

Meeting Minutes
Halifax Public Health Excellence Group
Advisory Board Meeting

Date: June 6, 2023

Location: Town of Halifax, Town Hall

Time: 2 pm

Topics for discussion: (From Agenda)

- Use of remaining FY23 PHE funds
- FY24 budget
- HPHEG Workplan
- Cross Jurisdictional Inspections (systems and compensation)
- Open Health Inspector Position
- OLRH recommended trainings
- Stakeholder Input

Meeting Called to order at 2 pm. Advisory Board Member(s) Present were Rob Casper, Kayla Smith, Paula Rossi-Clapp, Bob Valery. (Point of Order called at 2:45 pm to recognize arrival of Eric Badger. Advisory Board member(s) not present, Jeanmarie Kent-Joyce. Introductions were made and above topics for discussion were discussed briefly by group, as it was understood that it was very important to allocate the funds remaining in the FY23 HPHEG budget in this meeting.

Upon the group turning its attention the use of the remaining FY23 funds, it was established that the group was looking to vote on best uses of roughly 184 thousand

dollars that was remaining in the FY23 budget to be allocated, or sent back to DPH if not done so by June 30, 2023. At this time the table was opened to proposals and votes after discussions on each. The following numbered list details the proposals and subsequent votes of the Advisory Board.

1. Bob Valery explains that the software technology and iPads for the RELEVANT inspectional program will amount to roughly 19 thousand dollars. (165 thousand dollars remains)
2. Clothing matter was brought up for discussion by Board. Clothing is to be for inspectional staff and bear HPHEG insignia. Kayla Davis motions to allocate \$2,500.00 to clothing. Bob Valery seconds the motion. Board votes unanimously to approve. This number is later amended by full board vote to \$3000.00 (162 thousand dollars remains)
3. Discussion on providing adequate funding to pay for inspectional services in East Bridgewater through June 30, 2023 during the absence of a full-time Health Agent is had. Kayla Smith motions to allocate \$12,000.00 to East Bridgewater Inspectional Services. Rob Casper seconds motion. Board approves unanimously. (150 thousand dollars remains)
4. Discussion on providing pocket talks to stakeholder Health Departments is had by board. These will assist in having multi-lingual capacity for the users. Kayla Smith motions to allocate \$2,800.00 to the purchase of pocket talks. Rob Casper seconds motion. Board approves unanimously. (147.2 thousand dollars remains)
5. Paula Rossi-Clapp proposes purchase of plotter for the use of PHE agents and employees, to be set up and used in Town of Raynham. Discussion is had on the matter by board members. Kayla Smith motions to allocate \$30,000.00 to the purchase and set up of plotter(s). Rob Casper seconds motion. Board approves unanimously. (117.2 thousand dollars remains)
6. Discussion on providing funds to assist with inspectional services in Bridgewater is had in response to prior discussions had during the CART follow-up meeting in March, 2023. Kayla Smith motions to allocate \$3,000.00 to inspectional services for the Town of Bridgewater. Rob Casper seconds motion. Board approves unanimously. (114.2 thousand dollars remains)

7. Discussion on the purchase of file cabinets for the storage of HPHEG materials in the Town of Bridgewater is brought up by the Board. Kayla Smith motions to allocate \$2,500.00 to the purchase of file cabinets to be used in Town of Bridgewater. Rob Casper seconds motion. Board approves unanimously. (111.7 thousand dollars remains)
8. Discussion is brought to board on the purchase of air quality and sound meter tools for HPHEG inspectional staff. Paula Rossi-Clapp motions to allocate \$2,000.00 to the purchase of these tools. Rob Casper seconds motion. Board approves unanimously. (109.7 thousand dollars remains)
9. Discussion is had by the board on utilizing the services of Health Equity Consulting, LLC to seek out, write for and obtain additional grant funding. Previous discussions with Health Equity Consulting, LLC had led to a proposal to seek out and obtain at least \$100,000.00 in additional grant funding for the HPHEG with an attached invoice of \$50,000.00. After discussion by the board arrives at the conclusion that this would be a good investment for the group, Kayla Smith motions to allocate \$50,000.00 to Health Equity Consulting, LLC for these services. Rob Casper seconds motion. Board approves unanimously. (59.7 thousand dollars remains)
10. Paula Rossi-Clapp makes a motion to allocate \$270.00 to the purchase of badges for HPHEG inspectional staff after a brief discussion on the topic. Eric Badger seconds motion. Board approves unanimously. (59.4 thousand dollars remains)
11. Discussion on the benefit of power outage emergency kits to have on hand for populations within 6 stakeholder communities is had. Kayla Smith motions to allocate \$12,000.00 to the purchase of power outage emergency response kits (25 kits per stakeholder community). Eric Badger seconds motion. Board approves unanimously. (47.4 thousand dollars remains)
12. Discussion by board is had on the benefit of inspectional PPE (Tyvek suits, respirators, etc...) for HPHEG inspectional staff. After a brief discussion, Kayla Smith motions to allocate \$5,000.00 to the purchase of PPE for HPHEG staff. Paula Rossi-Clapp seconds motion. Board approves unanimously. (42.4 thousand dollars remains)
13. Further discussion on the absence of a full-time Health Agent in East Bridgewater is had by the Board. After concluding that not only will inspectional services be required, but a temporary Health Agent will be

appointed by the Town of East Bridgewater Board of Health, Rob Casper makes a motion to allocate an additional \$12,000.00 to the Town of East Bridgewater for services of Temporary Health Agent by HPHEG staff. Kayla Smith seconds motion. Board approves unanimously. (30.4 thousand dollars remains).

14. Advisory Board discusses matter of remaining \$30,000.00 (roughly) in HPHEG FY23 budget. It is decided by the Board that these funds will be left as a buffer for any unseen or unaccounted for matters shall that become the case. No vote is had on these funds, and Board is satisfied with meeting.

Motion is made to adjourn meeting at 3:42pm by Kayla Smith. Rob Casper seconds motion. Board approves unanimously. Meeting is adjourned.