

KINGSTON BOARD OF HEALTH
MEETING MINUTES
November 7, 2022

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Present: Chairman Joe Casna, Vice Chair Bill Kavol, Dennis Randall, Janet Wade, Heidi Whipple and Health Agent Paula Rossi Clapp.

Absent: BOH Nurse Leanne McGuinness

6:01 p.m. Kingston Board of Health Meeting was called to order by Chairman, Joe Casna.

MEETING MINUTES

- October 17, 2022

ACCEPTANCE OF MINUTES

- October 17, 2022

6:08 pm Motion to accept minutes from October 17, 2022: Dennis Randall

Second: Bill Kavol

5-0-0

BILLS

- Paula has not paid any bills since last meeting. There haven't been many.

HEALTH AGENT REPORT – PAULA ROSSI-CLAPP

- 32 Open applications
- 2 Final Inspections completed. Arthur keeping up with retail inspections.
- 2 system inspections scheduled for this week
- 13 retail inspections done in last month
- 2 complaints addressed and taken care of
- YTD budget attached
- Paula attended 3-Day MHOA Conference in Falmouth October 26-28th
- Paula scheduled to take Certified Health Officer Exam on Monday, November 21st in Wakefield.
- Next month Paula will be prepping and studying for certification. Still on wait list for Soil Evaluators certification.
- Follow up 112 Parting Ways
- Introduction of Lori Jones, Paula's new Administrative Assistant.
- Waiting for Agricultural Commission to get back to her.

NURSE'S REPORT

Leanne was absent from meeting. No update.

HEALTHY KINGSTON UPDATE – JANET WADE

- 39 known COVID cases in Kingston
- 0 Monkeypox cases
- November 10th Flu Clinic at COA; November 15th Bivalent Booster Clinic at Town Hall.
- This coming week, 6 presentations by the Mass General nursing students. Topics include HIV/Aids, Cancer, Health Proxy, and a couple others. She will get a list.
- Janet had interview with Paula on Healthy Kingston and Paula gave update on Baymont hotel refugees.
- Dennis acknowledged the generosity of the many donations received for the refugees at the Baymont Hotel. The Beale House has suspended donations for the time being. Over -the-counter medical supplies are needed. Beth Israel Deaconess is donating supplies as well.

DISCUSSION

- Joe asked Paula if she had anything to mention about the budget or does she want to wait. Paula responded that she will wait.

Strategic Plan Update (Janet):

- Janet's thoughts going forward now that there is a Health Department, is to put together a plan for the next 3, 6, and 12 months so there are things to strive for.
- Paula asked Janet if she wants her to go to the Board with goals and objectives to discuss and have something to start with. Janet would appreciate that.

Performance Review Handout:

- Janet will look for a more recent version of the Performance Review. She has four years of files. She feels Elise had a recent handout. Heidi states that she thinks it was last worked on the last two months when Marcia was leaving, approximately September of 2020. Paula will also look through old files.

Organizational Chart (Paula):

- Paula asked if Joe wants to address that tonight. Joe responded that he and Paula need to discuss this first.

Plastic Bag Ban Update (Joe):

- Joe states that a couple of preliminary notices will go out to our permit holders that will be affected.

Shared Excellence Grant Update (Joe & Janet):

- The Public Health Nurse position has not been filled. Leanne Cole was chosen. Janet wrote the letter of recommendation. She was hired and has started today, November 7th. The other applicant's resume will be kept on file. Leanne needs a base between offices. If she will be in Kingston for a couple hours, she can use a space in the Health Dept. Her base will be where she is that day. She will be accountable to Linda Riordan.
- 2 Food Inspector candidates interviewed the other day. Arthur Boyle is a third candidate. There is some talk about applying grant funds and hiring someone that is already in the position. There is some sensitivity to that and will need further explanation. Moving forward, after the first of the year, a voting member on the committee would change from Janet and Joe to Paula and the Chairman of the Health Board. Joe thinks most of the other communities are represented by their health agents and not board members.

Department Liaison Reports (Bill, Dennis, Heidi, Janet):

- Dennis reported that the Senior Center is very pleased and would like more hours with the Public Health Nurse or anything we can offer. Joe stated the job is set up that Leanne McGuinness is an employee of the Town. Heidi stated that Leanne is doing so much. She worked hard to figure out what we are dealing with regarding the Baymont Hotel refugees that are unvaccinated, including childhood vaccination (active tuberculosis). She has made herself very valuable and needs more hours. 15 hours is not enough. Heidi and Janet have both asked Leanne to record a detailed log of her worked hours. Dennis feels that Leanne should be compensated to adequately reflect the cost of services rendered. Leanne has built upon Heidi and Janet's expectations. She puts in more than 15 hours a week. Janet wants to know more of what Leanne is doing (she was doing trainings, clinics, Maven Reports, etc) and feels the Board also needs to know more. Heidi asked why don't they have Leanne to give a detailed report at the next meeting? Dennis feels they should listen to the need and seek necessary funding. Prioritize and get what makes the most difference – a Quantum Leap forward.
- Janet states that what Leanne is doing should be incorporated into the Strategic Plan (3, 6, 12 month goals, etc). Dennis feels this needs to be done anyway to justify to Wage and Personnel. Janet states that they all can agree that Leanne needs a salary and hours increase and this should be discussed.
- Paula asked if the Board wants her to go to them with a case for how many extra hours because more than 19.5 hours gets complicated as benefits get involved. Does the Board feel the need for a full-time versus a part-time or 2 part-time nurses, or a volunteer position? A volunteer retired nurse's program could be set up. Bill agrees that at least 19-1/2 hours is needed. Paula stated that the new fiscal year budget is coming up to be presented. Heidi mentioned that Leanne would be able to get hard numbers, not individual, on how many doses of vaccines, flu shots, clinics, etc. she has done. Dennis says they need to make a case on numbers and tangible evidence of performance. Joe stated that the position demands the funding in order to provide the services that position has been providing. As a Board, will have Paula layout a

proposal for increase in budget for a Public Health Nurse position. Paula needs the data from Leeanne. Joe will do the presentation. Dennis will ask the Senior Center what their needs are for a Public Health Nurse.

6:48 p.m. Motion to begin paperwork to expand Public Health Nurse hours to 30 hours a week and a wage increase to make position desirable: Joe Casna

Second: Heidi Whipple

5-0-0

Tobacco (Paula):

- Received a phone call from a location that thought they were the only one with a 21+ license. They thought the licenses were capped years ago. There are 18 licensed shops in town. She could find no record of a mention of capping the number of licenses given in the By-Laws. She asked if capping was a conversation in past Board meetings. Joe asked Lori to check back through prior meeting minutes regarding tobacco caps and reference the last time tobacco records were reviewed.

DISCUSSION CONT'D

- Janet stated that the Policy & Procedure Manual needs to be updated. Suggested they each take a section, go through them and update them.

Kingston Cares Account Set-up:

- Paula is working with Gloria. Joe said not well received.
- Janet stated that there have been families that could have used money for certain situations (not the Baymont). Families that have fallen on hard times. Kingston Cares is a campaign was to create a fund to be administered by the BOH. The money would be raised through campaign, for example, Children's Hospital in Atlanta did a lawn sign campaign. We need seed money for lawn signs. People can buy lawn signs for approx. \$25 or, buttons, bumper stickers, etc. Best time is April-May to put out signs. Board wants to run a fundraiser.

Motion to adjourn at 7:06 PM: Joe Casna

Second: Heidi Whipple

Vote: 5-0-0

Next Meeting – November 21, 2022

Lori Jones, Administrative Assistant
Kingston Board of Health

Approved: