

KINGSTON BOARD OF HEALTH
MEETING MINUTES
November 21, 2022

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Present: Chairman Joe Casna (via Zoom/speakerphone), Vice Chair Bill Kavol, Dennis Randall, Janet Wade, Heidi Whipple and BOH Nurse Leanne McGuinness
Absent: Health Agent Paula Rossi-Clapp

6:06 p.m. Kingston Board of Health Meeting was called to order by Dennis Randall who is chairing meeting on Joe Casna's behalf.

MEETING MINUTES

- November 7, 2022

ACCEPTANCE OF MINUTES

- November 7, 2022

6:07 pm Motion to accept minutes from November 7, 2022 as corrected by changing vote tallies from 6-0-0 to 5-0-0: Dennis Randall
Second: Bill Kavol
5-0-0

BILLS

- Heidi would like copies of actual bills we are paying not YTD Budget Report. Bill stated that Paula has permission to sign checks so they would like to see the bills so they know where the monies are going. Heidi stated she mentioned this before.

HEALTH AGENT REPORT

APPLICATIONS IN PROGRESS

- 33 Active

PERC TEST INSPECTIONS

- 2 Tests were witnessed

DEEP HOLE INSPECTIONS

- 3 Inspections

FINAL SYSTEM INSPECTIONS

- 0

RETAIL INSPECTIONS

- 2 Retail Inspections Completed by Agent

COMPLAINTS

- 5 complaints were received. Topics included expired food, dumpsters, rodents and excessive flies
- 2 complaints were resolved
- 3 complaints require follow-up by the agent

BUDGET – BILLS PAID

- Year-to-date detailed budget attached

DEPARTMENT UPDATE

- A request was made by the Agent to the Town Administrator's office to consider increasing the Public Health Nurse hours from 15 to 19.5 in the FY24 budget. Information will follow when known
- Met with Jean Landis-Nauman from Recycling Committee to review BOH departments responsibility regarding the Plastic Bag Ban. Waiting for a draft letter format and will be sending out letters and emails to all retail locations beginning December 1st. Follow up letters at 3 months and 1 month. Recycling Committee will help with expenses. If all goes as scheduled retail shops have 6 months from December 1st to comply with the plastic bag ban unless hardship cases need to be reviewed by board of health for consideration.
- Keeping of Non-Commercial Farm Animals proposed regulations draft is being finalized. Agent is meeting with the working group on November 28th and will present the draft for the board to consider at the December 5th meeting
- Baymont / Migrants – no update to report
- 2023 Calendar year meeting schedule needs to be discussed by the board. Monday holidays interfere with 1st & 3rd meeting dates. Moving to the next Wednesday will be difficult for Agent to attend due to a prior commitment every Wednesday night. Agent recommends tabling discussion of setting meeting schedule until next meeting
- Fees Schedule. Agent suggests remaining the same for 2023. After researching other towns, we are in the average price range. Agent requesting official board vote tonight.
- New Administrative Assistant is doing a great job!

NURSE'S REPORT

- There are 26 reported positive cases of COVID-19 in Kingston. 0 Monkeypox cases.
- Leanne attended the APHA Conference from 11/6-11/9 in Boston. A lot about Equity. Did a lot of fellowshiping with other nurses. NPI (National Provider Identifier) numbers are required to order any vaccines. Originally, Henny Walters input them as "123456789" to order vaccines. When Leanne tried to renew, she learned she must go through the process to get a real NPI numbers. Every BOH needs to do this to get NPI number. She has corrected it and has all orders together and Standard Operating Procedures in folders. Agreements all up to date and signed. Mark Douglas is secondary person, Leanne is first. The doctor that signs the orders is across from Stop & Shop. Dr. Adnan Elamine. Dennis feels he should get recognition for his services to the town. Joe suggests that Paula goes to visit him and thank him and invite him to a

meeting so the Board can meet him whether in person or virtually. Janet mentioned offering an Honorarium.

- We do not have a Vaccine Reimbursement Program in place. 5,289 resident vaccines have been given. We could have been reimbursed for the administration piece. We could bill for the vaccine being administered \$35. If it's a home-based person, it could be up to \$45. It's an insurance thing and has nothing to do with us. Vaccines are free until approx. March 2023 and the cost could be approx. \$115 per vaccine. Every state has this program. The BOH doesn't make money out of it. It's strictly a flow of funds to keep clinics running. Kingston did not have this up and running. The VRP would foot the bill for clinics going forward. It goes through UMass Financing. Leanne can provide more information at the next meeting. Leanne assumed it was already set up.
- Until further notice, Leanne will work 15 hours and no more. Everything won't get done as it has before. It's out of her hands. She received email and voicemail from Paula to not go over 15 hours.
- There is more demand for home bound flu vaccines. She does not have access to flu vaccine. She has been receiving many phone calls.

HEALTHY KINGSTON UPDATE – JANET WADE

- Janet interviewed Paula on Healthy Kingston. Paula gave an update on what is going on in town.
- The MGH nursing students did 6 short presentations on different topics: Influenza, COPD, HIV/Aids, Cancer, and being a Health Proxy. Those will also be on town website.
- Janet is looking for ideas for the refugees and the upcoming holiday season.
- Heidi asked with the possible rolling black outs expected this winter due to energy insufficiencies, if something could be put together such as a "How To Be Prepared" resource. Common sense information such as extra blankets, ways to keep yourself warm, an emergency kit. Also, ice safety. Heidi will get back to the board with someone who could speak about this. Dennis states that with the uptick on upper respiratory illnesses, reminders of common self-preservation such as hand washing, wearing a mask if you have symptoms, would be good reminders. Joe asked Dennis to put together a presentation and appear on Health Kingston.

DISCUSSION

Heidi asked why the Health Agent only requested the Public Health Nurse's hourly increase go to 19.5 hours and not full time. Joe stated it was the most we could do for increasing the Public Health Nurse hours for the next fiscal year budget is to go to Wage & Personnel and change the entire job description. Janet stated that she wrote the description as a full-time position. Joe stated they must justify the request to change the position. The more leverage, the better the case to present. He would like to have it for the next meeting. Leanne stated it was per the request of the COA director that they would like her there every week from 1-4 hours. 36% is elderly and needs approval here as she cannot get it all done in 15 hours. Dennis states more statistics, documentation and facts are

needed to better the case. Leanne stated there is nothing left to document as she cannot go over her 15 hours. Dennis stated we should be documenting unmet needs. Dennis mentioned the shelter and the asylum seekers that take up her time. Leanne stated that she was not working for the BOH during that time. She was volunteering her time as a human being. She didn't do vaccines. Joe stated the job has outgrown the original proposal. The 19.5 hours proposal was submitted under the wire. Leanne is interested in this position if the job can be changed.

Leanne stated she was brought into HR this week and was told she was not to report to the Board anymore. She is to report to Paula. The Town Administrator sat in on that meeting. She was under the impression she worked for the Board. Now she is being told that she does not work for them. Dennis said she does work for us but there is a chain of command. She cannot have 5 bosses as that is an impossible situation. Heidi stated that there are two hats – the Health Agent who knows quite a bit and a nurse who speak a totally different language. Heidi, Janet and Leanne have a different thought process as nurses. They look at things in a different way. Dennis isn't sure the Health Agent has the current qualifications to adequately supervise and understand the responsibilities, duties and requirements of being a public health nurse. Paula needs the skills and training and knowledge base to adequately supervise. He doesn't expect the health agent to know everything, but Leanne needs sufficient professional support for what she is doing by people who understand what she is doing. We don't have that right now. Heidi stated that peril is seen for the current situation that we have. Leanne as a Board with 2 nurses on it. That Paula has the 5 of them to rely on to do her job properly so why wouldn't we give the Public Health Nurse the same opportunity. Dennis asked Heidi how she would recommend that we structure this. She states that she would put the public health nurse on the same type of reporting as the Health Agent. They work in tandem together but not one over the other. It is working as a team. Janet and Heidi will be working on this when they rewrite the job description. A new organizational chart needs to be done. Dennis stated that Leanne is a professional and should be compensated for her services.

Joe mentioned that we need an Emergency Response Plan and Leanne and Paula should be on it. Heidi asked who goes to the Emergency Response meetings. Joe stated they do not meet on a regular basis. Joe will get in touch with Mark Douglas regarding an Emergency Response/Emergency Management plan. Heidi is interested in doing it along with Leanne. Leanne text Mark Douglas and stated they do not meet regularly and is for police, fire, etc. and only for nuclear events. They no longer do now that the power plant closed.

Leanne asked if we are changing meeting schedule to once a month. Joe knew nothing about it and can be up for discussion. He doesn't think that will happen.

Performance Review Handout:

- Janet had a handout. She gave the handout to Lori Jones to provide a copy to Joe and Paula. Between now and next meeting Joe will have an evaluation with Paula.

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

- Dennis will present a written advisory report to the COA. He would like to coordinate this with Janet. The COA would love to have Leanne there as much as possible. They have a medical need.
- Heidi had nothing new to report.
- Janet had nothing new to report.
- Bill had nothing new to report.

Fee Schedule

Joe stated that Kingston is on point with everyone else. No need to make any changes.

7:14 pm Motion to maintain current Fee Schedule for FY24 and keep it as it currently stands: Dennis Randall.

Second: Joe Casna

5-0-0

Shared Excellence Grant Update (Joe & Janet):

- Food Inspector position. There are implications to hire the Kingston employee that already works for Kingston. He needs to contact the State Ethics Board as there may be a potential conflict of interest even though he is only a consultant for us.
- We are in Phase 3 of funding. Many rules and regulations are not in place. For example, the ethics issue. All 5 towns must agree for hiring. If they don't agree, they go back to the drawing board. Duxbury now wants to join us. Duxbury will attend the next meeting. They have not officially signed on yet. There are a lot of hoops to jump through. Janet will talk to Linda Riordan.

Motion to adjourn at 7:18 PM: Heidi Whipple

Second: Bill Kavol

Vote: 5-0-0

Next Meeting – December 5, 2022

Lori Jones, Administrative Assistant
Kingston Board of Health

Approved: