.M. Dr. Brunkhorst chaired.

Hearings on Sanitary Code Violations – 9 Nickerson Road and 260-262 South Road:

Ms. Porter indicated that due to the poor weather, the hearings were postponed to the March 2, 2015 Board of Health (Board) meeting.

BOH Meeting minutes:

Ms. Thompson moved to accept the minutes of the January 5, 2015 meeting as amended. Ms. Raj seconded the motion. Vote count: 4-0

Fiscal Year 2016 (FY16) Budget – Discussion and Vote:

Ms. Porter distributed copies of the proposed FY16 Board budget spreadsheet that included increases under the school nurse salaries and computer equipment categories. Ms. Porter said that the school nurse salaries budget number includes additional funding for a school nurse leader position (7 hours per week) and additional school nurse support at the High School and backfill for one of the school nurses when she serves in the school nurse leader role. It is proposed that the current part time nurse's hours (840 hours annually) will be increased to full time at 1,540 hours annually. The computer equipment budget line includes funds to purchase Family Educational Rights and Privacy Act (FERPA) compliant school health record software. Ms. Porter also reviewed the updated table of grants and interns acquired by the Health Department and Healthy Bedford since 2011. The total value of grants and interns exceeds \$250,000.

Ms. Porter then distributed slides of a draft presentation she prepared for the Finance Committee (Fin Com) meeting on February 5, 2015. It was discussed that a summary of the grants and interns should be summarized on a slide at the beginning of the presentation. Ms. Thompson suggested listing all the school nurse services on one slide. It was discussed that the header "BOH FY16 Budget Presentation" could be included on the first slide but should be removed from subsequent slides. The Board thought the tables and charts provided good examples of student population increases over time while the school nurse staffing remained constant. Mr. Kinzer suggested removing the term "float" from references to the part time nurse. Mr. Thomas suggested that the Board be prepared to respond to a question at the Fin Com meeting on how many full time equivalent (FTE) employees work for the Board of Health. Ms. Raj recommended moving the conclusion statements that were present at the bottom of slides regarding recommended vs. current FTE staffing and lack of FERPA compliance with our current software, to the top of those respective slides, as they are important points. Ms. Raj recommended adding titles to each of the tables presented in the slides.

Mr. Thomas asked why additional FTE hours are needed. Ms. Porter responded that it was a safety issue. Mr. Thomas indicated that was an important point to impart. An additional discussion point centered on the fact that while all schools are deficient in the recommended FTE hours for school nurses given the elevated individual school populations, it is the population type (collaborative and pre-school students) and acuity of need of that population at the high school that necessitates additional school nurse hours.

Mr. Thomas asked whether each school is required by law to have a school nurse. Ms. Porter responded that there is no legal requirement but is the desire of the schools that there be a school nurse. Mr. Thomas asked if that reflected a "community expectation." The Board agreed that that was the case.

For the slide describing the special education programs and desire to educate Bedford children in the Bedford schools versus outside placement, it was discussed that it would be important to indicate that although there is a cost savings in doing so, a responsibility to provide school nursing care for those children is generated as a result of educating them in the Bedford schools.

For the slide describing the number of student visits to the school nurses' offices, it was suggested that the per nurse visits be extrapolated and presented. This total was quickly calculated to be over 6,000 visits per nurse per year. It was also pointed out that the data showed that school nurse visits over the past couple of years increased at a rate faster than the student population during that time.

In the discussion on the need for a school nurse leader, Ms. Porter related that other nearby communities (Burlington and Lexington) have school nurse leaders. This position is the norm in many communities and we are looking to gain regional consistency, improve collaboration with other districts and be positioned to apply for grant funding. A school nurse leader would also enable the school nurses and the Board to be proactive versus reactive when it comes to response to communicable diseases and disease trends, it would improve connectivity of school nurse to parents and the schools, and would help to meet a community expectation for safety and safe provision of school nurse services.

Ms. Porter explained that the budget as prepared is 4.67% or \$26,486 over the FY16 Fin Com guideline and reflects a total budget of \$593,048. Ms. Raj made a motion to approve the budget. Ms. Thomson seconded the motion. Vote count: 4-0. [NOTE: the budget number was adjusted to 5.97% or \$33,826 over Fin Com guideline and a total budget of \$600,388 after discussion of salary rates with the Finance Department. The adjusted number was presented to Fin Com on February 5, 2015 as the final proposed BOH FY16 budget.]

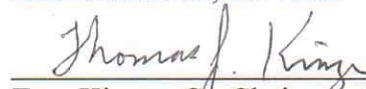
Mr. Thomas summarized the FY16 BOH budget as requesting funding to increase school nurse salaries and purchase needed software.

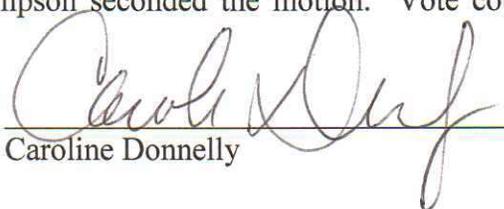
Ms. Porter indicated she would make the discussed changes to the slide presentation and forward the PowerPoint and revised budget to the Finance Director prior to the February 5th Fin Com meeting. It was discussed that all Board members would attempt to be present at the Fin Com meeting in support of the budget presentation.

In addition to the upcoming March 2, 2015 meeting, the Board decided that their next meetings will take place on April 6, May 4 and June 1, 2015.

Ms. Raj moved to adjourn the meeting; Ms. Thompson seconded the motion. Vote count: 4-0. The meeting was adjourned at 8:55 P.M.


Bea Brunkhorst, Co-Chair


Tom Kinzer, Co-Chair


Caroline Donnelly

Anita Raj


Sarah Thompson