

MINUTES OF THE BOARD OF HEALTH MEETING

December 2, 2009

The meeting convened at 1:15PM. Present were Chairman/Members Louis Fazen, III, and Nancy A. Sacco, Public Health Director, Paul C. Pisinski, Public Health Nurse Leslie Chamberlin, Administrative Assistant, Barbara M. Luther and Sanitary Inspector Dennis Costello.

TOPIC	Accolades and Briefing
BRIEFING	<p>Member Louis Fazen recently returned from a stay in Lebanon and said that he was impressed with the dedication, thoroughness and competence of the other members of the Board and the department staff because of the manner in which the department functioned during the uncertain times that occurred while he was away. Regarding the processes used to forestall an H1N1 pandemic, Ms. Chamberlin and Mrs. Sacco reported that they were trying to take a “low key” approach realizing the all towns and the Department of Public Health are working with each other within a new foundation of coordination and affiliation. They have been responding to the targeting criteria based on the doses that have been received in the office.</p> <p>Mr. Pisinski advised that he had no real briefing due to the fact that much of the meeting’s discussions would necessarily have to revolve around the departure of Member Richard H. Seder and flu clinic issues.</p> <p>The members and staff had hoped to have Dr. Seder attend the meeting so that they might thank him and celebrate the time, effort and expertise he contributed to the Board of Health. However, Dr. Seder was not able to attend the meeting.</p> <p>Minutes of the October and November meetings were approved with corrections.</p>

PETITIONS/PUBLIC HEARINGS

TOPIC	Betterment Loan Program
DISCUSSION	<p>Dr. Fazen asked if the Betterment Loan Program was working well with the \$22,000 limit for approval by Mrs. Luther. Mrs. Luther advised that everything was under control and reminded the members that there still is a check on her approvals, because she is only authorized to sign voucher of \$500 or less. Mr. Pisinski stated that he believes that program is handled well, but stated that Mrs. Luther often take criticism regarding the program. Applicants often believe that a check can be written for there system installation directly from the office, somewhat like a bank. They have trouble understanding the requirements in a government funded program. Dr. Fazen asked if there was anything that Mrs. Luther could do to expedite the process such as providing individuals with a written guide to the program and how it works. Mrs. Luther stated that she has had just such a document since the very beginning of the program. She advised that in most cases when people read the information sent to them and then contact her with any questions their understanding is better and there are fewer misunderstandings or disappointments. However, she explained that working with the public, by its very nature can often be difficult. People naturally feel that their particular issue demands an immediate and quick resolution/response.</p>

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TOPIC	The Resignation of Richard H. Seder, MD as Board of Health Member
DISCUSSION	Dr. Fazen expressed his disappointment at the Board losing the services of Dr. Seder and asked Mr. Pisinski if there a statute that requires that a member must be a resident of the town in which he serves. Mr. Pisinski advised that Dr. Seder had checked with Town Counsel and it was he who advised that once Dr. Seder didn't live in Southborough, he would have to resign from the Board. Dr. Fazen stated that he wanted to talk to Town Counsel so that he understood the process, and to determine the procedure for replacing a member, such as announcing the vacancy, etc. Dr. Fazen did advise that he knew of someone who is interested in filling in for the remainder of Dr. Seder's term. This person works for the State DPH and is encouraged to spend approximately 5% of her time in service to the local community. Mrs. Sacco advised that she too is aware of an individual who is also interested in filling the remainder of Dr. Seder's term, and believes that there may be others who are interested in the position. Mrs. Sacco also asked if it would be appropriate to use Dr. Seder as a consultant in areas of his expertise.
ACTION	The two remaining board members will plan on contacting Dr. Seder to see if he is interested in acting as a consultant for the Board.
PENDING	Understanding the process of filling Dr. Seder's seat for the remainder of his term.

TOPIC	Tobacco Control
DISCUSSION	Three Licenses to sell tobacco products, which renew every two year, were renewed this year, Fitzgerald's General Store, Colony Market, and Turnpike Gulf Station. Board members again briefly discuss the idea for not allowing Pharmacies in Southborough to sell tobacco products. The city of Boston has already banned tobacco products and board members want to make sure that there are not law suits brought against the city of Boston before they further consider a ban.
ACTION	It was decided that a letter would be sent to Walgreens asking if they might consider removing tobacco product from their store in the interest of better public health for all citizens of Southborough. The letter will ask that Walgreens respond with their thoughts and explain what their current policies are.
PENDING	Letter to Walgreens

TOPIC	Flu Clinics
DISCUSSION	Public Health Nurse, Leslie Chamberlin advised that up until December 1 st she had a total of 60 seasonal flu vaccination doses, but another 40 doses came in yesterday. She is planning to hold a small clinic on Wednesday, December 9 and will provide H1N1 vaccinations first to school nurses, members of the fire department, and first responders. Dr. Fazen stated that he feels this in a good idea for this round with the criteria changing so often. Right now the target is children six months to 18 years, pregnant women, and women up to 2 months postpartum, members of households with infants or pregnant women. Mrs. Chamberlin explained that while Dr. Fazen was away and she was on vacation she provided Southborough Medical Center with 70 doses of H1N1 because they have several high risk pediatric and obstetrical patients, but were not able to get

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	vaccine. Members and Ms. Chamberlin discussed how to hold the next clinic with such limited numbers of vaccine doses. Additional clinics were discussed as well as how the members want to deal with each of them including who is eligible and methods on how to publicize them, etc. Criteria was provide to Mrs. Luther to be used in speaking with residents interested in receiving the shot and for a “triage” waiting list to be review by Ms. Chamberlin.
ACTION	It was decided that the clinic would be held on Dec. 9, 2009 from 12 noon to 4 PM limiting the individuals eligible to receive the vaccinations to the first three CDC categories, 12-18 year olds, pregnant women and early postpartum women, along those in close contact with pregnant women or infants. School nurses, and first responder will also be included.

TOPIC	Wellness & Obesity
DISCUSSION	Mrs. Sacco reported on the “Gobble Wobble” which was held town wide on Thanksgiving Day. Recreation Director Doreen Ferguson told Ms. Sacco that there were a large number of registrants and that the day went well.

TOPIC	Emergency Preparedness
DISCUSSION	Mr. Pisinski suggested that Chief Moran be contacted and requested to have an officer available on December 9 th just in case there is a problem people who are not allowed to get a shot on that day, become unmanageable.
ACTION	Members also wrote a congratulatory note to Chief Moran for her new appointment as police chief and all staff and members signed it.

BUDGET

TOPIC	Level Funded or 3% Cut for the budget.
DISCUSSION	The results of a level funded or 3% reduction in the budget were discussed. Mr. Pisinski explained that he is in the process of preparing a narrative discussing how services will have to be prioritized and how the department may have to be restructured. He will also bring up cherry sheet issues and possible liabilities if the State has to take over the Board of Health functions. This could happen because the Board of Health is considered an agent of the State.

TOPIC	Request from Town Accountant regarding handling of the Sprint Refund and payment of the Public Health Nurse’s cell phone bill. Vote to pay monthly with approval by Paul Pisinski.
DISCUSSION	Ms. Chamberlin explained that although it took from July 08 to Aug. 09, Region 4A has finally paid her cell phone bill ahead as was promised in the grant. Mrs. Luther advised the members of the Town Accountant request to have the Public Health Director approve monthly payment out of the Revolving Flu Account in which the Sprint money that was returned to the town was deposited at the request of the Board. Once the Sprint money is gone the Town Accountant will not pay any more cell phone bills from that account. She wants the Board of Health to track the Public Health Nurse’s monthly phone bill to insure that the cost are legitimate, and have either Mr. Pisinski or a board member approve each voucher.
ACTION	The members again unanimously approved the payment of Ms. Chamberlin’s

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	cell phone bill from the Sprint money that was deposited in the Revolving Immunization Account. They amended their earlier vote to include Mr. Pisinski reviewing and approving the vouchers. Mrs. Luther suggested that as the Grant money will not run out and there is a limit to the Sprint money; Ms. Chamberlin should submit her cell phone bills now from payment until the money is depleted and then use the grant money.
PENDING	A final decision on how the Sprint money will be applied to the phone bill.

The meeting adjourned at 4:00 PM

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