

Meeting Minutes

🏠 Zoom 📅 Jan. 5th, 2024 ⌚ 8:30am

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

Advisory Committee Members Absent: Dan Pereira

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

The meeting was called to order at 8:35am.

I. Welcome

II. Approval of Minutes:

- a) **12.8.2023:** The motion to approve the 11.3.2023 minutes was made by Melanie Dineen, and seconded by Vivian Zeng. The motion was approved 6-0. Dan Pereira was absent for the vote.

- III. CT/CI FY25 and FY26 Budget:** The CT/CI grant received information that there might be additional funding for FY25 and FY26. There is a rapid turnaround and a proposed budget for the two fiscal years are due Tuesday, January 9th. Two budgets were proposed. The carry over amount at FY24 end is anticipated to be \$23,999. FY25 will be a full year, but FY26 will only be 9 months. The Scope of Services was shared. In short, MAVEN and case investigation and follow up is a heavy component of the scope. Heidi mentioned that a recent need that has come up in Bedford, which is the desire to look into an ALS cluster. She sees value in utilizing the Epidemiologist for focusing on these services. A motion to move forward with the CT/CI funding for FY25 and FY26 was made by Heidi Porter, and seconded by Kelly Pawluczzonek. The motion was approved 6-1. Tricia McGean was the proxy for Dan Pereira. There was discussion that there needs to be more structure around what the Epidemiologist does for the region. A motion was made by Heidi Porter to go with budget option number one, and seconded by Vivian Zeng. The motion was approved 7-0. Tricia McGean was again the proxy for Dan Pereira.

The listing of matters is of those reasonably anticipated that may be discussed at the meeting. Not all items listed may in fact be discussed, and other items not listed may also be brought up for discussion to the extent that the law permits.



IV. Regional Positions:

- a) **Regional Public Health Inspector II:** This is a full-time position that is able to be funded by PHE with the additional funding released in December, 2023. Resumes accepted until Friday, February 9, 2024 at noon.
- b) **Regional Health Communications Specialist:** This is a part-time position, also funded with the additional funds under PHE. Resumes accepted until Friday, January 26, 2024 at noon.
- c) **Regional Substance Use Prevention Coordinator:** Six municipalities have been meeting frequently to look at the potential of hiring a regional substance use position by pooling Opioid Settlement funds. The plan is to meet weekly until the end of January, as most need to have warrant articles ready by then.

V. PHE Updates

- a) **FY24 Amendment:** In December 2023, we received the anticipated amendment for the PHE grant. This additional \$147,064.53 brings the total contract amount to \$447,064.53. With this additional funding, we are able to fund the two positions mentioned above (inspector and communications) as well as bring trainings and additional resources to the region. The budget was presented, along with an allowable and non-allowable expenses sheet specific to PHE.
- b) **“Preparing for Court” Housing Training:** We are excited to announce that we will bring “Preparing for Court, Administrative Search Warrants, Condemnations” housing training to the region in February to address the second recommendation from the CART which was to invest in housing training for the region. This training, given by Paul Halfmann, will review the importance of maintaining a case file to help you prepare in the event you need to file in court. This training will also discuss the mechanics of filing and documents needed to present a strong case. Two sessions will be offered: (1) Thursday, February 1st at 10am in-person, location TBD and (2) Friday, February 2nd at 10am virtual via Zoom. This will be open to any health department staff in the region, including any Board of Health members.
- c) **MCDC Monthly Hoarding Sessions:** Lynn Faust put together a proposal for GMPHC regarding offering hoarding services. The proposal includes a two-prong approach: (1) classroom lessons about hoarding disorder, and (2) clutter case discussions within both group settings and 1:1. The total cost of the proposal is \$9,750. Unfortunately, we were informed by DPH that we cannot use PHE funds to fund the residential services that were in the original proposal in the fall. Melanie Dineen

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made a motion to move forward with the proposal and Vivian Zeng seconded. The motion passed 7-0.

- d) **Community Resource Guide:** A community resource guide was compiled for the region, which includes common health resources for the seven participating municipalities. If desired, we are able to use PHE funding to purchase physical copies of the guide. Kelli asked for individuals to review the guide and provide feedback and inform her of any physical copy needs.
- e) **Nursing Update:** Over the past month, Laura's primary activities have been aiding at the Bedford and Concord shelters, particularly around vaccinations for children. She is also providing MAVEN coverage.
- f) **Inspectional Update:** Ann conducted 66 food establishment inspections for Concord, I/A project for Wayland, food establishment inspections in Sudbury and Carlisle.

VI. Other: In the effort of transparency, Vivian would like to invite two health directors to participate in the hiring committee for the two recently posted regional roles. Julia, Kelly P., and Heidi all offered to be part of the committee. More information to come.

VII. Next Meeting: Friday, February 9th at 8:30am

- a) **Virtual vs. in-person:** It was determined that Friday's are a difficult day for people to meet in-person. We will keep February 9th virtual and will explore an in-person option in the near future.

VIII. Adjourn: The meeting adjourned at 9:50am.

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