



**Remote meeting
December 21, 2023
9:00 AM**

Via Zoom

<https://us02web.zoom.us/j/81803882832?pwd=bGFiMWRrcWdtanB6UGNrQ0FpUHo5QT09>

Meeting ID 818 0388 2832

Members Present:

Darryl Beardsley - Sherborn Board of Health
Ed Cosgrove - Needham Board of Health
Kay Peterson - Dover Board of Health
Kathleen Thompson - Medfield Board of Health
Steve Resch – Medfield Board of Health
Carol Read – Medfield Board of Health

Others Present:

Kristin Scoble – Administrative Assistant Richard Mucci – MA Association of Health Boards
Jason Belmonte - Dover Health Director Contract Attorney
Kerry Dunnell - Shared Services Manager Sam Menard - Shared Services Assistant Mgr
Thaleia Stampoulidou-Rocha – Shared Keleigh Boudreau – Shared Services Public Health Nurse
Services Mike Hugo - MA Association of Health Boards
Regional Inspector

1) Introductions

The meeting was called to order at 9:00am and introductions were made.

2) Public Comment

There was no public comment at this time.

3) Review of the November 17, 2023 minutes

Upon motion duly made and seconded it was voted to approve the minutes of November 17, 2023, as amended. Motion passed: Needham – Y, Medfield – Y, Sherborn – Y, Dover – Y.

4) Visual Of Charles River Health District

The group reviewed a visual of the outline of the Charles River Health District. It was noted that part of the visual includes a section with deliverables from DPH which are more fluid. The group may decide to add additional items to this section. An amended document will be sent to the group.

5) Proposed Intermunicipal Agreement (IMA)

Kerry Dunnell explained that the IMA is a deliverable for all shared services agreements. The deadline to complete the IMA is December 31st. The Office of Local and Regional Health has given some leeway regarding the deadline for shared service arrangements that are actively working towards an IMA. The document has been reviewed by multiple municipal attorneys and is in process of being adopted by many communities. This IMA requires approval by each community, a Board of Health vote, and Select Board vote. After the document is reviewed by this group, Needham will review this document with its attorney. Each other town will then review the document. All municipalities must agree separately to the document as a requirement of the grant.

Richard Mucci explained that the IMA template was drafted over time, using input from many municipal attorneys. The IMA should help all towns know their rights and obligations when going through this process.

The group reviewed the IMA document.

Mike Hugo noted that the document should speak to the fact that the group hires the Shared Services positions, while Needham then employs each person. All hiring should be done by this group. Richard Mucci stated that a later section of the IMA generally deals with parsing out this information. Kay Peterson noted that she is concerned with the language that Needham, especially the Director of Public Health, hires and employs the position. The hiring decision should lie with this group and not any one municipality.

Kerry Dunnell asked if there is an opportunity for delegation of hiring from the group to a single municipality. Mike Hugo stated that there is not an opportunity for this, as it negates the shared services agreement. The initial interview process can be in Executive Session and should likely not include a quorum. The next round of interviews should include the entire committee and be in Open Meeting.

Kerry Dunnell noted that, in general, advisory boards are made up of staff in other communities, instead of Board of Health members.

There was discussion regarding calling this group a governance board, instead of an advisory board.

There was discussion regarding the voting format of the group. Mike Hugo stated that, for hiring, there should be a unanimous vote. A tie vote should tell the group that this is a difficult item to move forward with. There are successful unanimous vote models, and he would recommend moving in that direction. This can be stipulated within the IMA.

There was discussion regarding a quorum for the group. Mike Hugo noted that there may be an emergency need for the group to meet without a quorum. There could be language

There was agreement that a quorum should be defined as all four towns being present and a unanimous vote should be required.

There was discussion regarding additional funding and projects. Kerry Dunnell explained that the four communities could apply for a grant and the governance board would have to approve it.

Regarding liability, Richard Mucci explained that the agreement states that everyone who is performing shared services as an employee is covered by general liability insurance, except for contract employees, who are covered under their own insurance.

6) Fee Proposal Review Update

Kerry Dunnell stated that DPH is reviewing this and there will be more information next month.

7) MA Public Health Intensive Training Rollout

Kerry Dunnell stated that more information on this topic will be shared in January.

8) Community Updates, Needs, and Questions

Kerry Dunnell explained that Dover will post for the Dover/Sherborn Public Health Nurse position. There is funding in the budget to pay for this advertising. Jason Belmonte stated that the intention is for Dover to post for this position in January.

Mike Hugo noted that DPH may require more information regarding the collaborative giving funding to a municipality to cover a cost for the Public Health Nurse. Kerry Dunnell explained that this is part of the group's work plan.

Carol Read stated that she heard that the Sherborn Board of Health may be taking control of the opioid funds received for the town. The group may be able to consider joint use of the funding if this is finalized.

Kay Peterson asked that the group consider a medical director for the nurse. Mike Hugo stated that other groups are using a host communities' physician to write orders for the nurse.

9) Next Meeting Schedule & Agenda

The group's next meeting will occur on January 18th.

10) Other Business



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PUBLIC HEALTH DISTRICT

The meeting adjourned at 11:25am.