



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

**Remote meeting
March 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
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
Sam Menard - Shared Services Assistant Mgr	Kristin Scoble - Administrative Assistant

1) Introductions

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

2) Public Comment

There was no public comment at this time.

3) Review of minutes for 12/21, 2/5 & 2/15 Vote

Upon motion duly made and seconded it was voted to approve the minutes of December 21, 2023; February 5, 2024; and February 15, 2024, as amended. Motion passed: Needham – Y, Medfield – Y, Sherborn – Y, Dover – Y.

4) Reporting Monthly & Quarterly Reports

The group discussed which reports would be shared with all of the communities.

5) Office of Local & Regional Health – deliverables, change requests
a. Medical Director

There was discussion regarding which items can be funded under the grant. Ms. Dunnell explained that research has been done as to how other communities address the Medical Director



position. Ms. Boudreau stated that some towns have a Board of Health member volunteer for this position without a stipend, but others hire a local pediatrician. Ms. Dunnell explained that Dover and Sherborn have had trouble finding a Medical Director. Dr. Epstein, Medical Director for Needham, would likely be willing to sign off on orders for these two towns in the short-term. The group discussed a stipend for this short-term work. Going forward, hopefully this service will be able to be included in the shared service fund budget.

b. Deliverables Review

The group reviewed its deliverables list. Trainings for the software are offered weekly by the vendor. This is meant for inspectors/users, but open to all.

6) Proposed Intermunicipal Agreement (IMA) Update, Community strategies, questions.

It was noted that the document is still being reviewed by legal counsel. The new deadline for this document to be completed is April 30th. The document will be sent to all of the communities for review.

7) Spending & Priorities Environmental Health Orders, Nursing
a. Supplies, Cost study, potential FY 25 priorities

The group discussed the list of supplies and ongoing funding for supplies. It was noted that an RFQ will soon be issued for a strategic planning vendor.

8) Existing Public Health Nursing Potential activities

Ms. Boudreau explained that she has been shadowing Needham's full time public health nurse, along with hosting some blood pressure clinics and gathering data regarding the four communities as part of a community survey. The next step will be individual meetings with Dover and Sherborn.

There was discussion regarding creating a public health nursing bulletin board. It was agreed that Ms. Boudreau should be funded as part of the shared services group.

9) MA Public Health Intensive Training update Presentation from Training staff

Ms. Menard gave a presentation regarding field training.

10) Community support needs and opportunities
a. Ways staff can support

Ms. Dunnell reviewed the number of ways that Staff can support the shared services initiatives. There was discussion regarding support for the opioid abatement process. This could be an area of collaboration for shared services. It was noted that this would be placed on a future agenda for discussion.



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11) Community Updates

There was discussion regarding a fee examination for Sherborn and benchmarking the fees against other towns. Ms. Dunnell explained that benchmarking is part of the shared services agreement. The vendor can gather this data and then be used by the communities as they'd like.

Mr. Cosgrove exited the meeting.

12) Other Business

None at this time.

13) Next Meeting Schedule & Agenda

The next scheduled meeting is April 18, 2024.

The meeting adjourned at 11:08 am.