



Charles River

PUBLIC HEALTH DISTRICT

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

Remote Participation
February 25, 2025
9:00 AM

Members Present:

Daryl Beardsley - Sherborn Board of Health
Ed Cosgrove - Needham Board of Health
Kay Petersen - Dover Board of Health
Kathleen Thompson - Medfield Board of Health

Others Present:

Jason Belmonte - Dover Health Director	Amy McInerney - Regional Health Inspector
Kerry Dunnell - Shared Services Manager	Jen Casey - Administrative Specialist
Sam Menard - Shared Services Assistant Mgr	Gail Varsa - Public Health Nurse, Dover & Sherborn
Tim McDonald - Needham Director of HHS	Kathy McDonald - Human Services, Medfield
Jennifer Gangadharan - Regional Public Health Nurse	Pat Martin - North Central MetroWest Training Hub Trainer

1) Introductions

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

2) Public Comment

There was no public comment at this time.

3) Approval of Minutes for January 28 and January 30

Upon motion duly made and seconded it was voted to approve the meeting minutes of January 28, 2025. Motion passed: Needham – Y, Medfield – Y, Sherborn – Y, Dover – Y.

Upon motion duly made and seconded it was voted to approve the meeting minutes of January 30, 2025. Motion passed: Needham – Y, Medfield – Y, Sherborn – Y, Dover – Y.

4) Strategic Planning Check-in

The group discussed the Strategic Plan and the upcoming meeting on Thursday.

5) Structure and Workflow



The group reviewed the Office of Local and Regional Health goals for alignment with the mission/vision statement.

It was noted that Shared Services can support existing environmental health capacity, support existing public health nursing capacity, contract for inspection technology, reimburse costs of professional training and professional association dues for local public health staff and board members, support expansion of vaccination clinic offerings, and coordinate needs assessment and data gathering.

Ms. Beardsley stated that she believes Shared Services should also be able to collaborate and develop ideas, and discuss possible funding sources, even if not from the grant.

- 6) Staff Reporting including
 - a. Public Health Nursing

A report was given on Public Health Nursing. The number of flu cases in both January and February were reviewed for each town. The intention is to have two people in each town trained on the Maven system. The public health nursing related deliverables from the Office of Local & Regional Health (OLRH) for FY 25 include to create a comprehensive resource hub on case investigation procedures, to develop standardized protocols for disease investigation, to establish mechanisms for ongoing monitoring and evaluation of infectious disease case investigation activities and epidemiological trends, and to assess staffing and workload to allocate resources effectively.

- b. Environmental Health Workgroup

This topic was addressed as part of the following agenda item.

- c. Self-Assessment results

A presentation was given on the Self-Assessment survey completed by each community. The goals of this work are understanding the strengths and challenges across the collaborative, and to recommend methods for improvement by identifying staffing and/or training needs for each standard. The results of the Capacity Assessment in 2022 showed that Charles River Public Health District was meeting 85% of the standards. The average percentage among all Shared Services groups in the state was 78%. In 2024, the results showed the District is meeting 91.5% of the standards. The reasons for any unmet standards were mostly due to training, staffing, and awareness. Advisory Board and Health Department staff will now review and identify the next steps to meet each of the standards. The Environmental Health Working group is currently reviewing all the standards that were noted as not applicable (N/A) to validate those responses and recategorize them as necessary. The working group will next workshop unmet standards to identify how to achieve 100% compliance.



7) Community Discussion

Ms. Dunnell stated that Needham is applying for a MetroWest Health Foundation grant focused on health equity and access to educational materials focused on birthing people in the first year after birth. If funded the program would also provide gift baskets to families with new babies. A long-term goal would be to expand this to all four communities. She asked if there was interest in supporting this proposal and potentially encouraging it for the other communities.

There were questions regarding how successful this type of program would be for the upper and middle class residents in the communities. One concern noted was that while there are likely residents who could benefit from the education and support, there would be little need for gift baskets with supplies for new babies. Participants agreed that they would prefer that those kinds of resources be offered in communities with need. A suggestion that a program to offer information and connection for new families, with no free items, was generally accepted by the group. Ms. Dunnell stated that she would bring these comments back to Needham.

8) Foundational Public Health Services

Ms. Dunnell made a presentation on Foundational Public Health Services. Currently, an assessment is being required for all of the shared services communities to consider the standards established by the Public Health Accreditation Board (PHAB). The assessment results will allow for data-driven decision making, capacity building, increased accountability, and the opportunity to secure funding opportunities. The assessment uses a cost tool, a service delivery tool, and an ISD tool (if applicable) during the survey process.

9) Data Solution

a. Webinar 2/25/25 3pm

Ms. Dunnell noted that there is a webinar this afternoon at 3pm regarding the "Data Solution."

10) Next meetings February 27 – Strategic Planning via Zoom; March 25 – monthly meeting via Zoom; March 27 – Strategic Planning via Zoom

11) Adjourn

Upon motion duly made and seconded it was voted to adjourn at 10:56am. Motion passed:
Needham – Y, Medfield – Y, Sherborn – Y, Dover – Y.