

**Charles River Health District
Advisory Board Meeting Minutes
October 19, 2023**

Members Present:

Darryl Beardsley- Sherborn Board of Health
Kathleen Ward Brown-Needham Board of Health
Ed Cosgrove Needham Board of Health
Kay Peterson -Dover Board of Health

Members Not Present:

Steve Resch- Medfield Board of Health

Others Present:

Jason Belmonte-Dover Health Director	Jeremey Marsette – Sherborn Town Manager
Kerry Dunnell -Shared Services Manager	Tim McDonald – Needham Director of HHS
Brenda Healey- Medfield Public Health Nurse	Sam Menard- Shared Services Assistant Mgr

Mike Hugo- MA Association of Health Boards

Meeting Notes:

Kerry Dunnell, Shared Services Manager, opened the meeting, thanking everyone for making the time and for their patience with technical difficulties. She asked that each person introduce themselves including name, community, and role, noting that there was not a quorum, and no votes would be taken. She then introduced Mike Hugo from MA Association of Health Boards to speak about the existing MOU and how it impacts CRHD meetings.

Mike Hugo explained that the MOU containing provision to have a 100% participation from voting members will make it difficult to make decisions moving forward. Mike recommends amending the MOU or changing voting requirement in intermunicipal agreement to be developed and executed by all communities this year. Mike will make available a standard IMA that is being used across the Commonwealth by other Shared Services Arrangements.

Mike then reminded the participants about Open Meeting Law. Shared service arrangements come under the provisions of MA Open Meeting Law and all advisory board meetings must be posted on all Town websites. It is possible to streamline that process and post only on the CRHD section of the Needham website. All towns will need to put a link to the Needham page on their websites, along with a statement that they are a part of the CRHD program.

Tim McDonald stated that the MOU quorum decision was made so that all Towns had to approve funding decisions. Kerry Dunnell suggested that the voting requirements could be amended so that for fiscal decisions, all four communities would be required to vote. All other

actions, including approving minutes etc. would need a simple majority (three). Mike Hugo suggested also think about whether we want a quorum for hiring. This can all be incorporated into the IMA.

Darryll Beardsly asked if there is a way to incorporate into the IMA, a provision that members who can't be present can write a letter or add input in writing. Mike Hugo stated that would probably be impractical. Tim McDonald suggested for major decisions, if all voting members are not present, the board could choose to move the meeting to a time when everyone can participate. He suggested that are a long way from adopting common regulations across the municipalities, but this could be useful for smaller decisions.

Tim continued, saying that regarding hiring, the way he envisioned was the board would have a chance to review candidates but wouldn't be a part of the entire process and asked if that is how the board envisions it? There was general agreement.

Jeremey Marsette inquired about the nurse being hired, whose staff would that be. Kerry answered that is a shared position intended to serve Dover and Sherborn with understanding that the shared services funding of the position nurse includes the ability to serve other communities if needed. Tim's understanding is that the nurse would be Dover employee and Dover can send a bill to shared services for the portion of hours allocated to shared services. Dover would have a nurse for twenty-five hours, and the other fifteen hours would be in Sherborn, but other towns could call on that nurse if needed, for a flu clinic for example. Darryl Beardsley stated that fifteen hours to Sherborn would be very helpful. If needs grow in Sherbourn, resources could be accessed later. The goal for now though is to go from zero to fifteen hours. Tim thinks the nurse should have flexibility to be able to respond to communities as needed. Tim stated that the accounting details still need to be worked out with Dover. Tim added that for mutual aid, maybe some communities could serve as back-up for others. Kerry observed that all four communities are party to the statewide public safety mutual aid agreement, so we could work out the details.

Tim McDonald continued stating that we need to figure out what the needs are across for communities for shared services. We don't want to have staff without work to do. Darryl Beardsley asked about the type of inspections performed by the shared services inspections. Kay Peters suggested that one of the inspectors be dedicated to one field and expressed concerns over knowledge of inspectors for septic. Darryl Beardsley indicated Sherborn is also very concerned about septic. Kerry Dunnell stated that her goal for the program is to build relationships with all communities, to understand their needs and to build capacity. She expressed understanding about concerns about qualifications and that the shared services will not be a 'temp agency' model.

Darryl Beardsley indicated that Sherborn Health Agent (Mark Oram) has trained people in the past, could take shared services out in the field.

Kay Peters asked if replacing consultant hours with shared services be 'supplanting. Tim indicated that it is not if dollars are reallocated to initiatives in the Department.

Darryl stated that Sherborn consultant is budgeted for 2 hours a week and typically exceeds that.

Discussion returned to the public health nurse role. Dover is not ready to post yet but is getting closer. Dover will send the job description to Kerry. Jason Belmonte asked if a nurse must work under supervision of a doctor? Tim indicated that applies only for certain situations.

Sherbourn does not always have a doctor on BOH willing to provide a signature and would like a back-up. Some Towns employ a medical director paying a small stipend to avoid conflict of interest with the Board of Health membership. Dover likes the idea of sharing a medical director and having a formal position, and Needham concurs.

Intermunicipal Agreement.

Kerry asked for volunteers to work with her and MAHB on the IMA. Darryl would be happy to review on the technical side. Jeremy Marsette can also assist.

Mike Hugo will supply today the template for the IMA. Shared Services typically works with attorney of host community first, then it would be shared out to other communities. The agreement is signed off by Chair of the board of health and Town Manager or appropriate community lead after Town Counsel approves. Any legal counsel needed in this process is covered under state grant funds. Any questions or problems with Boards of Selectmen can be addressed by MAHB – Mike has worked with many communities in MA on this agreement.

Tobacco.

Kerry Dunnell reported that per the current work plan and state recommendations, the state funded subject matter expert (SME) reviewed the Needham tobacco program forms and comments were provided to Needham for review and approval. Once approved, Kerry will share with those with the Advisory Board and potentially invite the SME and or Needham staff to a meeting to present regarding tobacco program. Darryl observed that Sherborn may have some different regulations; local variations will be a consideration for all shared services.

Tim noted that Needham held a TIPs training for Needham and Dedham this week. He would like to offer opportunities like this to the other communities in the future.

Turning to sharing information, Kerry suggested a newsletter as an idea for the district communities and referenced the currently open MA DPH community health equity survey. Kerry asked what the best mechanism to distribute information among the communities would be –

who should receive emails with information requests or requests for survey distribution? Darryl indicated that for the survey, she would receive for Sherborn and then send it to the Council on Aging. Dover would also like it sent to them first for them to distribute.

Other community needs and interests.

Dover/Sherbourn need more active parent groups, and currently don't have a mechanism to reach students. Tim asked if Dover or Sherborn has ever had a Drug Free Communities Grant. Needham has helped other communities apply for that grant.

Kerry requested the group consider establishing - a regular meeting interval for the Advisory Board. After discussion, all present agreed that a regular meeting will be set up for 3rd Thursday of the month. Dover will host the next meeting. December will be to be determined because of the holidays.

Adjourned.