

08.24.2010 Revision: Deep River Community Health Committee

Resolved by the Deep River Town Meeting: The Deep River Board of Selectmen shall be authorized to create a Community Health Committee for the following purposes:

- A. Advise the Board of Selectmen on all matters related to public health nursing;
- B. Act as liaison between the Deep River community and our contracted nursing service;
- C. Administer the Memorial Fund as a special segregated town fund for charitable purposes;
- D. Develop eligibility criteria for the Memorial Fund;
- E. Develop eligibility criteria for other special purpose funds;
- F. Assume other duties or responsibilities assigned to that Community Health Committee by the Board of Selectmen or a town meeting.

To accomplish these purposes, the Community Health Committee shall be authorized to:

- A. Advise the Board of Selectmen as deemed necessary and keep abreast of the town's public health nursing program;
- B. Establish, maintain liaison and oversee the town's contracted nursing service with designated Community Health Committee members sitting on the contracted nursing service Board of Directors where appropriate;
- C. Create and administer the Memorial Fund and solicit funds for same;
- D. Create and administer additional special service funds and solicit funds for same. Apply for, receive, and administer grants that are consistent with the stated or assigned purposes of the Community Health Committee;
- E. Exercise additional authority granted to the Community Health Committee by the Board of Selectmen or a town meeting.

The initial membership of the Community Health Committee shall be five, but may be modified by the Board of Selectmen to a maximum of nine members. Deep River representatives on the board of directors of our contracted nursing service will be members of our Community Health Committee.

All members of the Community Health Committee shall be appointed by the Board of Selectmen, with confirmation by a town meeting, for terms of 2 years. The initial Community Health Committee will have 3 members appointed for 2 years, with the remaining 2 members serving 1-year terms. Thenceforth, all appointments shall be for two year terms.

The Board of Selectmen shall develop, or cause to be developed, suitable by-laws, fiscal procedures, objectives, and policies that will serve to govern the operation and functioning of the Community Health Committee.

The Board of Selectmen shall have the authority to amend and/or rescind any of those by-laws or operating procedures.

End of Town Meeting Resolution

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Motion of Deep River Board of Selectmen:

Purposes--To accomplish the purposes included in the Town Meeting Resolution, the Board of Selectmen expect the Community Health Committee to:

- A. Advise the Board of Selectmen on all matters related to public health nursing by;
 - 1. Keeping abreast of the town's public health nursing programs;
 - 2. Providing advice to the Board of Selectmen as deemed necessary and/or requested by the Board of Selectmen;

- B. Act as liaison between the Deep River community and our contracted nursing service by;
 - 1. Establishing and maintaining liaison with the town's contracted nursing service;
 - 2. Recommending Community Health Committee members to the Board of Selectmen for appointment to the contracted nursing service Board of Directors, as appropriate;
 - 3. Conducting an on-going patient satisfaction assessment of services that are provided by our contracted nursing service.

- C. Administer the Memorial Fund fairly and consistently by:
 - 1. Creating and administering the Memorial fund;
 - 2. Specifying the purposes of the Memorial Fund consistent with the expectations of past donors to promote individual, family, and community health;
 - 3. Developing eligibility criteria;
 - 4. Identifying needs;
 - 5. Expending funds consistent with the stated purposes identified needs and eligibility criteria of the Memorial Fund;
 - 6. Soliciting funds to replenish the Memorial Fund;
 - 7. Developing a process for disbursing funds on an emergency basis, process to be approved by the Board of Selectmen.

- D. Create additional special service funds by
 - 1. Creating and administering the special service funds as the need arises;
 - 2. Identifying needs and specifying the purpose of those special service funds;
 - 3. Developing eligibility criteria;
 - 4. Soliciting financial resources for the special service funds;
 - 5. Expending funds consistent with the stated purposes, identified needs and eligibility criteria of the special service funds;
 - 6. Soliciting funds to replenish the special service funds;
 - 7. Developing a process for disbursing funds on an emergency basis, process to be approved by the Board of Selectmen.

- E. Work closely with the town's social service director;

- F. Develop an annual Community Health Committee operational budget for submission to the Board of Finance as necessary.

Membership & Committee Officers--Membership of the Community Health committee shall be five, but may be modified by the Board of Selectmen to a maximum of nine members.

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The Board of Selectmen expect that the Community Health Committee will elect from within its ranks the officers that are needed for proper functioning of the organization. Initially, only a chairperson and secretary are foreseen. Other officers may be added as need arises.

Election of officers of the Community Health Committee shall be conducted annually at the committee's regularly scheduled meeting in January.

Reports

Community Health Committee:

- a. Meeting Minutes - Minutes of the Community Health Committee meetings will be filed with the Town Clerk as required by Freedom of Information Act (FOIA) regulations. A copy of those minutes will be submitted to the Board of Selectmen for information purposes;
- b. Annual Report - An annual report will be submitted from the Community Health Committee to the Board of Selectmen detailing the accomplishments of the Community Health Committee, including recommendations for change or improvement;
- c. Funds Disbursement Reports – Periodic (at least quarterly) reports of payments made from the Memorial Fund and all special funds administered by the Community Health Committee will be submitted to the Board of Selectmen, detailing the amount and purpose of each payment. For privacy's sake, the names of recipients should be omitted from the report.

Contracted Nursing Service:

- a. Annual Report - An annual report from the contracted public health nursing service is to be provided to the Community Health Committee for review and approval. Approved annual reports will be submitted to the Board of Selectmen for consideration and inclusion in the Deep River Town Report;

Fund Dispersal

- a. All funds administered by the Community Health Committee will be dispersed through the town's Accounts Manager using a voucher system.
- b. All funds administered by the Community Health Committee will be kept in accounts separate and distinct from all other town accounts so as not become co-mingled.
- c. Payments from administered funds may be made by the Community Health Committee directly to recipients if payments are clearly related to the purpose of the fund and eligibility criteria.
- d. Town administrative staff and Social Services Director may make recommendations to the Community Health Committee requesting the expenditure of funds administered by that committee.
- e. Whenever possible, payments for the purchase of goods or services should be made directly to the provider of the good/service, rather than the recipient (i.e. Fuel oil assistance should go to the oil company).

f. Any payment from funds administered by the Community Health committee for reasons not included in those specified for any fund or its eligibility criteria may be made only after review by the Board of Selectmen, and authorization to make such proposed payment is included in the minutes of the Board of Selectmen.

g. Periodic (at least quarterly) reports of payments made from all special service funds administered by the Community Health Committee will be submitted to the Board of Selectmen, detailing the amount and purpose of each payment. For privacy's sake, the names of individual recipients should be omitted from the report.

h. The Memorial Fund and all other special service funds administered by the Community Health Committee will be subject to the town-wide financial audit conducted annually by that firm employed by the town to conduct such audit.

Revision Dates:

- 7.06.2010: Dave Oliveria's suggestions are incorporated in this version.
Attorney Marsh was emailed the original version of the proposal for her review.
- 7.07.2010: Attorney Marsh's review and suggestions are incorporated into this version.
- 7.08.2010: Attorney Marsh's general reactions incorporated to this final draft;
To be reviewed during BOS meeting prior to submission to Town Meeting
- 7.20.2010: Russell Marth's input included.
Electronic Copy emailed to Rick Daniels on 7/24/2010
- 7.28.2010: Name change made;
Emailed to BOF 7.28.2010
- 8.19.2010: Reviewed by RussellMarth/David Oliveria/Arthur Thompson
- 8.19.2010: Revision completed/emailed to DAvid Oliveria & Russell Marth for review
- 8.20.2010: Reviewed by David Oliveria; corrections made
- 8.20.2010: Copy emailed to Finance Board members; Rick Daniels
- 8.24.2010: Proposed Final Copy presented to Selectmen
Proposed Final Copy emailed to Attorney Marsh