

**Board of Health
Meeting Minutes
January 5, 2015**

Members Present:

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

Staff Present:

Heidi Porter, Director
Mary Firestone, Recording Secretary

Also Attending:

Ben Thomas, Financial Committee (Fin Com)

The meeting was called to order at 7:05 P.M. Mr. Kinzer chaired.

BOH Meeting minutes:

Ms. Donnelly moved to accept the minutes of the December 8, 2014 minutes as amended. Ms. Thompson seconded the motion: Vote count: 5-0

FY16 Budget --- Preliminary Discussion:

Ms. Porter distributed copies of a spreadsheet with approved budget numbers from recent years and proposed figures for FY16. She said that she has received from the Town Manager, through the Financial Director, a guideline figure of \$566,562, a 2.5% increase over the previous year. The Fin Com expects to receive from the Board a budget \leq that figure. Ms. Porter said that the Board will need to propose an increase to the expense for school nurse portion of the budget due to a need for a school nurse leader position (7 hours per week), 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 float nurse's hours (840 hours annually) will be increased to full time at 1,540 hours annually. Ms. Porter said that there is no provision in the current budget for care of the students' children in the nursery school or for improved computer equipment. How should these needs be presented to FinCom? She asked Mr. Thomas to comment.

Mr. Thomas asked where the nurses live, organizationally. Ms. Porter replied that while they are currently under the Board of Health and the Board's budget will reflect these requests, there have been discussions with the School Committee and Superintendent to transition the nurses to the school department oversight. Some funding needs to be spent on technology. Ms. Porter said that the school health record technology needs to be upgraded. Ms. Thompson said that the school nursing program has worked as well as it has due to the strong performance of the nurses. Mr. Kinzer mentioned the possible transfer for the nurses to the School Department. Mr. Kinzer said that the nurses need to be given a voice in the schools and clinical supervision. Mr. Thomas said, You have a case; how does it rank with other extreme needs? He asked whether Mr. Reed had been consulted. Ms. Porter said that he is in favor. Mr. Thomas said that the currently proposed 4.81% shown as needed for increased salaries will jump off the page when FinCom sees it. Ms. Porter said that FY16 will be the first year of a new 3 year contract for the nurses. Mr. Thomas said, If you know a contract change is coming up, put money away. The Board members discussed various strategies for budget presentation to FinCom. Mr. Thomas said, If you make it all or nothing, you may get nothing. Ms. Porter asked, If we can't get 7 hours, should we ask for 4 hours (8 hours in 2 weeks)? This really is not an acceptable amount of time to provide school nursing leadership. The proposed BOH budget of \$566,562 includes the FinCom recommended 2.5% increase as adjusted by the Town Manager for merit increases. Mr. Thomas said that Mr. Reed's merit funding is voted as a separate item at Town Meeting. There followed a discussion of how to show the various budget proposal possibilities. Ms. Porter said that Jon Sills has indicated that he will be at the FinCom meeting when the Board presents. Mr. Kinzer said that it is important to enumerate the things we need to do; quantities have to be realistic; we can't ask for a little bit of this and a little bit of that. Ms. Porter said that new software is necessary; the current version is not compliant with the requirements of HIPPA (the

Health Insurance Portability and Accountability Act of 1996). Ms. Thompson wondered if FinCom might say “maybe you need the extra nurse hours but forget the supervisor --- you got along without her all those years”. Mr. Thomas suggested a vocabulary issue: FinCom will need to know what “clinical supervisor” means. Dr. Brunkhorst said that on occasion a nurse may spend the whole day on an acute case. Ms. Porter said that there will be a meeting with a labor counsel to discuss adding a new position. Mr. Thomas said, Think how to get Mr. Reed on board. Ms. Porter said that the discussion with Mr. Reed was very positive. Ms. Porter suggested having the nurse evaluator consultant at the FinCom meeting. Mr. Kinzer suggested that the consultant come to the next Board of Health meeting; he noted that FinCom had turned down the funding for the consultant, so the study was done with alternate funding.

Dr. Brunkhorst suggested having a slide showing the increase in problem and regulatory issues, trends getting ready to break. Mr. Kinzer noted an even bigger issue: that the school district didn’t know that there would be a shift in the population and about the special needs students. Mr. Thomas said, If you’re already at the top of believability, there is no use adding on --- the effect may be to go down. Mr. Thomas said, there is a fixed-size pie. Dr. Brunkhorst said, See if the needs assessment consultant can come to the meeting. Ms. Porter said, No one is currently capable of doing a required nursing evaluation. Dr. Brunkhorst suggested using a school population graph. Ms. Porter said, We don’t know what will be coming. Mr. Thomas asked if visit data is available. Ms. Porter said, Yes. Ms. Thompson said, quoting data, that 15% of children and adolescent have a chronic condition. Ms. Porter suggested that the Board meet again on January 26, then again at the already-scheduled meeting on February 2; the meeting with FinCom will be on Thursday, February 5.

Ms. Porter said that she will be meeting with the school Information Technology department and will be getting the figures for software costs; she said that at present the teachers have access to student health information. Mr. Kinzer said that the nurses provide services to teachers and staff. Mr. Thomas said Mr. Reed is concerned that the supplies budget has not gone up. Ms. Porter expressed concern: If grant money goes away, in future years the Board will have to ask for additional funds for supplies.

Mr. Thomas left at 8:28 P.M.

Review of School Nurse Policies:

Documents available for discussions were: “The Administration of Prescription and Non-Prescription Medications in the Bedford Public Schools” and “Life Threatening Allergies Policy”.

Ms. Porter said that no Board vote was needed on these documents but she felt that since some members of the Board are nurses, it would be useful to review them. She wondered whether the School Committee has to approve policies implemented in the schools. The nurses prepared the policies and used templates from other towns. She thinks that the school physician should sign off on them. During school trips, the school nurses cannot administer medications. She will ask the nurses for comments. Who will sign off on these policies: the school nurses. Ms. Raj expressed concern about item 5, concerning EpiPen availability. Ms. Thompson called for attention to refrigeration of medications, point-of-care calibrations, and the need for inventories.

Director’s Report:

Ms. Porter said that there had been good attendance at a meeting for Bedford businesses that use, store, and generate chemicals and hazardous materials.

At the CHNA Learning Community Meeting, there was a discussion of the Pedestrian and Bicycles Master Plan. Ms. Porter said that the Department of Public Works had taken the plan and provided leadership.

Ms. Porter met with the Hoarding Task Force. She said that she is not allowing violators extensions for compliance anymore but is giving them a deadline and then filing the case in Court as is allowed per the State Sanitary Code. The Court can order an arrest if the violator does not bring the premises up to a minimum standard and the result can be a criminal record.

The Board staff planned and hosted the annual Town Employee Holiday Party.

Ms. Porter and Corrine Miller attended an Institutional Biosafety Meeting at Beryllium (formerly Emerald Bio); the firm will be doing BSL2 work at their facility.

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Ms. Porter fielded an inquiry from the Town Manager about Hookah Clubs; there is no exemption for their operation in the Board's Regulation of Use of Tobacco.

Dr. Brunkhorst mentioned that a human stem cell establishment will be moving from Cambridge to Bedford and will probably be doing BSL2 and rDNA work.

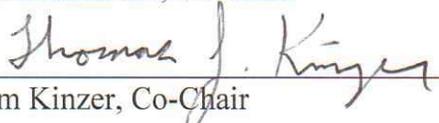
Ms. Porter said that there has been a request for a Board hearing on Sanitary Code violations from the lead violator at 9 Nickerson Road; she will have to file the case with the Court. The hearing will be the first item on the agenda at the January 26 meeting at 7 P.M.

Ms. Raj moved to adjourn the meeting; Ms. Donnelly seconded the motion. Vote count: 5-0. The meeting was adjourned at 9:08 P.M.

The next meetings of the Board will take place on January 26 and February 2, 2015.

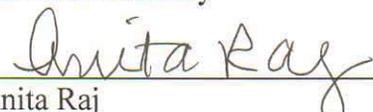


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