



**Charles River Health District Shared Services Arrangement
Towns of Dover, Medfield, Needham, Sherborn**

**Remote Participation
November 21, 2024
9:00 AM**

Members Present:

Daryl Beardsley - Sherborn Board of Health
Ed Cosgrove - Needham Board of Health
Kay Petersen - Dover Board of Health
Carol Read - Medfield Board of Health

Others Present:

Jason Belmonte - Dover Health Director	Amy McInerney - Regional Health Inspector
Kerry Dunnell - Shared Services Manager	
Sam Menard - Shared Services Assistant Mgr	
Tim McDonald - Needham Director of HHS	

1) Introductions

The meeting was called to order at 9:00am.

2) Public Comment

There was no public comment at this time.

3) FY25 Budget Review

- Current spending
- Budget changes for Trimester 1 reporting

Ms. Dunnell explained that there is a budget change request to remove \$10,000 from the Regional Nurse unspent funds to allow for funding for the Dover/Sherborn shared nurse. The second request is to populate a line item to cover some existing membership fees, including \$600 for each community for the Mass Association of Health Boards and a \$500 regional fee to the Association of Public Health Nurses.

Ms. Read asked about the total allocation for FY25 for the Dover public health nurse, to be hired. Ms. Dunnell stated that the group had approved to contribute \$40,000 to make this a full-time position. This was originally budgeted for \$10,000 per quarter.



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Ms. Peterson stated that a nurse has been hired to start on February 1st with a total salary of approximately \$83,000. Ms. Dunnell stated that Charles River will be authorizing 15 hours per week, and Dover authorized a 25 hour per week position.

In response to a question from Dr. Cosgrove, Ms. Dunnell explained that a flat budget is proposed for FY26.

Upon motion duly made and seconded it was voted to approve the movement of funds between line items, as described. Motion passed: Needham – Y, Medfield – Y, Sherborn – Y, Dover – Y.

4) Proposed policy re: conferences, training, & licenses

Ms. Dunnell explained that there are four Massachusetts-based annual conferences that could be attended. The costs range from \$25-\$725. There is one regional membership association, one community based membership organization, and four individual membership organizations. There are five groups of staff members that could attend or join the various conferences and organizations.

The group discussed what other communities do for funding of these conferences and memberships, and what a reasonable amount would be to be paid for by the shared services funding. There was agreement to prioritize sending staff to the MHOA conference and Mass Association of Health Board trainings for board members.

The group reviewed the October 2024 inspection summary.

Mr. Belmonte exited the meeting.

5) Staff reports & updates

- MHOA Conference

Ms. Menard shared an update on her time at the MHOA Conference.

Ms. Read asked if the group could consider discussing the Data Solution Program that was discussed at the conference. Ms. Dunnell stated that she would look into this.

Ms. McInerney reviewed the self-assessment survey which is to make sure the Charles River group is meeting the public health services. The goal is to identify what still needs to be worked on.

It was noted that the next meeting will be December 19, 2024, in Needham.

Due to lack of a quorum, the meeting was adjourned at 10:35am and the remaining agenda items were not addressed.

- Workplan progress
- Fee cost study progress



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- Environmental Public Health Workgroup
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- 6) Community Discussion
 - Monthly report – any questions or observations
 - Future agenda items
 - Opioid settlement questions
 - Behavioral health questions
 - 7) Other Business
 - 8) Adjourn