



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

**Remote meeting
February 15, 2024
9:00 AM**

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
Carol Read - Medfield Board of Health

Others Present:

Jason Belmonte - Dover Health Director	Keleigh Boudreau - Shared Services Public Health Nurse
Kerry Dunnell - Shared Services Manager	Brenda Healey - Medfield Public Health Nurse
Tim McDonald - Needham Director of HHS	Rebecca Queeney - Regional Trainer
Sam Menard - Shared Services Assistant Mgr	

1) Introductions

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

2) Public Comment

There was no public comment at this time.

3) Food Code Pro demonstration

The group reviewed the live video presentation of the Food Code Pro demonstration. It was noted that electronic inspection is being rolled out across the State. Ms. Dunnell explained that the Regional Inspector and Ms. Menard have access to the system and can stand in to aid the four communities as needed with inspections.

Ms. Read asked if the reports are public information. Mr. McDonald explained that a Freedom of Information Act Request can be made to municipalities to obtain this information. Mr. Belmonte noted that members of the public can also ask for this inspection information at restaurants themselves. Ms. Menard noted that some municipalities post these reports on their websites as well. Needham is rolling out a Food Safety Excellence Program which will include scorings and certificates for restaurants.

4) Proposed Intermunicipal Agreement (IMA)



There was discussion regarding if any communities have considered how to approach a review of the IMA.

5) Office of Local & Regional Health – deliverables, change requests

It was noted that Ms. Boudreau is working to compile data from different towns regarding what they do in terms of Medical Directors. There will continue to be work done to determine who will be the Medical Director for the District.

6) Fee Study

An RFP was recently sent out for this study. The cost is expected to be around \$10,000-20,000 but more information will be available shortly.

Mr. McDonald explained that Needham is working to obtain a basis for its fee structure. An agent redesignation is also carried out annually regarding informing the public and others about the public health impact of policy choices.

Ms. Read asked if there could be data collection for adults similar to a Health Assessment completed using some of this funding.

The group reviewed a list of potential projects and associated spending. It was noted that the focus area for funding for this group is environmental health and collaboration.

Ms. Read asked if there is any information as to how each town is fairing regarding its corequisite compliance and trainings. Ms. Dunnell suggested that information could be compiled regarding which staff and board members need which training.

Ms. Peterson stated that she would like to see some strategic planning completed soon.

7) Community Updates, Needs, and Questions

Mr. Belmonte stated that Dover is waiting on its Personnel Board regarding the Nurse position. Ms. Dunnell noted that there is a line item for this position set aside and continued funding for the position will be needed in the 2025 budget.

8) Approval of minutes

The group agreed to table discussion of the minutes to the next meeting.

9) Next Meeting Schedule & Agenda

The group's next meeting will potentially occur in person.



10) Other Business

The meeting adjourned at 10:53am.