

**Board of Health
Meeting Minutes - DRAFT
December 2, 2013**

Members Present:

Tom Kinzer, Co-Chair
Bea Brunkhorst, Co-Chair
Sarah Thompson
Kevin Wormstead
Anita Raj (arrived after meeting called to order)

Staff Present:

Heidi Porter, Director
Mary Firestone, Recording Secretary

Also attending:

Bob Thomas, Financial Committee
Andrew Noh, 7 Bandera Drive

The meeting was called to order at 7:03 P.M. Dr. Brunkhorst chaired.

Action items:

1. Ms. Porter will produce a table showing the amounts received and applied for through various grants before the next meeting. She will also show the income received through BOH activities which is sent to the town's General Fund.
2. Ms. Porter will acquire information on school nursing program evaluation consultants.

Minutes:

Mr. Kinzer moved to accept the minutes of the November 12, 2013 meeting as amended. Mr. Wormstead seconded the motion. Vote count: 4-0

Review of Preliminary FY15 Budget Guidance:

The guideline just received from the Financial Committee proposed a 2.88% increase for all town departments for FY15. According to the current contract with the school nurses, their increase for FY15 is 6.23%. Ms. Porter reviewed the past FY and preliminary proposed FY15 budgets. She said that the departmental expense numbers are not expected to change significantly. The guideline received from FinCom includes funds for merit increases in staff salaries. The portion of that guideline amount that needs to be held for merit increases has not yet been determined by the town manager. A presentation from BOH to FinCom is scheduled for January 23, 2014. Dr. Brunkhorst asked whether the BOH funding level would be enough. Ms. Porter said that she has not done a full evaluation yet. Ms. Thompson asked Ms. Porter to show in future financial reports the amounts received through various grants; Ms. Porter said that she will do so before the next meeting. A replacement for the health agent position will be chosen by February but the amount of that salary is not yet known; it will be determined during the interview process which will be happening at the same time as the budget negotiations. A discussion of the language used in the guidance relative to the merit amounts occurred. Mr. Thomas said that he will bring up the matter of merit increase language at the next FinCom meeting. Ms. Porter said that she will provide information on the income from BOH activities which is sent to the town's General Fund. Ms. Porter said that federal funding for emergency preparedness activities is expected to decrease significantly; a new process for distribution of such funding is expected to be phased in over the next few years.

Board of Health Action Items --- Old and New Business:

The question of the transfer of school nurses to the School Department was discussed. To date, there has been no response from the School Committee despite 2 letters. Also discussed was the possibility of adding a nursing supervisor position. Mr. Thomas asked if there is more that the BOH could do to support the case for more hours or more staffing.. "Make your case", he said. "There isn't extra money, but do not underestimate". Mr. Thomas left the meeting at 8:09 P.M. to attend the Selectmen's meeting. Discussion of the school nurses continued, e.g., their workload, the rising number of

students, and the impact of the special needs collaborative student population on the high school total population. On the matter of a nursing supervisor, it was pointed out that it would be necessary for the nurses themselves to value the supervisor's role. It might be possible to have 5 full-time nurse positions instead of 4.5, e.g., to move one full-time nurse from 35 hours per week to 40 hours and to make the half-time nurse position full-time. A question arose whether the supervisor would be a member of the current bargaining unit. Dr. Brunkhorst suggested hiring a consultant to provide a needs-assessment; she asked whether such a study would violate the nurses' contract. Ms. Porter said that it would not. Ms. Thompson said that she would like to get feedback from the teachers. The impact on Ms. Porter's time of supervising the nurses should be considered. Board members agreed that they are not ready to make a change but should get a consultant. Ms. Porter will contact an organization of nursing supervisors.

The need for a hoarding case manager should be discussed relative to the town budget; hoarding is not solely a BOH responsibility.

The health agent position has been posted. The next incumbent will be involved with various health matters, not just food issues. Currently there are 35 restaurants in Bedford; altogether, 60 sites total must be monitored for food safety, including grocery stores and church kitchens.

Liaison Assignments:

Dr. Brunkhorst and Ms. Porter will attend the Institutional Biosafety Committee (IBC) meeting at Celgene on December 11.

In January, Mr. Wormstead will attend the next Youth and Family Services Committee meeting; since Ms. Raj will be replacing him on that committee when his term ends, she will also attend.

Ms. Porter and Mr. Kinzer attended the Restoration Advisory Board (RAB) meeting for Hanscom Air Force Base where Versar, a consulting firm new to the project, was introduced.

Director's Report:

Ms. Porter wrote a grant application for \$10,000 DPH Community Transformation Grant to establish a healthy dining program in Bedford. She also co-wrote and submitted a proposal for a Community Innovation Challenge grant in the amount of \$111,000 to establish a Massachusetts Tick-borne Disease Surveillance Network among 32 communities and the University of Massachusetts; the project is intended to surveil ticks and tick-borne diseases in the Commonwealth; Bedford would serve as the fiscal agent on the grant should it be awarded.

Ms. Porter met with staff to discuss upcoming activities: permits expiring at year's end (Animals, Septic Haulers, Tobacco, Hotel/Motel); pneumonia and shingles clinics; and public presentations.

Forty free doses of the shingles vaccine have been acquired from the state; administration costs will be reimbursed. State-supplied doses of the vaccine cannot be given to people with coverage under Medicare Part D. The clinic plans have not been finalized and availability of the vaccine has not yet been publicized.

Mr. Wormstead moved to adjourn the meeting; Mr. Kinzer seconded the motion. Vote count: 5-0.
The meeting was adjourned at 9:34 P.M.

The next meetings of the Board will take place on January 6 and February 3, 2014



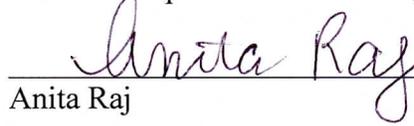
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