

**Hampden County  
Shared Public Health Nurse Assistance  
Oversight Committee Meeting**

**Community Innovation Challenge Grant FY14**

Minutes

May 8, 2014

Pioneer Valley Planning Commission (PVPC)

Springfield, MA

**Present:** Ted Locke, EMD from Tolland; Francine Rusiecki, Director of Nurses at Ludlow; Nick Breault, East Longmeadow Town Administrator & COA Coordinator; Angela Kramer, Shared Public Health Nurse; Jeanne Galloway, BOH Director at West Springfield; George M. Reichert, Hilltown COA Regional Coordinator; Billy Gorman, East Longmeadow Board of Selectmen and Chair of the BOH; Angela Thorpe, East Longmeadow Chair of Board of Selectmen

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

Meeting began at 1:05pm

**1. Evaluate proposal submitted in response to the RFP of the Community Health Assessment:**

- a.** Garcia informed the group that a total of seven (7) firms were recorded requesting a copy of the RFP. Of the seven (7), only one (1) responder submitted a proposal to the RFP and that was Ready EDI. Garcia explained that if members found that Ready EDI did not meet the minimum requirements and/or if Ready EDI was rated less than "Advantageous", the Oversight Committee can recommend to PVPC's Chief Procurement Officer (CPO) to rebid the RFP with recommended modifications to encourage more than one (1) firm to submit a proposal.
- b.** The overall rating of the Oversight Committee's evaluation of Ready EDI's plan and price proposal was "Advantageous". For the purpose of timing and the fact that the firm is nearby and highly knowledgeable of the focus areas within Hampden County, the committee voted to recommend to PVPC's CPO to award Ready EDI the contract for the Community Health Assessment. The vote was unanimous.

**2. Review recommendations of PVPC and make further recommendations for modification of the Community Health Education Coordinator RFP:**

- a.** Garcia informed the group that only one (1) consulting group was recorded requesting a copy of the Community Health Education Coordinator RFP. No one submitted a proposal to this RFP. The one (1) firm that was recorded was contacted by the PVPC to gain feedback on reasons the firm did not submit a proposal. Feedback was given and reviewed by the PVPC. Slight modifications were made to the RFP that were moderately consistent to the feedback to encourage a response to the RFP once put out to rebid.
- b.** Members brought up that the budget of \$17,500 for a Community Health Education Coordinator remains to be too little and doubts anyone would take interest. The Shared Public Health Nurse, Angela Kramer suggested if whether or not funds can be used to increase the travel and training budget for her. The budget for training and travel was decreased \$4,000 to give to the Town of Ludlow as a stipend for providing oversight of the shared nurse. Kramer foresees extra traveling and strongly feels that the current budget will not suffice. Members were not sure how much flexibility they have to move funds around with the grant. Garcia said that he believes there is flexibility but he will contact the CIC Grant Manager at the Executive Office of Administration and Finance, Tim Dodd to find out. Locke and Galloway mentioned that there may be a way to use other funds to cover any exceeding costs for traveling but not entirely sure. Garcia explained that the Health Education Coordinator was identified as a need by the Oversight Committee which is why it is in the budget. Garcia further explained that the budget for the Health Educator is less since the full grant request of \$145,000 was decreased to \$110,000. Members expressed willingness to try a 2nd bid and agreed that if unsuccessful, then perhaps it would be appropriate to talk about alternate ways the Oversight Committee could spend the funds.
- c.** The Oversight Committee voted to make modifications to the RFP and put out to rebid. Vote was unanimous.

Meeting adjourned at 2:40pm.