

From "Kerry Dunnell" <kdunnell@needhamma.gov>

To "Jason Belmonte" <jbelmonte@doverma.gov>; "jedwards@sherbornma.org" <jedwards@sherbornma.org>; "jmarsette@sherbornma.org" <jmarsette@sherbornma.org>; "Kristine Trierweiler" <ktrierweiler@medfield.net>; "Nancy Bennotti" <nbennotti@medfield.net>; "bhealy@medfield.net" <bhealy@medfield.net>; "Timothy McDonald" <tmcdonald@needhamma.gov>

Cc "Samantha Menard" <smenard@needhamma.gov>

Date 2024-05-23 17:59:56+00:00

Subject Charles River Health District FY 25 Workplan Development guidance

Attachments FY25-Workplan-Content-Menu_Final-3-2.pdf

Good afternoon –

I am writing to update the Charles River Advisory Board and staff about the Shared Services guidance for FY 25 Budget and Workplan released by Office of Local and Regional Health last week. Below is a high-level summary of the required elements. I'm attaching the document I used to create this summary, for those who want more information.

VOTING MEMBERS OF THE ADVISORY BOARD ARE BLIND COPIED TO AVOID ANY POTENTIAL FOR DELIBERATION OUTSIDE OF A POSTED MEETING THAT WOULD CONSTITUTE AN OPEN MEETING LAW VIOLATION. PLEASE DO NOT REPLY ALL.

Charles River Health District has a three-year contract for Shared Services work. Contract ends June 30, 2027. Funding is \$325,000 per year.

Charles River Health District must submit a detailed workplan and aligned budget by June 10, 2024 for FY 25 (July 1, 2024-June 30, 2025).

Budget must support all staff, projects, supplies, and all work, projects, purchases must fall within one of four required categories. The categories are:

1. PHE Requirements – work of Grant Administration, Governance & Foundational Public Health Services

Quarterly program and fiscal reporting, staff meeting participation with OLRH, regular meetings of the Advisory Board, documentation of community participation, staff participation in Foundational Public Health Services review led by the state, engagement by staff with the Advisory Board and local boards about the Foundational Public Health Services development.

2. Sustainability Objectives – work to support and establish long-term viability of the

Health District

Minimum of 1 objective.

Each objective must include details for at least 3 activities that will support achievement of that objective.

3. 3. Performance Objectives – work to achieve the performance standards for local public health

Minimum 3 objectives and each objective must include a racial equity theme.

Each objective must include details for at least 3 activities that will support achievement of that objective.

4. 4. Elective Objectives – this is an opportunity to document progress on other public health projects outside the required performance standards focus and not funded by the Shared Services grant

Minimum 1 objective and each objective must include a racial equity theme.

Each objective must include details for at least 3 activities that will support achievement of that objective.

Sam Menard and I have begun to identify potential objectives and will continue to work together and individually on these. For example, work related to the purchase and implementation of Relavent Inspection software will be included in one of the performance objectives.

We will continue to share information about the development and welcome any questions or suggestions.

Best,

Kerry

Kerry C. Dunnell (she/hers)

Shared Services & Training Hub Manager

Cell phone 781-223-6246

Charles River Health District - Towns of Dover, Medfield, Needham & Sherborn

North Central & MetroWest Training Hub - serving five shared services arrangements: MetroWest Shared Public Health Services, Nashoba Associated Boards of Health, Charles River Health District, The Greater Boroughs Partnership for Health, and Norfolk County-7 Public Health Coalition

A meeting helps every individual understand both the collective aim of the group and the way in which his own and everyone else's work can contribute to the group's success. A meeting is the place where the group revises, updates, and adds to what it knows as a group. -Antony Jay