

KINGSTON BOARD OF HEALTH
MEETING MINUTES
October 17, 2022

Present: Chairman Joe Casna, Dennis Randall, Janet Wade, Heidi Whipple
Health Agent Paula Rossi-Clapp
Absent: Member Janet Delio-Wade, BOH Nurse Leanne McGuinness

6:02 p.m. Kingston Board of Health Meeting was called to order by Chairman, Joe Casna.

6:08 p.m. BILLS

- Review of Bills: Discussion regarding bills process and signature page for submitting bills. Paula presented the board a draft letter asking to be able to sign the bills schedule without waiting for the board to sign at their meetings. Joe mentioned that the reason the board signs the bills schedule is because they have not had a department head managing things for a while. Heidi mentioned that she likes to review bills. Heidi asked if they could table the discussion until there was a full board. Paula said she can provide a detailed report with the monthly budget review handout they receive. Joe would like to make sure the board can see the vendor and what was paid for. Joe said that is why we have the Health Agent, to manage department business. This is to move the bills faster to accounting, but board is still aware. A copy of the signed document is enclosed.

Motion was made to accept Health Agent, Paula Rossi-Clapp as the authorized signatory for any invoices needing to be paid from Board of Health funds. In the event of the absence of the Health Agent, the Board Chairman or Board Vice Chairman will act as signatory: Dennis Randall

Second: Heidi Whipple

4-0-0

ACCEPTANCE OF MINUTES

- August 15, 2022

Motion to accept minutes from August 15, 2022: Dennis Randall

Second: William Kavol

Abstain: Heidi Whipple

3-0-1

- September 7, 2022

Motion to accept minutes from September 7, 2022: Dennis Randall

Second: William Kavol

4-0-0

Dennis mentioned that the way the minutes are written and presented to the board are done very well and Board Chair, Joe agreed that Elise did a great job.

HEALTH AGENT REPORT – PAULA ROSSI-CLAPP

See attached report

Update: 112 Parting Ways Variance. Health Agent asked if MassDep Permit was all that applicant needed to supply or does he need to use ours? Joe stated in addition to MassDep copy the applicant needs to fill out and submit our Town form.

Discussion by Chair: Joe mentioned that the Town is now setting up for electronic permitting. Stations are being set up in the main hallway. Paula confirmed that the BOH department will also be a part of this electronic permitting process including collection of payments. Paula needs to confirm whether the public can access all information for all addresses any time they want, or only pertaining to their own personal permitting project. Paula will share with board once information is known.

TOWN NURSE REPORT

Leanne Absent, but provided the following report:

There is an uptick in COVID cases in town, but no reported FLU cases.

She has scheduled the following clinics:

Bivalent Clinic November 2, 2022 from 5-7:00pm at the COA 5 years + older

FLU Clinic November 10, 2022 from 8:30am-10:30pm at the COA

Bivalent Clinic November 15, 2022 from 9:00am – 12:00pm at the Town Hall 5 years + older

Leanne gave a shout out to the MGH students who have helped at the clinics in administering over 200 vaccines for the rollout of the Bivalent Vaccine. Paula mentioned about sending them a special thank you note.

Joe said that he would like to send a letter from the entire board.

6:28 p. m. Joe mentioned that after speaking with Janet regarding a recent Town Shelter situation. Joe is proposing to the board that the department has a sum of money put into the BOH account to access for after hours and weekends when the shelter experiences emergencies such as families in need of resources. Dennis and Joe debated between \$5-\$10K. Joe would like to approach the Town with ideas whether it be an article at Town meeting just to have “seed” money to start and then people could donate money. Dennis wants more detail on how the money will be accounted for and confidentiality. Heidi stated needing room and board emergency situations. Joe and Dennis discussed generating an article and then becoming a citizen’s petition. It would be a Kingston Cares Account administrated through the BOH department. Joe asked the board to do some research and bring back to the next board meeting. Heidi stated that we need to incorporate strict guidelines. Dennis wants to make sure we have the correct verbiage and understanding of what we want to accomplish and make sure there is no room for abuse or misuse. Dennis mentioned it is to cover the gaps when other agencies are not available and for emergencies only.

6:38 p.m. Dennis has received unsolicited compliments about our health agent.

6:39 p.m. Heidi: Bike Helmets. She suggested a joint venture between the BOH and KPD. Heidi pointed out that there is a higher rate of injury without a helmet then with a helmet. Heidi recited the Mass General Law Chapter 85~11D

Dennis wondered if bike helmets could be a by-law or have the schools to reinforce the law along with the parents.

Joe asked if Heidi if she knows if all the schools have a youth officer and Heidi stated that all schools have a safety officer. Heidi will follow up on details of what schools are doing for safety education. Heidi will be reaching out to the school safety officer suggesting they push education on bike safety.

Board decided to wait for Janet to discuss the performance review date.

Joe updated the board on status of nurse candidates for the Shared Excellence Grant interviews. 3 PH Nurse interviews have been completed with another 2 scheduled for October 20th.

Joe asked Paula to update board on status of budget shortfalls. Paula mentioned that some lines will have shortfalls at the end of the year such as training and consultant lines. Joe stated we are going to need to come up with additional funding. Dennis asked if there were any charges due to COVID that were beyond our control and not just that we decided to overspend. Joe explained that due to the instability in our department regarding staffing that this has caused some of the shortfalls. The board decided to continue the path with all the current line expenses through end of January. This decision is based on experience with resolving stability of positions within the department. Joe and the board hope the addition of the Shared Excellence Grant will be helpful to our Town moving forward.

Joe mentioned to Paula to work on Standard Operating Procedure Manuals for the department. Paula will be working on them moving forward with the new Administrative Assistant.

Dennis mentioned to Joe that the Council on Aging is in full support of the Public Health Nurse being at the COA more often. Joe mentioned to Dennis that he is aware of the wishes of the COA department, but the COA department head has not provided the Health Agent with the letter that was requested of her 2 months ago.

HEALTHY KINGSTON UPATE

6:29 p.m. Janet Absent

ADJOURNMENT

Motion to adjourn at 7:03 PM: Heidi Whipple

Second: William Kavol

Vote: 4-0-0

Next Meeting – November 7, 2022

Paula Rossi-Clapp, Health Agent
Kingston Board of Health