

## MINUTES OF THE BOARD OF HEALTH MEETING

November 4, 2009

The meeting convened at 1:19 PM. Present were Chairman/Members, Nancy A. Sacco and Richard H. Seder, Public Health Director, Paul C. Pisinski, Public Health Nurse Leslie Chamberlin, Administrative Assistant, Barbara M. Luther and Sanitary Inspector Dennis Costello.

<b>TOPIC</b>	Board Member Dr. Richard H. Seder will be moving to Grafton at the end of November and provided the other members and staff with a new address with which to contact him. Although he will not be able to remain as an official member of the Board once he is no longer a resident of Southborough, the staff and members of the Board will find his expert counsel/advise to be extremely helpful and have suggested using him as a consultant. Dr. Seder will return for the December meeting, when Dr. Fazen will return from Lebanon, to say his formal good-bye. The staff and member, Nancy Sacco expressed their appreciation for Dr. Seder's service during his term.
<b>BRIEFING</b>	Mr. Costello advised that he will have to leave during the meeting to witness soil testing. Mr. Pisinski advised members that the agenda was light and that the meeting would probably center on discussions on various aspects of the H1N1 Influenza inoculations of target groups and the procedures for vaccinating them.

### PETITIONS/PUBLIC HEARINGS

<b>TOPIC</b>	<b>Dr. Seder's Comment on the H1N1 Response</b>
<b>DISCUSSION</b>	Dr. Seder said that he was quite pleased with Southborough's Emergency Preparedness response to the potential H1N1 Pandemic and Southborough's plans for vaccinating target groups and eventually all residents. However, he was not pleased with the State's response and distribution of the vaccine. Mr. Costello advised that as of November 3, 2009 the State has only 10% of its two million doses of vaccine. The letter he saw from the State DPH indicated that very soon the number should be up to 60%. Mr. Pisinski advised that the technology used in the manufacturing of the vaccine is 50 years old; the incubation still takes place in an egg. Once the new technology is approved the speed of production will increase dramatically. Also, the manufacturer advised that production was far less than they had anticipated. All agreed that the distribution methods are terrible and need to be looked into by the state.

<b>TOPIC</b>	<b>Update on Region 4A and Influenza issues from Public Health Nurse</b>
<b>DISCUSSION</b>	Ms. Chamberlin told the members that MAPC, which is administering the grant money for Region 4A, has been very slow in distributing the moneys voted for towns within the region. They also have been extremely slow in paying invoices for approved items actually purchased. Because of this she has been very cautious and has not purchased anything with the promised \$22,000 allocated for Southborough. The only request for emergency preparedness supplies she has received is from the Facilities Manager, who has asked for assistance in purchasing hand sanitizer for the eight buildings he is responsible to maintain. He tried to order some and was told that there is a 3 month backorder. Hand sanitizer is an approved item from the grant. Mrs. Sacco applauded Ms. Chamberlin for not purchasing anything until we actually receive the grant.

## MINUTES OF THE BOARD OF HEALTH MEETING

November 4, 2009

	<p>money.</p> <p>Ms. Chamberlin said that she finds it strange that this time last year she was practicing how a pandemic clinic would be run and one year later we are trying to figure out how not to advertise, because we have been advised not to hold our large clinic. Dr. Seder complemented Ms. Chamberlin for her great job in coordination/controlling these issues. Ms. Chamberlin was asked if she was able to keep up with communicable disease follow-up reporting. She reported that she is a little behind on Lyme Disease follow-ups, but up to date with Pertussis and Salmonella follow-ups. It was asked if there have been any issues in Southborough related to the tainted meat. There have not.</p> <p>Ms. Chamberlin reported on how she had distributed the first 100 H1N1 doses Southborough received: 50 went to the pediatric department at Southborough Medical Clinic, because of the number of high risk kids serviced by that clinic; 20 went to the OB/GYN department for inoculations of pregnant women and mothers who have recently given birth. She will be vaccinating school nurses in her office on Friday November 6, 2009, because she will be on vacation the week of November 9<sup>th</sup>. It was reported that 40 additional doses of Seasonal Flu vaccine has been delivered to the office and arrangements for using these doses is under way. Southborough Medical has been asked to have the contact nurse send their vaccination information to the Board of Health Office by Friday at 1:00 PM, so that we can report to the State an accounting of the first 100 doses Southborough has received. Ms. Chamberlin plans to vaccinate daycare workers from the seven centers and schools in town as well as some pregnant women. It was noted that the Police and Fire have been told to get their vaccine from the OEMA, however the Fire Department recently received an e-mail stating that their shipment will not be shipped in the foreseeable future. Mrs. Sacco moved that rather than make the first responders, who have already begun to respond to calls for people with flu like symptoms, wait for the OEMA; they be given their vaccinations by the Board of Health. There are approximately 14 members to be vaccinated. Dr. Seder seconded the motion making it unanimous.</p> <p>Ms. Chamberlin was reminded that the Board of Health Members are responsible for making any decisions regarding who receives the H1N1 shots. Ms. Chamberlin asked what the Board thought about her contacting the Trottier School regarding vaccinating kids 12 and up with the third batch of vaccine received. Members expressed their appreciation of having the assistance of Southborough Emergency Preparedness Planning Committee and Head School Nurse Laurie Pardee with the logistics and administration of this process. Ms. Pardee is able to report on what is happening at the schools and the Fire Department is able to help with advertising because they have done this type of thing before. It is expected that if anything major such as school closings or other town wide H1N1 issues arise that Town Administrator, Jean Kitchens and a member of the Board of Health, most likely Dr. Fazen, will deal with the press.</p>
<b>ACTION</b>	Vaccinations will be given to Day Care Workers, Fire Department Members and then to children 12 and up who attend Trottier School.
<b>PENDING</b>	Discussion of actual process for vaccinating daycare workers, school children, etc. Advertising for Seasonal Flu clinic if needed.

**MINUTES OF THE BOARD OF HEALTH MEETING**

November 4, 2009

<b>TOPIC</b>	<b>Vote from the Board to deposit the Sprint Check in such a way that we can prepay Leslie's cell phone bill.</b>
<b>DISCUSSION</b>	<p>As reported at the last meeting, Ms. Chamberlin was able to get \$643 of unused money from Sprint returned to the Board of Health. This is money that was paid directly to Sprint by Region 4A to pay for cell phone costs incurred in the process of performing Public Health responsibilities. The Sprint phone is no longer used by the Public Health Director or the office. However, Ms. Chamberlin has been using her personal cell phone to receive HHAN (Health and Homeland Alert Network) calls regarding H1N1, seasonal flu and other disease control issues. Her phone is also used for Communicable Disease Follow-up contacts because Ms. Chamberlin must split her time between the Board of Health and the Senior Center. Mrs. Luther requested a formal vote on depositing the funds in the revolving Immunization Account for immediate payment to AT&amp;T which is Ms. Chamberlin's carrier, because it is unusual to have a check from a phone company deposited into this account. With a formal vote, Mrs. Luther will be able to send a cover letter with the deposit indicating the source of the check, the reasons it was returned to Southborough Board of Health and the Board's desire to use the funds for their intended purpose; cell phone payments. It has been discussed in previous meetings that Ms. Chamberlin carefully delineates the public health minutes used from her personal minutes used. She is responsible for all private/personal fees for which she is billed.</p>
<b>ACTION</b>	<p>Dr. Seder moved that the \$643.06 Sprint check be deposited into the Board of Health Immunizations account for immediate payment of Ms. Chamberlin's costs incurred on her cell phone, while performing her duties as Public Health Nurse to the Southborough Board of Health. Mrs. Sacco seconded the motion making it unanimous.</p>
<b>PENDING</b>	Deposit of the check and payment to AT&T

<b>TOPIC</b>	<b>Budget</b>
<b>DISCUSSION</b>	<p>Mr. Pisinski provided the members with a copy of the memo from Town Administrator, Jean Kitchen regarding the budget issues discussed at the last meeting. The memo enacted a hiring freeze due to the State cutting back its aid to cities and towns. The memo also advised departments to keep any overtime at a minimum. As well as the cut in state aid, Southborough is having difficulty in collecting taxes from many properties in town, so the budget is in a tenuous state and may even require cuts this fiscal year.</p> <p>Ms. Chamberlin reported that School Head Nurse advised that her job may be at risk, because it is paid for with state funds. This initiated a discussion regarding any extra costs that may be incurred due to H1N1 preparation or prevention methods. The members were assured that the Town of Southborough will receive \$22,000 in grant money to pay for all H1N1 costs, administration, police details, and etc.</p> <p>Mr. Pisinski explained that next years budget will allow for no new hours, raises</p>

## MINUTES OF THE BOARD OF HEALTH MEETING

November 4, 2009

	or new programs. With the possible exception of union contractual increases. Both Mr. Costello and Mr. Pisinski were asked if they needed more hours to properly perform their jobs. Mr. Pisinski said that he would like more hours for Mr. Costello, but is not certain if he would be able to work them, because of his commitment to Boylston. Ms. Chamberlin was asked how many more hours she could use to better do her job, and said that she could use 5 more hours.
<b>ACTION</b>	The members will take a look at fees for service at the next meeting, as well as a draft budget

<b>TOPIC</b>	<b>Vaccine Storage</b>
<b>DISCUSSION</b>	Ms. Chamberlin reported that the Fire Chief suggested that the board think about power outages and how to maintain proper refrigerator temperature if power goes out. Several scenarios were discussed, and Ms. Luther was asked to research with both Dickson and the alarm company that the town uses. Mr. Pisinski also suggested that Jim Colleary be contacted because he is very familiar with alarm system.
<b>ACTION</b>	The plan for now is to use the portable vaccine refrigerator, which has battery back up that would turn on if the power was interrupted.

The meeting adjourned at 3:20 PM

Respectfully submitted by Barbara M. Luther, Administrative Assistant to the Board of Health