

**HEATH BOARD OF HEALTH
MEETING MINUTES
Oct 08, 2025**

Board Members Present: Sheila Litchfield, Susan Gruen, Jason Erali, Gene Garland -Chair and Cindie Garland – Boards Clerk

Absent: Tucker Jenkins, Randy Crochier, and Elissa Viarengo

0900 Meeting Called to Order by Gene Garland

REVIEW AGENDA/ADD ITEMS

- The board reviewed the agenda. Vaccine Clinic at Hawlemont School and Sheltering meeting with Tim Lively was added to the agenda.

REVIEW/APPROVE MINUTES

- Sept 17, 2025, Meeting Minutes: Susan moved to accept the minutes with minor edits. Gene seconded the motion. Ayes: Susan, Sheila, Jason and Gene. The board approved the minutes unanimously.

REGIONAL HEALTH AGENT UPDATE

- Randy Crochier was unable to attend; however, he sent an email with his updates.
- The inspection team remains extremely busy. Between Kurt and Randy, an average of 8-10 Title 5-related field appointments are conducted each week. As a result, both inspectors are in the field most mornings, leading to a very full workload during in-office hours. The department is currently reviewing, and expects to issue shortly, a temporary food establishment permit for an event scheduled at the Heath Fairgrounds on October 26, 2025.
- Jasmine and Maureen assist with Title 5 work as needed, though their primary responsibilities continue to include food establishment inspections and housing cases.
- By the end of October, approximately 50-55 temporary food vendors across ten towns will have been permitted and inspected. Interviews for a new inspector position are scheduled for next week. The goal is to identify a strong candidate and ensure thorough yet efficient training.
- The Mohawk Estates Homeowners Association held its annual meeting over the Labor Day weekend. Longtime President Jennie Hamilton did not seek reelection. The Health Agent is in contact with the newly elected President and plans to arrange an in-person meeting. The objective is to establish and maintain a positive and productive working relationship, continuing the strong collaboration that existed with the former President.

NEW BUSINESS

NURSE UPDATE (Claire Rabbitt, RN)

- Summary for September 2025: Preparation continue for the administration of the seasonal influenza vaccine. Standing orders were faxed to Dr. Warner and have been signed. Some flu vaccine doses have been received; however, an issue occurred with one shipment that was inadvertently not refrigerated after delivery. The postmaster reported that the package had been placed out of sight and missed. The affected doses were promptly returned to Sanofi Pasteur via FedEx on Friday, September 26.
- A flu vaccination clinic was tentatively considered for Saturday, October 4. However, due to having only ten doses of the high-dose vaccine available, the clinic has been postponed until the standard-dose vaccine is received. The most recent communication from Sanofi Pasteur indicated an expected delivery date of October 15. In the meantime, individuals aged 65 and older may receive the high-dose vaccine by appointment at the office.
- Four home visits were made to the same individual during the month. On September 23, the individual expressed a desire to rest, no vital signs were taken. Her son notified the nurse the following morning that she had passed away peacefully the previous day.
- Additional nursing activities included two blood pressure checks conducted in the office, the collection of two sharps containers, and one home visit on Saturday, September 27, for a blood pressure check for an individual who had recently begun a new medication.
- Claire and Susan are updating the emergency preparedness list.

BOARD OF HEALTH CLERK UPDATE

- Cindie reviewed the expense report and stated the opioid fund transfer to stabilization account was not completed. She will follow up with the accountant.
- Tick coupon availability confirmed - follow-up needed with Paul.

BOH ACCOUNTS	BUDGET	INCOME	EXPENSED	BALANCE
BOH Expenses	1,500.00		0.00	1,500.00
Personnel Expenses	9,132.00		1,531.80	7,600.20
Stipends	1,375.00			1,375.00
CARRYOVER ACCOUNTS				
BOH Revolving Fund	14,341.32	0.00		14,341.32
Septic Grant	43,862.18	0.00		43,862.18

SHELTERING MEETING COORDINATION

- Tim Lively solicited availability, but no dates worked for everyone. Consider Zoom meeting for better flexibility.
- Goal is to update shelter operation documents and EDS plan contact information. Documents will be added to the Shelter Management Guidance book.

ONGOING BUSINESS:

CPHS (COMMUNITY PUBLIC HEALTH SERVICES) UPDATE

- Susan Gruen stated 13 confirmed COVID cases reported for the month.
- Opioid settlement program update: One-year trial for three agencies concluding listening session held Monday with state reps and recovery advocates.
- Special meeting October 16th to approve new fiscal year funds.
- Annual CPHS meeting October 23rd - Susan and Sheila attending, John Briggs invited.
- FRCOG hiring public health trainer and fourth health agent position.

PIONEER VALLEY MOSQUITO CONTROL DISTRICT (PVMCD) UPDATE

- Meg Ryan issued apology letter for West Nile virus data error.
- Mosquito trapping season ended but mosquitoes still active at dusk.
- Encourage other towns to join PVMCD, especially businesses like Berkshire East and glamping operations.

VACCINE CLINIC PLANNING

- Lisa White confirmed CDC approval for children's COVID vaccines.
- Combined COVID and flu vaccine clinic at the Hawlemont School during November.
- Minimum 10-dose blocks required (non-returnable). Need approximately 40 children to make it worthwhile.
- Board would handle logistics and use as emergency dispensing drill.
- School newsletter article (Sheila to prepare by Friday). Facebook, churches, medical centers outreach including area libraries and community posting.
- Insurance will cover vaccines at clinic.
- Pre-registration available at Big Y.

MOHAWK AREA PUBLIC HEALTH COALITION (MAPHCO)

- Gene stated next meeting is Oct 14th.

REGIONAL EMERGENCY PLANNING COMMITTEE (REPC)

- Sheila stated there is no update.

BOH ACTION ITEMS

- Follow up on BOH stipend review and Sawyer Hall ramp repairs.

HEATH HERALD ARTICLES

- Deadline for article to be submitted for the Dec/Jan newsletter is Nov 5th.

Next Meeting: Nov 12, 2025 @ 0900 via Zoom.

Gene made a motion to adjourn at 9:33; Susan seconded the motion. Ayes: Sheila, Susan, Jason and Gene. Meeting Adjourned at 9:33.