

Meeting Minutes

🏠 Zoom 📅 Dec. 8th, 2023 ⌚ 8:30am

Advisory Committee Members Present: Linda Fantasia, Dan Pereira, Kelly Pawluczonek, Vivian Zeng, Heidi Porter, Melanie Dineen, and Julia Junghanns

Other Attendees: Ann Loree, Laura Duff, Michele Schuckel, Katie Rines, Ann Bauer, Tricia McGean, Brandon Gulnick, and Kelli Calo

The meeting was called to order at 8:37am.

I. Welcome

II. Approval of Minutes:

- a) **11.3.2023:** The motion to approve the 11.3.2023 minutes was made by Dan Pereira, and seconded by Linda Fantasia. The motion was approved 5-0. Heidi Porter abstained and Melanie Dineen was absent for the vote.

III. General CT/CI Update: CT/CI has contracted with a public health nurse for the Bedford shelter. She is working about 16-18 hours/week. Kip, the temporary employee, is going to be coming around to the municipalities next week to distribute the tick testing information. Lastly, DPH reached out to grantees and asked if there is interest in extending the grant for two additional years.

IV. HENA Project Update: The project started on the 16th of October. In the first few weeks, survey researchers were deployed to increase survey responses. Key informant interview questions have been developed, and key informant interviews have been assigned to interviewers and support personnel and are currently being scheduled. Focus group managers and support personnel have also been assigned to various groups. We anticipate obtaining leads on focus group members from key informant interviews. Community data profiling is in progress and will be completed ahead of schedule, and a SWOT analysis has been developed. We anticipate releasing this shortly. We continue to wait for the State survey data. The survey closed on November 13th, and we anticipate receiving this data in early 2024.

V. FY24 Budget Revision: Brandon shared the FY24 budget. They did not spend any survey incentive funding, as the survey closed sooner than ordering was able to occur. There



were two temporary employees hired, however, one was let go. Brandon proposed that the second position be extended through June 30th. Currently, he is only funded through the first week in March. He is doing projects in many of the 7 communities. Julia Junghanns made a motion to strike the survey incentives line item and move it to the temporary employee line item. Dan Pereira seconded the motion. The motion was approved 7-0. Concord would like a microscope for cyanobacteria which is \$983. Julia Junghanns made a motion to fund the microscope. Dan Pereira seconded. The motion was approved 7-0. There was a proposal to purchase Narcan AED signs. The purchase was placed on hold until the January meeting.

- VI. Aging in Place:** This program was discussed at the November 3rd meeting. The Aging in Place program is a presentation for seniors or caregivers to learn about modifying homes to make them more accessible, so individuals can age in place. In home consultations would be available for a fee, roughly \$500, which would be the responsibility of the resident. Four aging in place presentations are worked into the budget, with \$1,000 per event cost. Julia proposed that we collect additional proposal and quotes for other vendors, to ensure transparency. Vivian mentioned that she would rather use the funds in Sudbury for a speaker around substance use to normalize the conversation. Linda would like to see a fire safety component as part of the aging in place program. It was determined that a menu of event offerings would be drafted and shared out to the group.

VII. PHE Updates

- a) **Nursing:** Laura has been supporting the Bedford shelter, utilizing the MRC. Both Laura and Kelli attend the shelter weekly to assist with medical needs. A COVID and flu clinic was held the week after Thanksgiving where 130 individuals were vaccinated.
- b) **Narcan:** Kelli gave a reminder that Narcan is available and if you need additional kits, please let Kelli know.
- c) **Regional Vaccinations:** Laura, Kelli, and Vivian are working together to create a model to share vaccinations regionally, specifically childhood vaccines. We are in the very early stages of drafting the program, and an MOU has been drafted. Further information will be announced at the next meeting.
- d) **Tobacco Inspections:** One of the workplan items was to get Lincoln, Carlisle, and Weston into a tobacco control coalition, as they are the only municipalities not currently in one. Unfortunately, we were informed that tobacco control coalitions will not be allowed to add additional municipalities until a new RFR is released, but this will not be for a few years. Kelli is working on a plan to get the five



establishments in those municipalities (one in Lincoln and four in Weston) inspected.

- e) **Onboarding Guide:** Kelli is working with MHOA to create an onboarding guide for new public health employees. This will include everything from pre-hire to hire and onboarding. The timeline for completion is to be determined, but it will be shared with the group when it is completed.
- f) **FY24 Funding:** We received the amendment for the PHE grant this week. Once this is processed, we will be able to move forward with the additional services/offering that the group discussed including hiring a second regional inspector and contracting with ClearPath for hoarding resources.
- g) **Regional Health Inspector:** Ann L. has been conducting inspections in Concord and has been assisting Wayland with a project.

VIII. Regional Substance Use Prevention: On December 7th, a group met to discuss the potential of hiring a regional substance use prevention position utilizing opioid settlement funding. Interested municipalities include Bedford, Carlisle, Concord, Lincoln, and Weston. Concord volunteered to be the host municipality for the position. The next steps are to create a job description and get it approved by the participating municipalities. Once approved, it will be brought to Concord's HR to get classified which will give us a salary range for the position. The "cost" for each municipality will be population based and will include the salary and a budget of items that the position will need to make their position possible. Vivian mentioned that Sudbury put the funds in a stabilization fund, which requires a vote at town meeting every year. Heidi mentioned that she is in the same boat, but that there is legislation hopefully going through to make this process easier.

IX. Other: Kelly P. asked what happened to the mental health series, as it has been advertised and she needs to explain to town management. Brandon mentioned that when the discussion was had regarding the HENA project, the CT/CI admitted that the project would take up the majority of their time. Ann B. said that there has been a lack of interest in mental health programming. Heidi echoed that she would like to see some aspects of the mental health series as well.

X. Next Meeting: January 12th at 8:30am. Meetings will be scheduled for the second Friday of every month.

XI. Adjourn: The meeting adjourned at 9:59am.