The regular meeting of the Board of Health was held on Tuesday, January 26, 2021. Michael LaFever, Chairman; Adrienne DeSantis, Secretary; Carolyn Rogowski-Duarte, Member; and Andrea Crete, Health Agent were present. Minutes are being recorded by LCTV video and are being transcribed from the video. The meeting was called to order at 4:04 p.m. by Mr. LaFever. **This meeting was held during the 2020-2021 COVID-19 pandemic.**

The meeting was joined by Angela Kramer, RN.

Ms. Rogowski requests that the Board not approve and sign any meeting minutes for the month of January. She will not be attending the February meetings and would like to read them before approval by the Board. If the Board would like to approve the minutes without Ms. Rogowski, it shall be written into the minutes.

Board members signed departmental bills. While signing the bills, Ms. Rogowski questioned why there were 2 invoices for batteries ordered for the department. Ms. Rogowski asked Ms. Kramer what the batteries were used for. Ms. Kramer stated that the department uses them for thermometers. Ms. Rogowski also questioned the ordering of soap. Ms. Kramer stated that it is used in the pedicure room.

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Health Agent Report

Ms. Crete would like to clarify some information brought forward about the COVID-19 testing site at the last meeting of January 12, 2021. Selectman Derek Debarge said some things "possibly in the heat of the moment" about the Board of Health not being involved in the planning or running of the testing site. Mr. Debarge also made a statement about Ms. Crete wanting nothing to do with the site. Ms. Kramer gave some insight as to what happened during the planning of the testing site. There was a conference call that had taken place about the possibility of hosting a site in Ludlow. Ms. Crete had asked Ms. Kramer to be on the call. Mr. Debarge asked for Board of Health involvement in creating a testing site. Ms. Kramer did volunteer to contact the State to get information about hosting a site. Ms. Kramer did speak to the Town of Revere Board of Health to obtain information about their town site. Ron O'Conner (Mass DPH), did contact Ms. Kramer with a link to a webpage that included everything needed to set up a testing site. Ms. Kramer gave that information to Mr. Debarge. Ms. Crete mentioned that this was not a Ludlow Board of Health test site or clinic. This department was only connecting the Town with the proper channels to set up a site. AMR ambulance was contacted to oversee the test site. Mr. LaFever did research the information provided online and felt it was very informative. Mr. LaFever states that Mr. Debarge should have approached the Board of Health to request assistance. The Board would have discussed it.

Ms. Crete is working to develop a COVID-19 vaccine clinic. Currently the department is working with the Town of Palmer to create a regional clinic. The Ludlow Board of Health might be limited in the capacity of a clinic to only 100 doses of vaccine from the state. Mr. LaFever feels a regional clinic would make more sense. The Palmer site has a relationship with Harrington Hospital for any allergic reactions. If a patient has a history of reactions, the vaccine could be

administered at the hospital instead. If Ludlow is part of the regional clinic, then the town would not be able to hold its own clinic. Ms. Kramer states that if the town commits to a clinic, then it has to commit for all three phases along with giving the second doses. The request for doses is applied for each week and is not guaranteed. Ms. Crete states it could take months and months to vaccinate everyone. The nursing department would not be able to perform any other services during this time. Depending on Ms. Crete's involvement, there could also be shortfalls in the inspections that normally take place. Ms. DeSantis asks why this could not be done with senior housing. Ms. Kramer states it would not be feasible, due to the handling of the vaccine. The COVID vaccine is not like the flu vaccine. It must be carefully handled and really cannot be bounced around. It is also temperature regulated. The state is pushing for regional sites instead of separate locations. All Ludlow Board of Health nurses are participating in the regional site located in Palmer. The State is also looking to set up a toll-free number for people to call to set up appointments for those people that do not have access to a computer. Ms. Rogowski would like to see a public service announcement included in The Register (local newspaper) for people that do not receive the weekly robocall.

Ms. Rogowski commended Ms. Crete and the nursing staff on the excellent job they are doing.

The Ludlow Cares agenda item has been removed. Mr. LaFever was attending the meetings and then everything shut down. Ms. Kramer was attending for years and then stopped. Ms. Kramer will begin attending meetings again. Ms. DeSantis would like to see the new coordinator involved with these meetings. Mr. LaFever agrees.

The Board of Health Administrative Assistant job description revision was tabled from the January 12, 2021 meeting. Ms. Crete discussed the difference in salary if the changes were approved. Currently it is a 35-hour position with a salary of $49,532. If it was to reclassify to a LATOS III at 35 hours, the salary would be $42,048. If it reclassifies to a LATOS III at 30 hours, the salary would be $36,041. Ms. Crete would like to change both the classification and the number of hours for the position. Ms. DeSantis would like to maintain the number of hours. If the hours were decreased, they may never come back. Ms. Rogowski was in the position for a long time. While she was employed, there were more responsibilities. Ms. Rogowski feels that it is not the same position as years ago. Ms. Rogowski states that we hired a department head, we should go with the recommendation. Mr. LaFever feels this is the wrong time since the town is looking into reevaluating all positions. Ms. Crete feels that the reclassification study would not start with union positions and could take a very long time. Human Resources does not recommend waiting for the study. Ms. DeSantis asks if it would be a hard sell with both the Union and the Selectmen. Motion made by Ms. Rogowski to go along with Ms. Crete's recommendation to reclassify the position from a LATOS IV to a LATOS III because of the way the job has changed, but keep the hours at 35 hours per week. Mr. LaFever feels it is going to be a long process through the Union. He is not sure the Board is doing the right thing with the Town looking to reclassify all positions in town. Ms. DeSantis agrees that the timing could be an issue. Ms. Crete reaffirmed that Human Resources recommends the change. The motion was then seconded by Ms. DeSantis as long as the hours are kept at 35. All in favor 2-1, with Mr. LaFever against.

Ms. Crete gave an update on the new Coordinator position. Interviews have been completed. There are two finalists for the position. Ms. Crete feels one individual would be a better fit for the department. The finalists are not nurses, but have a public health background. The salary currently is remaining the same as the former Director of Nurses position. The new position is an hourly paid employee with the opportunity for overtime if needed.

Board members went over the upcoming meetings. The upcoming dates are February 9 & 23, 2021 and March 9 & 23, 2021.

Motion made by Ms. Rogowski to adjourn the meeting at 5:07 p.m. with Ms. DeSantis seconding the motion. All in favor 3-0.

Respectfully submitted,

Adrienne DeSantis
Secretary

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