



Unit: Shared Services Grants – Public Health Excellence and Contact Tracing

Date: 4/30/24

Staff members: Kerry Dunnell, Samantha Menard, Rebecca Queeney,

Activities and Accomplishments

Activity	Notes
Shared Services- Charles River Health District (Towns of Dover, Medfield, Needham, and Sherborn)	<u>Staffing Changes</u> Kristin Scoble accepted a position with Needham Fire; her last day with the department was April 12. Keleigh Boudreau worked her last day as Regional Public Health Nurse on April 4. Job openings have been posted for the Regional Public Health Nurse and Regional Environmental Health Inspector positions on the Town of Needham website and in other public health related job boards. Applications will be reviewed, and interviews scheduled in May. <u>Community Support & Engagement</u> Sam Menard, Assistant Manager supported Needham by conducting various routine food establishment inspections. Sam Menard continues to convene bi-weekly meetings with Needham Environmental Staff to discuss inspectional best practices and standard practices. MA DPH-designated subject matter experts have reviewed and provided recommendations on food and housing inspection documents for all four communities. Staff will review the feedback with all communities in May. Prior to her final day, Keleigh Boudreau conducted interviews with Dover, Medfield and Sherborn representatives regarding opportunities to establish and expand the public health nursing presence. This information will be helpful for the new regional public health nurse to be hired. Staff participated in the Needham Board of Health April meeting.

	Advisory Board - In April the Charles River Health District Advisory Board members heard presentations from Needham Environmental Health staff Tara Gurge and Sai Palanthi regarding tobacco permitting, inspection and compliance procedures, and from representatives of BME Strategies who will be conducting a fee cost analysis project for the four communities. <u>Intermunicipal Agreement (IMA)</u> The IMA was distributed for review by Town Counsel for Dover, Medfield and Sherborn on April 5. No issues of significance have been raised to date. The current goal is to have the IMA signed by all communities by May 31. Completion and adoption of an intermunicipal agreement among the four communities (Dover, Medfield, Needham, and Sherborn) is a key deliverable for this year. <u>Continuing Education and Training</u> Kerry and Sam attended the April 20 and April 27 sessions of the annual MA Association of Health Boards (MAHB) certificate program. Sam is attending the Soil Evaluator Course in the months of April and May and continues to shadow staff from the communities on Title V related inspections to gain knowledge about on-site wastewater regulation.
Shared Services- North Central & MetroWest Local Public Health Training Hub (serving the 40 communities in the Charles River Health District, Greater Boroughs, MetroWest Public Health	<u>Continuing Education and Training</u> The Training Hub has organized an in-person pool inspection training for inspectors in the 40 communities served by the Hub. MA Department of Public Health Community Sanitation Program staff will conduct this training on May 6th at the Westwood Town Pool, offering inspectors an opportunity to practice or refresh their skills prior to the start of camps and pools season. Sam and Rebecca attended Train the Trainer Bootcamp, a two-day workshop that teaches techniques for learner assessment and engagement and instruction in content structure and organization. Sam assisted in facilitating breakout groups for the MA Local Public Health Intensive Training (LPHIT) courses. <u>Training Support</u> Staff compiled a comprehensive list of necessary environmental health inspection supplies for distribution to all Hub communities. This list was used to order supplies to create starter kits for environmental health staff in the Hub communities. Hub staff will assemble and distribute the starter kits in May and June as preparation for applied

Coalition, Nashoba Associated Boards of Health, Norfolk County-7 Public Health shared services arrangements)	training sessions. Inspectors will be expected to bring the starter kit with them for applied training sessions. Staff continue to research information for community profiles to identify community capacity and demand for types of training.
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