

**Board of Health  
Meeting Minutes  
January 22, 2014**

Members Present:

Tom Kinzer, Co-Chair  
Bea Brunkhorst, Co-Chair  
Sarah Thompson  
Kevin Wormstead  
Anita Raj

Staff Present:

Heidi Porter, Director  
Mary Firestone, Recording Secretary

Also attending:

Ben Thomas, Bedford Finance Committee

The meeting was called to order at 7:05 P.M. Mr. Kinzer chaired.

Mr. Kinzer said that the purpose of the meeting is to discuss the budget that will be presented to the Finance Committee (FinCom) on January 23. He enumerated the handouts. He asked whether the grant and income chart should go to FinCom; all agreed it should. He mentioned that there is a Contingency Item relating to a School Health Services Evaluation and Needs Assessment. He also asked whether the Goals should be discussed. Mr. Thomas said that he will ask about them at the FinCom meeting.

Ms. Porter said that FinCom will probably ask about the status of the previous year's goals. Mr. Thomas affirmed that. Ms. Porter said that one of the Board goals for FY13, proposed regulations on the keeping of animals, will be finished by June 30. She also said that records have been reorganized such that they are now kept by street address instead of by subject so that all items regarding a particular location will be in one place. She said that she is waiting to hear whether funding will be available for the position of hoarding case manager.

Ms. Porter said she feels the department is in great financial shape with the current budget allocation except for educational allowances. She said that federal funding agencies have increasingly stringent restrictions on the types of education and equipment that can be purchased using public health emergency preparedness (PHEP) funds. For instance, some environmental health training needed for new personnel cannot be paid for with PHEP funds; those funds can only be used for emergency preparedness training. Mr. Kinzer asked whether this means that candidates for the open position must now have greater experience. Ms. Porter said that she is looking for a candidate who can achieve the necessary levels within one to two years; they may have had the various trainings but not the broad credentials. Ms. Thompson asked whether the training expense can come from the revolving fund. Ms. Porter said that it cannot, as it is not so specified by Town Meeting. She indicated that the Professional Services expense line item is used for the defibrillator service contract and is used to hire septic consultants and pay the services of some contractors, e.g., a constable to deliver legal documents for which postal service delivery is not adequate.

Ms. Raj showed the Board a set of graphics, including a pie chart, which she had made to represent some useful financial data.

Mr. Kinzer stressed that there is a structural problem with the Board of Health budget in the form of salary increases for the school nurses, which are required by their contract, that drive the budget over the guideline each year. Ms. Porter said that it would be appropriate for Mr. Kinzer to mention that to FinCom after she outlines the budget request. She said that the only budget increase in FY15 is for educational allowance, which (exclusive of the contracted nurses increases) would bring the budget to a 0.13% increase over last year's budget, where the guideline is 1.5%. Mr. Kinzer asked that one line be added under salaries on the budget chart to detail the total amounts for the office staff and school nurse salaries independently. Ms. Porter said that her numbers state but do not depict the situation, as Ms. Raj's graphs do. Board members discussed the arrangement of the chart and its footnotes. Ms. Porter said that there are two differences between the FY14 and FY15 budgets: (1) education

allowances and (2) the contracted increase for the school nurses. Otherwise the budget would come in under the guideline.

Ms. Porter said that the Board's presentation to FinCom should include a presentation on the revenue amounts brought in to the town general account and Board of Health grant accounts. She asked Mr. Thomas if he was aware of this income. He said that he was not. She stressed again that PHEP funds have been drying up. She showed a chart that enumerated the cost-free work done by interns. Mr. Kinzer asked Mr. Thomas if there is a risk that funds received through department grant activities would cause town funds to be reduced. Mr. Thomas could not guarantee that it would not. Mr. Wormstead reminded him that the Board of Health now has to pay for vaccines previously provided by the state. Ms. Porter said that the principle of herd vaccination is important. Mr. Wormstead explained that it protects the whole town, e.g., avoids quarantine and school absenteeism.

Dr. Brunkhorst recommended that (1) the budget should be presented first, then (2) the permit revenue, grant funds, and intern projects, and (3) contingent item.

Mr. Kinzer said that school nursing is now so specialized that if you are not involved in it, you don't have enough knowledge to evaluate it. It is therefore appropriate to apply for the funding for the contingent item for nursing evaluation and needs assessment. Mr. Thomas said that any increase in salary has to come out of the budget, which cannot increase. Mr. Kinzer said that conducting the needs assessment is the best way to support the nurses and the Board does not have the specific competencies to decide what the nurses are required to do. Ms. Porter asked Mr. Kinzer whether he would speak about the contingent item to FinCom. He agreed to do so.

Mr. Thomas asked that as much information as possible be provided to FinCom electronically.

The Board discussed the fact that the Bedford school system manages special needs students from the LABBB collaborative, but does not have the data to quantify the required nursing resources. It is a highly specialized population. The school nurses have responsibility for Bedford students, students from collaborative programs and the children in day care at the high school; the LABBB students at the high school are present in the school for an hour after school is dismissed and the nurses leave for the day. Ms. Thompson said, and all others agreed, that these issues are independent of the discussion of whether the nurses should be transferred to the school department. Mr. Kinzer said that the BOH will be asking for \$4,050, which is not in the budget, for the contingent item. Ms. Porter said that no grants are currently available for this kind of work.

Ms. Porter submitted a request for level services in the mosquito control program which results in a 2% increase in the budget. 2% is the guideline. Hazardous waste collection is still getting good participation. There is an increased need for prescription drug disposal and sharps collection. The Police Department has agreed to host a kiosk for sharps collection at the station; monthly pick-ups cost \$2,000 per year. The Police Department collects and holds prescription drugs for a disposal which takes place twice a year.

Mr. Kinzer moved that the Board accept the recommended budget for FY2015 at \$561,531. Dr. Brunkhorst seconded the motion. Vote count: 5-0. Ms. Raj moved to request funding of \$4,050 for the school nursing program needs assessment. Vote count: 5-0.

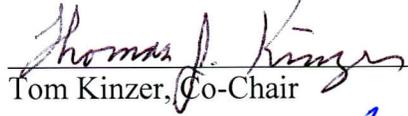
Ms. Porter said that she will revise the budget as discussed and email it to Victor Garofolo. She will add other information as discussed, e.g., an explanation of acronyms. Ms. Raj will send Ms. Porter her pie chart.

Dr. Brunkhorst moved to adjourn the meeting; Mr. Wormstead seconded the motion. Vote count: 5-0. The meeting was adjourned at 8:46 P.M.

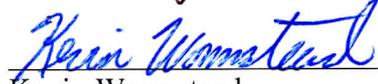
The next meetings of the Board will take place on February 3 and March 3, 2014



Bea Brunkhorst, Co-Chair



Tom Kinzer, Co-Chair



Kevin Wormstead

Sarah Thompson



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