

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

**Monthly Advisory Board Meeting**

**Remote Participation**

**January 28, 2025**

**9:00 AM**

**Advisory Board Members Present:**

Daryl Beardsley - Sherborn Board of Health

Ed Cosgrove – Needham Board of Health

Julie Dreyfus – Sherborn Board of Health

Kay Peterson - Dover Board of Health

Carol Read – Medfield Board of Health

Kathy Thompson – Medfield Board of Health

**Others Present:**

Jason Belmonte - Dover Health Director

Kerry Dunnell - Shared Services Manager

Jennifer Gangadharan – Shared Services PHN

Sam Menard - Shared Services Assistant Mgr.

Tim McDonald – Needham Director of HHS

Due to connectivity issues, the meeting was called to order at 9:25 am.

There was no public comment at this time.

The board unanimously approved 11/21/24 minutes

An update on the results of the community self-assessment process will be presented at the next Advisory Board meeting.

Sam Menard provided an Environmental Health Work Group update including presenting a new variance request application that includes details for the applicant about variance and HACCP requirements. All towns have been sent a final version that includes their town logo. Next step will be for staff and Boards of Health in each community as per their own internal processes to consider and decide whether to adopt the new application form.

The EH workgroup will continue to meet on the 3<sup>rd</sup> Tuesday of each month focusing on items which were reported as ‘NO’ or “NA” on the recently completed community Self-Assessments.

At the January meeting, the group discussed tobacco compliance, funeral home permits and frozen dessert permits. The purpose of discussion is to establish a common understanding of the requirements and to validate the responses in these areas.

Jenn Gangadharan provided an update on Public Health Nursing. She reviewed her role as it relates to the four disease surveillance deliverables which are included in the PHE grant. She shared that she is covering MAVEN for Medfield, Dover, and Sherborn until each town has hired a PHN who is fully trained on MAVEN. She reviewed the importance of MAVEN reports and shared the influenza and Covid case numbers for Medfield for December 24 and January 25. She shared a spreadsheet template which was created to track disease totals each month and offered to provide monthly reports to those towns who are interested. She also shared the results of meetings with Dover regarding goals for their new public health nurse.

The Advisory Board agreed to take the Fee Cost Study item out of order to honor the scheduled time for the presenters.

Consultants from BME Strategies presented the results of their work conducting a Fee Cost Study. A final written report will be sent to the Advisory Board. Dover and Needham have completed the work with the tool and are reviewing their individual results. Medfield and Sherborn will be able to work with Charles River staff who have been trained to use the tool and staff will be reaching out to schedule time to do this work.

On a question from Kerry, Dunnell, Members present expressed that Office of Local and Regional Health webinars regarding Foundational Public Health Services had provided adequate information. Therefore in the interest of time the agenda item was dispensed with.

#### Tri Term Activity & Budget Report 7/1/24-10/31/24

Kerry Dunnell presented a slide of Shared Service's FY 25 budget and current spending status. Kerry reminded all that the funding for the next two years of the program will remain \$325,000 with no increase or decrease for FY 26 and FY 27. She observed that strategic planning efforts will be identifying priorities for the collaborative and that she will be asking the Advisory Board to review the existing budget in April to prepare for submission to the Office of Local and Regional Health for approval. Ed Cosgrove noted that the bulk of the funds are budgeted for salary costs.

A slide of CRHD tri-term activity report was also shared, outlining progress made in executing the deliverables of the grant.

#### Community Discussion

Kay Petersen and Daryl Beardsley raised questions about the impact of reported changes at the CDC. There was discussion about access to data and report resources, and about guidance for

local public health regarding mitigation of potential for avian influenza outbreaks. and communication with the public. Tim McDonald advised that the Needham Public Health Division epidemiologist and nurses are currently working on a fact sheet that can be shared with the shared services communities when complete.

Kerry Dunnell noted that the next meetings will be Thursday January 30, 2025, via Zoom for Strategic Planning with consultants from BME Strategies, followed by the regular monthly meeting on Tuesday, February 25, 2025. Kerry indicated that undiscussed business from today's advisory board meeting will be incorporated into the February 25 meeting agenda. Jennifer Casey mentioned that meeting invitations have been updated and sent for both the regular Advisory Board meetings on the fourth Tuesday of each month through December 2025, and Strategic Planning sessions on the fourth Thursday of each month through June 2025.

The board voted unanimously to adjourn today's meeting at 11:03.

Adjourn