

**Hampden County
Shared Public Health Nurse Assistance
Steering Committee**

Community Innovation Challenge Grant FY14

Minutes

March 27, 2014

Pioneer Valley Planning Commission (PVPC)

Springfield, MA

Present: Francine Rusiecki, Ludlow BOH Nurse; Joshua Mathieu, Palmer BOH Agent; Tom FitzGerald, Southwick BOH Director; Nick Breault, East Longmeadow Town Administrator

Others Present: Joshua A. Garcia, PVPC Municipal Services Coordinator; Nikki Nixon, PVPC Public Health Emergency Preparedness Planner

Meeting began at 2:00pm

1. Introduction:

- a. Mr. Garcia began the meeting by welcoming members of the group.

2. Wrap up of FY13 CIC grant:

- a. Mr. Garcia explained that FY13 CIC grant officially ends on April 1st 2014. The Final Report "how-to guide" was shared among members and explained that the report will be submitted to the EOAF CIC Grant Manager Tim Dodd no later than April 1st, 2015. Members will receive an official printed copy via mail and electronically soon.
- b. FY14 CIC grant was funded to expand the Shared Public Health Nurse program to include a Public Health Education Coordinator, Community Health Assessment and continued services of the Shared Public Health Nurse. Mathieu asked about potential hourly increase for the Shared Nurse. Garcia explained that the Shared Nurse will assess the needs of individual communities and plan her time accordingly. If it turns out that the shared nurse is going to need more hours, that is something we can talk about when the time comes. Garcia explained that he anticipates more time being available now that the Public Health Education portion of her duties will be the responsibility of the Public Health Education Coordinator.

3. Objectives/Deliverables for Reporting Period 1 (March 14 - June 30)

- a. **Open Enrollment/Outreach to non-participating communities:**
 - i. Garcia explained that throughout the month of March each Hampden County municipality was emailed requesting to meet with local BOH/BOS to extend invitation to participate in the Shared Public Health Nurse Initiative under the grant. Additionally, program was announced at the March Hampden County Public Health Coalition meeting and a Press Release was issued. Lastly, the program was listed in the Regional

Reporter Newsletter and the Hampden County Health Coalition Newsletter. Members of the Oversight Committee suggested that we do more than just email. Garcia said that the strategy was to email then follow up with phone calls.

- ii. Members brought up concern of stretching the Principal Investigator for the Community Health Assessment to thin if we include more communities.

b. **MOA's:**

- i. Garcia distributed a draft of the MOA to members. Garcia explained that the Contract signed with the Town of Ludlow for nursing services will be included as an attachment to the MOA. Members asked for an electronic copy of the MOA. Garcia said that he will be mailing official MOA's to member municipalities for proper signatures from Chief Elected Officials of each participating municipalities or their selected designee.
- ii. The liability clause on the Contract with Ludlow was discussed. Under Indemnification it reads *"To the full extent allowed by law, the Town agrees to be responsible and to assume liability for its own wrongful or neglect acts or omissions, or those of its officers, agents, or employees in performance under this Agreement"*. Rusiecki brought up that the shared nurse should have own liability insurance instead of Town of Ludlow being reliable. Rusiecki said it costs just over \$100 annually and asked if this is something the shared nurse can acquire through grant funds. Garcia said yes, if it's something she needs to successfully carry through with her work, it's something we can look into. Rusiecki said she will connect with shared nurse and ask her if she has one. There may be an amendment to wording under the liability clause to change from the Town being responsible to the shared nurse to be responsible.
- iii. Mathieu expressed concern of communities not participating in Oversight Committee meetings. He requested that we amend the language within the MOU to include that participating communities shall attend at least 50% of the meetings. Garcia explained that he hopes to encourage more participation from the communities. The challenge for some especially the smaller communities is time and resources to get someone to the meetings.

c. **Scope of Services for Shared Nurse:**

- i. Garcia mentioned that the shared nurse will be meeting with each participating municipality to assess needs and will be creating individual scope of services tailored to the needs within the communities. The scope will clearly reflect what her role and responsibility will be when working within the individual towns based on their needs.
- ii. Garcia referenced the work plan for Reporting Period 1. Garcia explained to group that the work plan is our guide of what we need to accomplishment in all reporting periods.

d. **RFP - Public Health Education Coordinator and Principal Investigator for the Community Health Assessment:** Garcia said that the RFP's and the AD's will be submitted on the Goods and Services site and to the Republican

Newspaper by April 2. It will appear publically by Monday April 7th. Responders will have up to April 22nd to submit proposals. Garcia said that after the deadline, the Oversight Committee will convene and do an evaluation of the proposals and rank them by Advantageous and Highly Advantageous. The Oversight Committee will then recommend to the PVPC's Chief Procurement Officer the Most Advantageous proposals. The CPO will review the recommendation and make final determination.

- i. The RFP for the Public Health Education Coordinator was reviewed. Nixon mentioned that the 6 month time frame for services reflected in the RFP is not sufficient and not in line with needs of services. Members agreed and recommended to extend the end date of consultant services to April 1st, 2015 (the end of FY14 CIC grant). Additionally, on Attachment A (Scope of Services) under Task C, members recommended to include *"Provide quarterly updates to Oversight Committee"* and to *"Provide monthly reporting the PVPC"*. Garcia explained what is listed in Scope is only a general idea of what we are looking for that provides a base for Consultants to generate their official plan of execution that should touch upon what is reflected in the RFP.
- ii. The RFP for the Principal Investigator for the Community Health Assessment was reviewed. Nixon mentioned that 6 months to complete individual community health assessments and reporting to communities may not be enough time. It was requested to change the end of service date from October 30th to December 31, 2014 with opportunity for extension if necessary. Members agreed.

4. Q&A

- a. Fitzgerald asked if whether or not HCHC funds can be used somehow to assist with paying for continued services of the shared public health nurse. Nixon explained that any funds used from HCHC has to be anything that addressed emergency preparedness. Nixon and Garcia said they can expand the conversation with Erica Johnson and look into.

5. Next Meeting:

- a. Undetermined

Meeting adjourned at 4:00pm.