

DOVER BOARD OF HEALTH
MINUTES DRAFT
August 19, 2025
10:00 AM via Zoom

1. Call to order, roll call: Start time: 10:05 AM

Present: Chair Kay Petersen, Member Stephen Kruskall, Member John Quackenbush, Health Director Jason Belmonte, Public Health Nurse Gael Varsa, Administrative Assistant Suzanne Hilts, BOH Intern Sophia Kriegsman

Also Present: Genevieve Aguilar, Kathryn Reggeri, Liam McSweeney, Jenn Gangadharan, Ginnie Chacon-Lopez, Leslie Hochstein, Shani Winton, Ginnie Chacon-Lopez

2. Citizen comments: N/A

3. Next meeting: September 8, 2025

4. Camp Grossman

Health Director Jason Belmonte received a complaint from a former employee of Camp Grossman in 2024, which presented issues at the camp. All actionable issues were resolved at the time of Camp Grossman's inspection in 2024. In July 2025, the Board of Health office received a complaint from a camper's parent regarding her child taking an unknown amount of laxative medication, which was in their possession on a Camp Grossman bus. This call prompted Health Director Jason Belmonte and Public Health Nurse Gael Varsa to conduct follow-up inspections and establish corrective actions. Shortly after the follow-up, another incident occurred at Camp Grossman involving the same family, which prompted a Board of Health Public Hearing.

Genevieve "Eve" Aguilar, a parent of Camp Grossman campers, joined the Board to share her experience during the 2025 summer session. She cited ongoing communication issues that led to unsafe nursing practices and ultimately caused her to withdraw her son from camp. Her youngest son, who requires special accommodations due to a chronic medical condition, had this documented in the December 2024 camp application, an April 2025 health history form, and a May 2025 camper profile. Poor communication with camp nurses and Program Director Liam McSweeney about new medication led to uncertainty about if and when it was being administered. After observing health concerns at home and stressing the need for proper documentation for her son's doctor, multiple outreach attempts revealed that medication had been administered hours late. Medication

administration at camp was then halted. Following this, a nurse sent her son home with an unknown quantity of medication in an unmarked Ziploc bag, which he had ingested on his own. Attempts to confirm the amount sent home were unsuccessful. Aguilar expressed concern over the camp's lack of proper medical logs and procedures, as well as for the safety of other families. She later requested that her son avoid contact with the nurses involved, but Camp Grossman couldn't accommodate the request, leading her to withdraw him from camp.

Leslie Hochstein, Camp Grossman Director, discusses a subsequent error when Eve's other son was not sent home on the bus due to an administrative error, which was corrected through their online form platform. Leslie explains that Eve misunderstood the camp's medication return policy. Traditionally, medications were sent home via a bus counselor, but after discussions with Director Belmonte and Public Health Nurse Gael Varsa, the protocol was updated so parents now pick up medications directly. She attributes part of the problem to camp nurses independently altering procedures. To address this, the camp will now seasonally reinforce policies, recognizing that nursing expectations at camp differ from other roles staff may hold. New written protocols and a manual are in development, covering medication return and other medical procedures. Leslie also notes that nurses had been printing and discarding daily medication lists instead of logging them; this has since been corrected. She agrees medication should not have been placed in Eve's child's backpack and confirms Eve was given a range of tablets her son may have ingested.

Kathryn Ruggeri, Chief Financial and Administrative Officer for JCC Greater Boston, recalls receiving an incident report and emphasizes the serious response from both Leslie and Liam. She states the organization is conducting a comprehensive risk audit to reduce incidents at Camp Grossman, beginning with medication policies and expanding to other areas. Kathryn and Leslie suggest the rise in 2025 incidents may reflect improved documentation. Leslie clarifies that contacting DCF was not an admission of negligence, but a standard response when there's any concern that they put a child at risk. Camp Grossman involved the Board of Health to ensure transparency and seek support. Engagement with the Board and the ACA has helped the camp align with best practices.

Eve clarifies that when she called Camp Grossman following the incident, Liam was responsive in helping approximate how much medication was ingested; however, the nurses were not available, and she never received an official follow-up due to missing medical logs. She notes that Kathryn withheld information as there was an ongoing investigation, and follow-up was provided weeks

later. Leslie clarifies that information was not intentionally withheld and states that medication was placed into his backpack at the time of bus boarding (~3:45 PM). Eve states that this information was not provided by Camp Grossman. Eve states that the nursing staff, who are likely to return next year, violated public safety standards, and she finds this troubling.

Member Quackenbush acknowledges that the incident highlights communication issues between parents and staff, and suggests potential internal communication problems that may need addressing. He also notes possible deficiencies in staff training and policy enforcement. Responding to Leslie's mention of approximately 800 campers, many requiring medication, he questions whether the nursing team at Camp Grossman is understaffed.

Chair Petersen asks whether Camp Grossman has a designated head nurse in their nursing structure. Leslie replies that the nursing structure currently consists of three nurses, two of whom are registered nurses, one of whom is an EMT, with a list of substitutes available as needed. She believes three nurses are sufficient. As the camp expanded, the nursing roles remained equal, creating some structural ambiguity. A Healthcare Supervisor provided oversight. In summer 2025, Liam McSweeney oversaw the nursing team, and one nurse was designated as head nurse to work closely with directors on compliance. The nurse who dispensed medication to Eve's son is no longer employed by Camp Grossman. While the Health Care Consultant previously wasn't required to meet with RNs, new changes will mandate meetings with all nurses.

Member Quackenbush asks if the nurses are affiliated with JCC, suggesting that this may provide some level of continuity in terms of staffing and training. Leslie replies no, due to the JCC not having a year-round nurse on staff. She adds that there is a large number of campers with special needs, and Camp Grossman has worked with JCC to have year-round consistency while these campers are enrolled in off-season programs. Member Quackenbush mentions Campdoc, a tool for automating task management, as a possible future solution. Leslie responds that they use CampMinder, which has been key in managing large volumes of records. She expresses regret over Eve's multiple incidents and emphasizes that new systems have been implemented along with ongoing yearly training.

Chair Petersen asks about the head nurse's leadership experience. Leslie replies that she is a school nurse but is unsure of her leadership background. Chair Petersen emphasizes the importance of supporting the transition from nurse to lead nurse and asks if the head nurse supervises staff and

conducts reviews, or if someone else holds that responsibility. Leslie says the current head nurse, chosen by default as the only returning nurse for 2026, will be evaluated next summer to determine her fit for the role. Camp Grossman will oversee nursing operations and provide leadership training if needed.

Chair Petersen also inquires whether the risk audit will involve outside consultants. Kathryn says that has not been decided, as the first step is reviewing current policies and practices. She expects the audit to be wide-ranging, covering security, communication, and systemic components. Kathryn adds that CampMinder is a robust system the camp will continue to expand.

Chair Petersen asks if the Health Care Consultant is aware of recent events; Leslie confirms. Petersen expresses concern about major issues in the nursing service, citing the head nurse's lack of leadership experience and the involvement of non-healthcare staff in supervisory roles. She recommends bringing in a Camp Health Care Consultant to help restructure the nursing service. Leslie responds that they've consulted with the American Camping Association, which had previously advised Camp Grossman. She then asks Chair Petersen what leadership experience the camp should look for going forward. Chair Petersen emphasizes the need for experience in policy, protocols, and supervising nursing staff. Public Health Nurse Gael Varsa adds that the ideal candidate would develop competencies, performance standards, and ensure policy adherence throughout the season. Leslie agrees this would be ideal but notes the challenge of finding these qualifications in a seasonal applicant pool, adding that having two RNs and an EMT already exceeds day camp requirements.

After reviewing CampMinder, Member Quackenbush notes it includes apps for managing medication and suggests these could improve electronic medical recordkeeping. He assumes the system also supports camper check-in and check-out. Leslie confirms this is in progress and that two staff members will attend the CampMinder conference this fall to learn best practices. Member Quackenbush points out that training doesn't appear to be fully implemented, as Eve's son's medication wasn't tracked electronically. Leslie says this is a discussion she plans to have with Director Belmonte, specifically about whether all information should be tracked within camper profiles.

Shani Winton, Vice President of Programs at the JCC, adds that Camp Grossman uses CampMinder's logging and medication administration tools, which help align camp systems and

procedures. She notes that having clear access to medication policies and contact information would have been valuable. As an example, Eve received such details from the camp her son transitioned to after leaving Camp Grossman.

Member Kruskall recommends bringing in an outside expert to evaluate Camp Grossman's medication procedures before the 2026 season, with Board of Health involvement. Beyond the Health Director and Healthcare Consultants, he feels a specialist is needed. Leslie suggests contacting Tracy from the ACA. She reflects that while she previously believed RNs' professional competencies made healthcare consultant meetings unnecessary, she now sees that this approach is insufficient. Chair Petersen agrees, noting that while this might be acceptable for smaller camps, Grossman's size may require a lead nurse.

Kathryn Ruggeri echoes Leslie's opinion that hiring for this role may be a challenge, and adds that there is plenty of supervisory experience within the JCC, and through outside consulting support and internal risk assessment report, better practices will be put in place for training and performance management. She acknowledges that past practices need to be updated to make the best use of the systems and policies within Camp Grossman.

Chair Petersen suggests having professional meetings for camp nurses with the ACA, and having the lead nurse attend these meetings to be up-to-date with any policy changes. Leslie acknowledges the lack of information for nurses at Camp Grossman's seminars is insufficient, and having a consortium is instrumental in keeping staff informed. Member Quackenbush agrees outside evaluation would be valuable moving forward.

Liam McSweeney, Camp Grossman's Program Coordinator, takes responsibility for the miscommunications and commits to improving communication practices for the next season. He acknowledges the breakdown between nurses and Eve's family and says working in discreet groups made for poor communication. He recognizes that proper communication must be ensured between himself and his team.

Chair Petersen summarizes that the meeting raised important issues that must be addressed regularly to maintain compliance with local and state regulations. Members Kruskall and Member Quackenbush agree. Chair Petersen adds that Health Director Belmonte and Public Health Nurse Varsa will be valuable resources in ensuring compliance and identifying best practices. Leslie

expresses her commitment to working with the Board and staff moving forward.

Director Belmonte thanks everyone for their transparency, acknowledges Camp Grossman's history of communication and corrective action, and confirms the Board will meet with the camp before the next season to ensure continued compliance.

5. MBTA Communities Act

Chair Petersen summarizes that all Board Members are up to date with all events related to the MBTA Communities Act. The Planning Board hopes to gain support from the other Boards and Committees within Dover. The drafted MOTION is presented to the board. Member Kruskall asks if the Tisdale district is implicated in the wording of this MOTION, Director Belmonte and Chair Petersen confirm. Member Quackenbush finds that it makes a great deal of sense to support this motion rather than have the requirements be fulfilled in a different way. Chair Petersen is unaware of a group in town that opposes this motion, adding that if the town does not pass this motion, there may be trouble, as there is no recourse for non-compliance besides a financial impact to the town.

Member Quackenbush made a MOTION that the Board of Health supports the draft MBTA Communities Act Bylaw and Overlay District on file with the Dover Town Clerk and urges a Yes vote at the 9/29/25 Special Town Meeting. Member Kruskall seconded the MOTION. All members voted in favor to pass the motion.

6. Adjournment

Member Quackenbush made a MOTION to adjourn the meeting, seconded by Member Kruskall. The meeting adjourned at 11:53 AM.

Respectfully submitted,

Suzanne Hilts, Administrative Assistant