

Final 2/15/24 BOH minutes (approved 3/21/24)

City of Greenfield Board of Health Minutes for 2/15/2024

Meeting called to order at 5:36 PM

Meeting held in the 2nd floor meeting room at City Hall. Zoom-hybrid meeting, recorded and uploaded to GCTV Channel-

<https://youtu.be/DDCBgIPiXEs?feature=shared>

Agenda and packet at this [LINK](#)

Member Mimitz called the meeting to order, and read the opening statement that this meeting is being recorded, etc.

Members present: Dr. John Romano; Carrie Mimitz, RN; Glen Ayers, RS

I. BOH member introductions, new member (conflict of interest disclosure on file with City Clerk's Office and included in the meeting packet): Mimitz welcomed Ayers to the Board.

1) Election of BOH Chair -nominations

Motion: Mimitz nominated Ayers, seconded by Romano

Discussion: Ayers accepted

Action: roll call vote- Romano, Yes; Mimitz, Yes; Ayers, Yes

-Ayers is elected as Chair, and then chairs the remainder of the meeting.

2) The Board discussed scheduling upcoming meetings and the Board will attempt to meet more frequently, trying for twice/month, mid-month and end of month, attempting to avoid other committee/board meetings.

The previous meeting schedule was once per month on the third Wednesday, which some perceived a conflict with City Council meetings held on that same day.

Proposed new meeting schedule will need to take into consideration Board member's availability and also not put an undue burden on the Health Dept. staff. Once the new Health Director is on-board, that will relieve the current Health Dept. staff's obligation to attend evening meetings

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Ayers will attend the Lunt PIP Meeting on 2/28/24. The other members won't be available on that date, so no posting of a Board meeting is needed.

3) BOH/HD budget review, FY25 budget process. The Chair requested that a Board member volunteer to assist in developing the budget for the Board and Health Dept. After a short discussion:

Motion: Romano moved to designate Ayers as the Board's advocate for the development of the FY25 budget.

Action: roll call vote- Romano, Yes; Mimitz, Yes; Ayers, Yes

II. New Health Director Nominee, Schedule Public Meeting:

Ayers reported that he had no new information to share. Keith Barnicle gave an update on the status of the search process and that the City hoped to have a new person in place in the near future.

The Board discussed scheduling a future public meeting for the top candidate from the screening process to meet the BOH, Health Department Staff, and the public. Ayers outlined the Health Director appointment process by the BOH per [MGL Ch. 111, s. 30](#). The other Board members were not familiar with the interpretation of this law and requested that additional information be distributed so that they would better understand their role in appointment, direction, and control of Health Directors and Health Agents working under the authority of the Board of Health. Ayers will provide additional references for legal basis for the Board's appointment authority and contact the Mass Association of Health Boards (MAHB) for legal guidance if needed.

III. BOH Support:

1) The Chair shall look into securing a clerk for the Board, at least until new Director is up to speed. This role may be filled by an existing staff person, if they are willing and have the time available to serve as clerk to the Board. Ayers will make this request to the Administration and report back to the Board.

2) The Board discussed how to make sure that agendas, minutes, meeting info packets, and recordings get posted to the BOH web page. Ayers will check with Matt at the City Hall to find out more about who takes care of this for the City. The Board also discussed the need for an email address that would be posted on the web page so that the public has a way to directly contact the Board of Health.

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Ayers and Mimitz will take turns monitoring the emails to that address, as soon as it is activated.

3) Ayers asked the Board members to each create a list of priorities, short-term and long-term, that we can discuss at a future meeting to identify what priorities we agree on.

4) Ayers reminded the Board members that they can not use email to discuss Board matters or engage in a back and forth deliberation, which would be a violation of the Open Meeting Law, since any two members constitutes a quorum.

5) The Board discussed the need for having a line item funded for technical assistance (for both the BOH & HD), when matters come before the Board that require additional expertise. Romano used the example of the highly technical nature of the Lunt contamination. Ayers will work with the budget process to try to include this funding at approximately \$20,000 for FY25.

IV. Public Comment Period:

-Athena Bradley, grant writer for the City, discussed her shared management of the PHE Grant in conjunction with Megan Tudryn, Public Health Nurse. Bradely offered to provide information about the PHE Grant to the Board and come to a future BOH meeting to inform the Board about this grant program.

-Maegan B. asked about the opioid settlement funds and what they were being used for by the City.

-Pamela Goodwin commented about the past helpfulness of the Health Department staff when dealing with issues at the Wheldon, for which she was very grateful and appreciative.

1) The Board discussed how to improve communications with the public, whether using social media such as Facebook was available. In the past the Health Department has used Facebook and the City also has an account that the BOH could post things to. This was part of a general discussion about how to increase public involvement in Public Health efforts in Greenfield. The Board will continue to revisit this topic.

2) The Board discussed what sort of existing complaint reporting system might be available for use by the BOH so that the public can report code violations

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anonymously. Ayers wondered if the “see-click-fix” online system could also be used, with modification, for this purpose. Ayers will make inquiries about this and report back to the Board.

V. The Board discussed attempting to set an upcoming meeting date but was unable without conferring with Health Department staff concerning availability. The Chair will reach out to all involved to try to find the best date and time.

Motion: Romano made a motion to adjourn, seconded by Mimitz.

Action: roll call vote- Romano, Yes; Mimitz, Yes; Ayers, Yes

Meeting adjourned at 6:48 pm