

Shelburne Board of Health
January 16, 2020
Franklin Regional Council of Governments Office
12 Olive St. Greenfield
Meeting Minutes

Called to Order: The meeting was called to order at 3:35p.m

Members Present: Jody (Joanne) Stetson, Ron Kelter Members Absent: None

Others Present – Phoebe Walker, FRCOG - Lisa White, CPHS Public Health Nurse – Randy Crochier – PCHS Regional Health Agent

Approval of minutes – No minutes to approve

As both Jody and Ron are new to the Board of Health (BOH) and to Town Governments, Phoebe opened the meeting and introductions were made.

Phoebe passed out the agendas and gave a brief description of the point of this meeting to introduce Jody and Ron to the responsibilities of the BOH as well to the services the Cooperative Public Health Services (CPHS), as their staff, provide.

Phoebe left meeting at 340pm

Lisa White presented on her roles and responsibilities. Discussion, while encompassing district wide, focused on Shelburne centered Wellness clinics, reportable diseases and M.A.V.E.N. The roles and responsibilities of the nurse and possible responsibilities of the BOH in these matters. Lisa also discussed other services she can assist with such as the Heathy Aging work she is doing in the Town of Deerfield.

Lisa also discussed (Mohawk Area Public Health Coalition) MAPHCO and its role as well the BOH role in emergency planning. A brief description of Emergency Dispensing Sites (EDS) and the BOH role in these. Members were made aware of the March 2, 2020 table top drill being planned by MAPHCO with the hope of participation from multiple persons from each EDS as well as hopefully all EDS' in the county.

Randy Crochier briefly touched on Ethics Commission and the importance of the online training. The Open Meeting Law and how it impacts the BOH as well as how to avoid pitfalls. The online permitting system was discussed and Randy briefly showed them what it looks like. It was decided that he will teach them more about that after they are more acclimated.

Randy discussed his role as the agent as well as the role of the BOH in their duties. He explained that for permitting, inspecting and follow-up, each board plays a role in very different ways from completed hands on and involved to completed hands off and full reliance on the Health Agent.

A brief review of the history of the CPHS and its formation was presented and discussion focused on the roles and benefits of being a member. Discussion included the added benefits of being active in the CPHS Oversight Board.

After some discussion about roles Jody made a motion and Ron seconded to elect Jody and Ron as Co-Chairs of the BOH. The vote was 2-0 in favor

Ron made a motion, Jody seconded to appoint Jody as representative and Ron alternate to the CPHS Oversight Board. The vote was 2-0 in favor.

Discussion on meeting schedules, it was decided that in place of a tightly fixed regular meeting schedule, at this time meetings would be scheduled as convenient and as often as needed as both new members had yet to see their Town Hall work space, files, etc. They were informed that by policy, an Agent will attend

most, if not all, of the BOH meetings, unless the board voted to not have an agent at a certain meeting. An example was given as the Town of Leyden and its BOH recently moved to the former school, now being used as the Town Hall. The BOH held a posted meeting this week, but mainly for housekeeping purposes to go through files for organizing. They felt there was no need for an agent at this meeting.

Next Meeting – Shelburne Town Hall at a date and time to be determined

Adjournment: The meeting was adjourned at 4:55p.m.

Minutes respectfully submitted by Randy Crochier – Agent.

Randy Crochier, Board of Health Agent

Approved: January 30, 2020 Vote: 2-0