



Franklin Regional Council of Governments Public Health Planning Group

Meeting:

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| Date | Wednesday, August 17, 2011 | Location | GCC Downtown Campus, 270 Main St. Greenfield | Facilitator | David Specht |
| Time | 5-8 PM | Duration | 3 hours | Call in # PIN | N/A |

ATTENDEES:

Carolyn Ness, Deerfield BOS/BOH
Randy Crochier, Gill BOH/BOS
Bernie Kubiak, Dfld. Town Admin.
Fran Fortino, Whately BOH
Deb Coutinho, Shelburne BOH
Glen Ayers, Regional Health Agent
Gloria Fisher, Leyden BOH

Mike Friedlander, Colrain BOH
Nicole Zabko, Greenfield Health Director
Duncan Colter, Ashfield BOH
Rob Lingle, Charlemont BOH
Cheryl L. Dukes, Buckland BOS
Gina McNeely, Montague Health Director

REGRETS:

Mike Archbald, Whately BOH
Dave Chichester, Conway BOH
STAFF:
Phoebe Walker
Ted Harvey
GUESTS:
AJ Juarez, DPH

| Agenda items | Discussion and Action |
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| Review of work to date and agenda update | David noted the new information in the state's Request for Responses, and noted that the planning process was drawing to a close. Facilitation will be more hands-on from here on out, and the pace will pick up. When planning ends, the entity chosen to host will take up the grant writing process. |
| RFR Update and Conversation | Bernie, Fran, Nicole and Phoebe attended an information session on 8/12. Phoebe went over the packet handed out to group members. These included: <ol style="list-style-type: none"> 1. a District Membership requirement overview that lays out what kinds of membership are possible (comprehensive district member, shared services district member, and Fee For Service purchaser of services from the district), 2. a list of RFR questions and answers from DPH, 3. The draft RFR document, 4. An email from Health Resources in Action, I re: webinars on community health assessment, 5. An email from DPH & accompanying spreadsheet with probable workforce credentials that will be required for staff hired with grant money. Phoebe noted that comments on the credentials were due 8/19. 6. District performance requirements, including board of health training, community health assessment, and reporting to the state. |
| District Membership/ Governance Options | Jay reported on the governance subcommittee meeting, and made a clarifying point regarding the comprehensive model requirements: A comprehensive regional health department does not necessarily have to fall under Section 27B, it can also be organized under Chapter 40(4)a. He then presented each of seven different governance model options, which each addressed voting weights differently. After David asked for any clarifying questions, the group was broken into 5 smaller groups to discuss the 7 different governance models. Each member of the group was asked to cast a weighted vote for which governance models they preferred, choosing their top 3. There was discussion of putting the governance survey on survey monkey to accommodate those who were unable to attend the meeting, but a quorum being present and the timeline being rigorous, David opted to continue the vote. |

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| Criteria for host site | <p>Ted and David presented data from the survey regarding which criteria should be used to choose a host agency/town, if that model is pursued. There were 18 total responses at the time of the data analysis. "Experience with the full range of public health service delivery and administration on a larger scale" received the most number of votes, and the most number of "highest importance" votes. Fran suggested all the criteria listed for ranking were important to this group and should be used by entities presenting why they wish to host the district.</p> <p>David asked the planning group who might be proposing to host the district. Nicole indicated she would present Greenfield's Health Department as a host site. Phoebe indicated Linda Dunlavy would be presenting the FRCOG as the host site. Gina indicated she would present having a completely independent stand-alone district. It was agreed by the group that information regarding what these presentations should entail would be sent out to all three by David before the next meeting, at which they would be expected to each present.</p> |
| Assessment Conversations | <p>The large group broke into 2 smaller groups. The fee for service and shared services group met to review and answer a pilot service needs assessment. The group members were: Fran Fortino, Deb Coutinho, David Specht, Ted Harvey, Nicole Zabko, Gloria Fisher, and Mike Friedlander. The sub-group filled out the form and discussed edits to the needs assessment. Ted noted these changes and will make them.</p> <p>The comprehensive group members were Randy Crochier, Rob Lingle, Cheryl Dukes, Gina McNeely and Jay DiPucchio. They discussed the budget subcommittee's proposed comprehensive budget assessment formula discussion (25% EQV, 75% population) and took a final vote of endorsement of it. Some discussion of how to tweak it to serve shared services members ensued. Members liked the idea presented in the budget subcommittee minutes of an "opt out" model.</p> |
| Outreach/ Program Dev. | No report was made. |
| Next Steps | <p>David overviewed the following upcoming work:</p> <p><u>Subcommittee work:</u> <u>Governance:</u> flesh out final model, begin gathering input on legal models, draft sample host agency/lead town agreements. <u>Shared Services:</u> meet with Budget Subcommittee to give input to recommended Shared Services Assessment Formula. <u>Budget:</u> meet with Shared Services and refine formula, continue to develop budget estimate with shared services information included. <u>Program Devpt./Outreach:</u> begin work on "Winnable Battle" campaign and Community Health Assessment plan for district. <u>All who are interested:</u> attend the upcoming webinar on Community Health Assessment</p> |