Inter-Island Public Health Collaborative

Regular Meeting
Inter-Island Public Health Excellence Collaborative Advisory Board

M I N U T E S

Wednesday, 12 March 2025
14:00
REMOTE

<u>OPEN SESSION:</u>
Present: Drew Belsky, Health Agent, Town of Tisbury (Chair); Marina Lent, Aquinnah; Anna McCaffrey, Chilmark; Brice Boutot, Edgartown; Fernando Lana, Edgartown; Sarah Toste, West Tisbury; Alex Lam, West Tisbury; Betsy VanLandingham, RN; Lenore Maniaci, Health & Human Services Director, Dukes County.

Call to Order 14:06

Next Steps:

- Lenore to prepare a budget report showing actual expenditures to date and remaining funds in each line item to enable a realistic spending plan for the remainder of FY25.

- Drew and Marina to request clarification from Lea on her planned billing for the unexpended $6,000 allocation in the FY25 budget.

- Marina to review Lea's Alpha Gal research proposal and identify how it aligns with the work plan, sending this information to Drew.

- Lenore to add staff reimbursement forms and draft minutes to the meeting invites.

- Drew to coordinate scheduling an executive session as requested by Anna. (unanimous vote)

- Betsy to fill out and submit a travel reimbursement form for Drew's approval to attend the disease outbreak tabletop in Hyannis on March 28. Betsy will circulate information about the disease outbreak tabletop exercise to the group.

- Drew (Chair), Alexa Arieta (Co-Chair), Lenore, and Martina to attend a meeting with OLRH about shared service coordinator options. One additional Governing Board member could be added at the discretion of the Chair and Co-Chair. Board participants shall report back to the group after the OLRH meeting about shared service coordinator options available for action.

- Lenore to align budget categories as best possible between the county software and DPH requirements as reflected in SmartSheet.

- All members to work on completing the FPHS shared service delivery tool due April 18th. Members are encouraged to contact Melanie Mackin, BMS, for assistance.

IIPHEC Budget

The team discussed the budget for the Inter-Island Public Health Excellence Collaborative (IIPHEC) and considered revising the budget to accommodate additional training costs and potential new hires. The team discussed the need to reallocate funds from travel to training and to cover overspent membership fees and moved the Relevant software charge from the membership fees to the inspection supplies or technology software line. The team agreed to recode these expenses and requested a more accurate accounting of their current financial situation. The team discussed the process for approving and tracking expenses outside of salaries for grant employees. Lenore outlined the process for submitting travel expenses, including using the staff reimbursement form and adhering to GSA rates for hotels. She also mentioned an upcoming shared service coordinators meeting in Worcester that she plans to attend.

Drew suggested having the Governance Board chair approve requests as they come in, with quarterly reports summarizing spending by town. Lenore agreed to implement whatever process the group decides on.

The team also discussed the process for submitting budget revisions and the possibility of allowing more flexibility in spending and discussed the need for a coordinated process for quarterly reporting on and updating of the Work Plan as needed for submission to DPH. Lenore will prepare a simple budget revision process and share the budget and expenses with the team for input and revision decisions based on amendments to the FY25 workplan. Sarah suggested changing Patrick's job title from epidemiologist to biologist in the work plan amendments.

Drew, Lenore, and Sarah discussed the budget for Carrie's attendance at the HACCP course, which was paid for by Alexa. They also reviewed individual payments, including a $450 cost for Carrie's credentials and a $81 cost for Patrick’s SSA booked to the wrong line by the County admin. There was confusion about whether these costs (including the software budget) should come from the county's 15% fee. Lenore suggested that having one person responsible for the budget/individual payments tracker and budget expenditure approvals would be more efficient. Anna asked about the separate payments for Carrie's laptop and phone, which Carrie confirmed were set up by Brad Mendenhall, IT for the County.

The team discussed aligning their budget with the county's accounting system for easier comparison and to ensure administrative costs are correctly categorized. They agreed to work on this alignment, with Lenore taking the lead.

The team also discussed the need for a broad overview of the remaining budget and potential spending options. Lenore provided a rough breakdown of their remaining funds, with $75,000 available for new staff positions, and around $85,000 for other expenses. The team agreed to revisit the budget dashboard for more detailed information.

They also discussed Lea's proposal for funding an Alpha-Gal research project, which was estimated to be between $40,000 and $50,000. The team agreed to revisit this proposal in their next meeting pending resolution of questions around the transition plan and Third Position hire.

Transition Plan and Third Position Discussion
Drew introduced the agenda item to discuss a transition following the abrupt departure of Mike Hugo as part-time SSC for the group; Lenore intervened and effectively prevented discussion of these agenda items on the basis that it would be inappropriate to discuss them, even without taking any decisions or acting upon the topics under discussion, prior to hearing from DPH.

Public Nursing Update
Sarah Toste mentioned that Island Healthcare was reviewing the job description, but no decision had been made yet. Drew suggested exploring other options, including the Council on Aging, which Sarah agreed could be a viable solution. However, Sarah emphasized that hiring a nurse would have significant budget implications and might not be feasible in the near future. She suggested that more detailed discussion of this item is premature in light of the uncertainty surrounding the transition plan and Third Position hire.

FPHS Service Delivery Tools
The team addressed the shared service delivery tools which are due to be submitted to the State. Drew is facing challenges in obtaining accurate expense data from his town. Sarah encourages members to freely use information from West Tisbury and Aquinnah’s completed Service Delivery Tools to facilitate completion by the April 18th due date.

Request for Executive Session of the Board
Anna requested an executive session of the governing board, which was unanimously approved by a vote of the Board. Drew will coordinate an executive session of the Board.

Adjournment Unanimous.