



Charles River

PUBLIC HEALTH DISTRICT

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 Peterson - Dover Board of Health
Carol Read - Medfield Board of Health

Others Present:

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

Amy McNerney - Regional Health Inspector

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 the membership fees line item to cover some existing membership fees, including \$150 for each community, total \$600, for the Mass Association of Health Boards community memberships and a \$500 regional membership 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.



Ms. Peterson stated that a nurse has been hired for the Town of Dover, to start on February 1st with a total salary of approximately \$83,000. Ms. Dunnell stated that Charles River Public Health District had voted to use collaborative funds to pay for an additional 15 hours per week beyond the Town of Dover approved 25 hour per week position.

In response to a question from Dr. Cosgrove, Ms. Dunnell explained that a flat or level funded budget will be provided via Public Health Excellence Shared Services funds 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. In future fiscal years, costs for MA Association of Health Board memberships will be borne by each community, not by the collaborative.

5) Staff reports & updates

The group reviewed the October 2024 inspection summary.

Mr. Belmonte exited the meeting.

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 assess progress by the Charles River collaborative on meeting the public health performance standards, as adopted by the MA Public Health Council in October 2023. The goal is to identify what still needs to be worked on and develop a plan to address those items.

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



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Due to a loss of electrical power, Ms. Petersen lost connection to the meeting.

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

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