



**CITY OF WORCESTER, MASSACHUSETTS**  
**Department of Health & Human Services**  
**Division of Public Health**

Matilde Castiel, MD  
Health & Human Services  
Commissioner

Karyn E. Clark  
Public Health  
Director

**SUBJECT:** WORCESTER BOARD OF HEALTH MEETING MINUTES  
**DATE:** SEPTEMBER 12, 2016  
**START TIME:** 6:30PM  
**LOCATION:** 25 MEADE STREET, CONFERENCE ROOM 109  
WORCESTER, MA 01610

1. Welcome & Introductions	Meeting called to order 6:40 PM
2. Approval of the Minutes (July 25, 2016)	Motion to approve minutes: Edith Claros, PhD, second Abbie Averbach. All approved
3. BOH Standard Operating Procedures – Review and Discussion	Members reviewed the draft operating procedures. Below is a summary of comments and proposed edits by section.
a. Name and Office	No Edits
b. Officer and Committees	Members thanked Abbie for serving as 1 <sup>st</sup> chair. David Fort is new Chair, Edith Claros, PhD, is new Vice Chair. Terms will be 1 year in length from September 1 <sup>st</sup> – August 31 <sup>st</sup> . Voting will take place each June for Chair and Vice Chair. It was suggested there should be a section in the document describing the role of the Chair, Vice Chair and Secretary.
c. Meetings	<u>Regular Meetings:</u> Edit suggested regarding alternate meeting date. Should read “The Board shall hold a regular meeting on the first Monday of each month <b>unless an alternate date is deemed necessary by the Board.</b> ” This will allow for some flexibility. <u>Agenda:</u> Edith Claros, PhD, suggested. “During the



meeting directly prior, the Board shall set a **preliminary** agenda for the following meeting.” Edit suggested. “Any board member who wishes to place an item of business on the agenda shall submit a request to the Secretary at least **4** working days before the meeting.” This will allow time for the Secretary to post the agenda in accordance with Open Meeting Law. Open Meeting Law requires the agenda to be posted at least 2 working days before the meeting. Edit required. “For regular meetings, the Board may **subtract or table** items from the agenda by a majority vote as the first order of business of the meeting.” Board members are not allowed to add to the agenda per Open Meeting Law.

The City Law Department will provide additional information on the ability of the Board to alter an agenda for a special or emergency meeting.

Members requested that the Secretary maintain the “topics list” previously created as a starting point for setting the monthly agenda and priorities of the Board.

Members requested clarity regarding the last sentence of the agenda section “Any outside individual may request that an item be placed on the Board’s agenda by submitting a written request to the Secretary at least 10 working days before the meeting.” Need to have more detail of process – Who is an outside individual? DPH? City Hall? Residents? All of the above? Does it need to go on the agenda? It may not be something that is an appropriate concern of BOH or aligns with BOH priorities. It should be at the discretion of the BOH Chair and Secretary to discuss submissions and determine if appropriate for the next agenda or upcoming agenda or not at all. Need to ensure loop is closed with submitter by Secretary.

Presiding Officer: No edits

Quorum: Required edit “A majority of the actual membership of the Board, **including** vacant seats...”

Presentations to Board: Suggested edit “The Board **may** allow outside groups/individuals to present during a meeting.” Suggested edit “In order to be considered for presentation at the Board meeting, an outside group/individual **may be required to** submit a report to the Board **though the Secretary.**” This will allow for some

	<p>flexibility. The Secretary will work with the Chair to discuss submissions, set terms for the presentation and close the loop with the submitter. May determine after reviewing report that no presentation is necessary. Suggested to delete last sentence – submitter will know before meeting if on the agenda.</p> <p><b>Voting:</b> Members would like 3 distinct sections – voting, public comment and public hearing. City Law Department will edit language regarding public comment and public hearing. Under voting section – remove any mention of public comment. Also, begin section with “The Board is empowered to vote on an agenda item.”</p> <p>The decision to hold public comment as well as the terms of public comment period is at the discretion of the board. Does Board need to vote at the end of a public comment or hearing session? That is at the discretion of the Board members at that time. They may need time to think it over or gather additional information.</p> <p>A public hearing is required for certain instances. City Law Department will provide instances when required. Board has ability to set parameters for comment period. Need to ensure it is structured. Should Board ask questions? May be wise to let everyone speak and then discuss as a group. Importance of no side conversations during public comment section. Very distracting.</p> <p><u>Minutes:</u> The last sentence should include “The public may obtain copies of Board meeting minutes via the City of Worcester website <b>or upon request through the Secretary.</b>”</p>
d. Other Procedural Matters	No edits
e. Compliance with Massachusetts Law	No edits
	Worcester DPH will edit draft Operating Procedures with track changes and send to City Law Department to ensure in compliance with the City BOH ordinance and open meeting law. Aim to have available for review and discussion at the next BOH meeting. Members will also aim to finish each meeting by 8PM.
4. Next Meeting	Monday September 26, 2016 6:30 PM Room 109 at Worcester DPH.
5. Adjourn	Motion to adjourn: Jerry Gurwitz, MD, second Edith Claros, PhD