

KINGSTON BOARD OF HEALTH
MEETING MINUTES
December 14, 2022

Present: Chairman Joe Casna, Vice Chair Bill Kavol, Janet Wade, Heidi Whipple

Absent: Member Dennis Randall (arrived at 6:30 pm), Health Agent Paula Rossi-Clapp, BOH
Nurse Leanne McGuinness

6:06 p.m. Kingston Board of Health Meeting was called to order by Joe Casna.

MEETING MINUTES

- November 21, 2022

ACCEPTANCE OF MINUTES

- November 21, 2022

6:08 pm Motion to accept minutes as presented from November 21, 2022, made by Heidi Whipple

Second: Janet Wade

4-0-0

BILLS

- Reviewed and signed off on by Board.

HEALTH AGENT REPORT

SEPTIC APPLICATIONS IN PROGRESS

- 31 Active

RETAIL INSPECTIONS

- 13 Retail Inspections

COMPLAINTS

- No outstanding complaints

ADMINISTRATION

- Approximately 300 annual permit applications have been emailed out by Lori
- 125 Address labels were created for Plastic Bag Ban mailing
- Plastic Bag Ban Program letters were stuffed by Sr. Tax Work-Off helper
- Permits are being processed daily with attention to detail by Lori!
- Included in board packet is the final draft of the Keeping of Non-commercial Farm Animals Regulations that the Working Group reviewed and is recommended by the Agricultural Commission. Requesting the board reviews document and plan a later date for board discussion
- Included in board packet is the update on the Town Plastic Bag Ban program the BOH has been asked to regulate. Packet has the letter and explanation that has been mailed

to 125 retail locations in Town. A follow up letter will be mailed in March and another June 1st when ban takes effect. If any hardship requests are made the board will be asked to decide

- Phase III of the Capacity Assessment for the Public Health Excellence Grant has been completed by the deadline. Inspection reports and actions taken were requested from the following areas: Food protection, Housing, Camps, Pools, Title V, Tobacco and Complaints
- BOH department has begun Phase II with Brightly Software to continue the Town Online Permitting process

Dennis Randall arrived to meeting at 6:30 pm.

NURSE'S REPORT – LEANNE MCGUINNESS VIA EMAIL

- COVID cases have increased to 52 positive cases. Board of selectman made the public health nurse positive a special municipal employee and agreed I was perfect fit for the grant position. Facebook page has been monitored and keeping up to date with communicating. Website is being updated with new information and senior center was well attended December 1st. Standard operating procedure is updated. Both Chief Douglass and Captain Dave signed off on it as secondary contacts. Any questions please reach out to me. I had attended an LGBTQ webinar for health care providers offered to public health nurses.

HEALTHY KINGSTON UPDATE – JANET WADE

- Paula was scheduled to be on Health Kingston but had a conflict. Leanne is supposed to be on it and is expected. Sue Giovannetti will be there to thank the Town for their response to the refugees.
- Janet met Reverend Emily Bruce. She will talk about creating peace in our lives and dealing with stress over the holidays. This is also a high suicide time of year. Heidi will ask Leanne to at the new 9-8-8 Mental Health Hotline number to the website.
- Janet would like more time and to get permission to go “deeper” on Healthy Kingston. She is looking at several topics that are controversial such as domestic violence. LGBTQ, and climate change and its impact on the South Shore. Heidi said Janet should also add mental health as a topic.

DISCUSSION

- Joe read an email from Paula regarding the Emergency Response Team (ERT). Joe stated that Paula feels there is an overlap in her position and the public health position – a lot of crossover. There was a lack of a Health Agent during COVID. The Public Health Nurse stepped in. Heidi asked why the email was not sent to all Board members. Joe said he cannot answer that. Access to MMIS is needed. Heidi states both the Public Health Nurse and the Health Agent need to know “how to do.” We work as a team. Joe stated we need to do what needs to be done to get the job done. We all have gotten involved in things that we never thought we would have. Heidi says the refugee situation should have been a combined effort. Overlap is needed sometimes. The ERT

is a place where we need a little bit of overlap. Joe states that Paula recognizes that and is looking for structure. Joe will speak more with Paula. She is learning the job. Janet would like something that is written about the ERT and who does what. We all need to look at it and see where they fit in. Joe states that this is a difficult conversation to have without the Health Agent here. Janet feels the situation with the refugees, and no one was prepared to deal with it, this is where the ERT, fire and police departments, health department as well as Sue Giovannetti and Plymouth Area Coalition, which was too small, should have all been involved. Sue Giovannetti was left out to dry. There was no food for the first two weeks as the state did not provide any. Sue needs to be part of the discussion about the ERT, so we are all prepared for the next time. Joe says an Emergency Management Team is already in place and believes the Health Agent is a member of it. The various department heads are members. Mark Douglas is part of it. Dennis said it would be good to coordinate with other towns. Nothing was coordinated for the refugees. Joe will check with Mark Douglas to see if the Health Agent is a member. Heidi feels during COVID, Leanne's stepping into that ERT roll was appropriate. A lot of medical knowledge was needed. It would be essential to have the Public Health Nurse as part of the ERT as nurses have a different way of thinking. Dennis says we need to have procedures in place. How can we do better the next time? Use the benefit of hindsight for foresight. Who activates ERT? Who gets briefed? How is the need communicated? All these questions are legitimate questions for the next situation. He suggests strongly this become an agenda item in the future.

- Joe states at the next meeting will discuss who will be a member of the ERT and some structure for Paula.
- Food Inspector position. One candidate withdrew.
- Janet states we are getting a social worker with the grant.
- Leanne was interviewed for Public Health Nurse position. Joe feels she is a perfect fit. Joe did not vote as he feels it is a conflict. The position is 29 hours. Heidi stated we lost our Board of Health Nurse as 29 hours + 15 hours will put her over. Joe states there cannot be an overlap of services. Leanne needs to decide.

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

- Joe "As Directed By the Board", yes he spent some time with Paula to go over the Professional Development review. Went over many things. Much agreed and much in progress. No serious red flags. It is a work in progress. Come out of it with the opinion that when we hired Paula, we committed to this development and knew that it would take time to get the certifications and some of the attitudes adapted to her and the position. Joe has her original letter with him. She is committed to this position. The job is very important to her, and she wants to be successful. Some of the trainings have not been available. If anyone has suggestions or changes, he can discuss it with her. She was off on trainings during the refugee situation. The timing of the trainings. Janet asked if the trainings can be staggered. Heidi suggested extending her probationary period while she is finishing her trainings. Dennis does not want to set her up to fail. We owe it to our people to be flexible with our expectations due to unforeseen

circumstances. Bill we might have to give her a break. No one is working in the State right now. We need to adjust, and she needs to adjust to us. Things are going alright now and that is important. If she needs our help, call us. Bill agrees to extend her probation period.

- Dennis gave his Health department report to the COA. Washing hands, wearing masks, etc. He kept it short.
- Heidi had nothing new to report.
- Janet had nothing new to report.
- Bill had nothing new to report.

7:04 pm Motion to extend Health Agent probationary period by 6 months: Heidi Whipple.

Second: Dennis Randall

5-0-0

- The grant committee is sending an offer letter to the Food Inspector candidate.

7:08 pm Motion to hire Leanne McGuinness as Public Health Nurse for the Excellence Grant: Joe Casna.

Second: Heidi Whipple

5-0-0

7:10 pm Motion to hire Patrick McGettrick as the Food Inspector for the Plymouth County Excellence Grant: Joe Casna.

Second: Heidi Whipple

5-0-0

- Joe states we will be getting new software for inspections

Motion to adjourn at 7:12 pm: Dennis Randall

Second: Bill Kavol

Vote: 5-0-0

Next Meeting – January 4, 2023

Lori Jones, Administrative Assistant
Kingston Board of Health

Approved: