

## Meeting Minutes

🏠 Zoom   📅 Feb. 9<sup>th</sup>, 2024   🕒 8:30am

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**Advisory Committee Members Present:** Kelly Pawluczonek, Dan Pereira, Heidi Porter, Melanie Dineen, and Julia Junghanns

**Advisory Committee Members Absent:** Linda Fantasia and Vivian Zeng

**Other Attendees:** Ann Loree, Laura Duff, Moira Carter, Michele Schuckel, Katie Rines, Tricia McGean, and Kelli Calo

The meeting was called to order at 8:36am.

### I. Welcome

### II. Approval of Minutes

- a) **1.5.2024:** The motion to approve the 1.5.2024 minutes was made by Dan Pereira, and seconded by Melanie Dineen. The motion was approved 7-0. Linda Fantasia and Vivian Zeng were absent for the vote. Tricia McGean served as a proxy for both Carlisle and Sudbury.

### III. CT/CI Updates

- a) **Academic Public Health Corps:** Michele noted that the APHC is a semester based public health intern. APHC will be assisting with the data analyzing for the HENA project, and they will likely get two interns.
- b) **Epidemiologist Job Advertisement:** Julia mentioned that they will likely go with a contract position through the end of June and then transition to a full-time position if the grant is funded in in FY25.
- c) **HENA Project Update:** Katie noted that the HENA project is on track overall. They will be extending key informant interviews through the end of February, then will start conducting focus groups. They are hoping to have data from the State survey in the next few weeks.
- d) **Regional Substance Use Prevention Position- Wayland:** Wayland has continued to have discussions with the town manager regarding this position. Wayland is interested in utilizing the 15% administrative fee under the CT/CI grant to fund their



portion of the grant, or other funding sources if the grant is not renewed in FY25. Heidi motioned that the IMA is amended to include all seven municipalities for the substance use prevention program, Kelly P. seconded. The motion was approved 7-0. Linda Fantasia and Vivian Zeng were absent for the vote. Tricia McGean served as a proxy for both Carlisle and Sudbury.

**IV. Regional Positions:** Both positions below were posted in late December. We have received a number of applicants. We initially decided to interview 4 candidates for each, however, a few candidates we reached out to withdrew their applications due to finding another position. Interviews will commence on February 16<sup>th</sup> and 22<sup>nd</sup>. Kelly P. and Julia will be on the hiring committee and will participate in the interviews on the 22<sup>nd</sup>.

- a) **Regional Public Health Inspector II**
- b) **Regional Health Communications Specialist**

**V. PHE Updates**

a) **Paul Halfmann**

- i) **“Preparing for Court”:** Thank you for everyone who attended the “Preparing for Court” training last week. Materials were sent out to those who attended. If you are missing materials or would like them forwarded to someone, please let Kelli know.
- ii) **Consulting:** Paul Halfmann is officially contracted with GMPHC to do housing consulting and additional trainings. Feel free to reach out to Paul directly for those services. If you have any training needs, reach out to Kelli so that she can coordinate.

b) **MCDC Hoarding Services**

- i) **Regional sessions:** Sessions will be the 3<sup>rd</sup> Thursday of the month at 9am until June. Last month was well attended. Feel free to share the invite with others who participate in hoarding cases.
- ii) **Consulting:** Lynn Faust is also available for consulting with PHE funds. Please reach out to Lynn directly to coordinate a time to connect.

c) **Nursing Update:** Continued to focus on meeting the vaccination needs at Bedford and Concord shelters. Childhood vaccination clinic in Bedford 84 out of 100, all but 2 students. Moira and Laura did the Concord shelter yesterday, was a success- saw 43 children and gave a total of 140 vaccinations. Starting to look forward to next steps,



additional doses will be needed for some series. Heidi proposed looking at the children's vaccination records regarding camp.

- d) **Inspectional Update:** Ann has been conducting food inspections in Sudbury and Carlisle and has been assisting with an I/A project in Wayland. She has also been attending various trainings and preparing for CP-FS exam.

**VI. Other:** N/A

**VII. Next Meeting:** Friday, March 8<sup>th</sup> at 8:30am

**VIII. Adjourn:** The meeting adjourned at 9:30am.