

Meeting Minutes  
Halifax Public Health Excellence Group  
Advisory Board Meeting

Date: July 11, 2023

Location: Town of Halifax, Town Hall

Time: 2 pm

Topics for discussion: (From Agenda)

- RELEVANT/ALSCO
- Status on Health Inspector and Nursing Job openings
- HPHEG on-line presence (website, Facebook page etc.)
- FY23 purchase updates
- Outreach programs for underserved populations
- IMA status and timeline
- Standardization in documentation and processes
- Stakeholder input (FY24 budget and workplan etc.)

Meeting Called to order at 2 pm (1400). Advisory Board Member(s) Present were Rob Casper, Kayla Smith, Michael Soares (Raynham), Eric Badger, and Bob Valery. Advisory Board member(s) not present, Jeanmarie Kent-Joyce.

Visiting parties from East Bridgewater BOH present: BOH Chair, Rob Lyons and Office Administrator, Sandra Abban. Also present was Linda Scoglio of ALSCO Inspectional Services.

1400 – Meeting is called to order

1403- Motion is made by Kayla Smith to accept Meeting Minutes for June as submitted to the Advisory Board. Eric Badger seconds the motion, Board votes unanimously to accept minutes.

1404-1416- Discussion is had by the Board regarding activities with ALSCO food inspections, and the upcoming use of RELEVANT inspectional software by the HPHEG. Topics included how information will be shared throughout HPHEG staff, the possibility of having Linda Scoglio assist in training HPHEG staff in the use of RELEVANT software with the newly purchased iPads. There was also discussion by the board regarding the use of ALSCO for future inspections where appropriate. Bob Valery discussed how ALSO was used initially in “triage” form during the COVID-19 pandemic, and how we can now all combine efforts to begin enhancing public health outcomes and services across the 6 stakeholder communities.

1417-1420- Bob Valery and Kayla Smith discuss the job postings for HPHEG Health Inspector, and HPHEG Nurse. Progress has been made and postings are public.

1420-1424- Advisory Board has a discussion regarding an on-line presence for the HPHEG. Bob Valery communicates to the group his feelings that this would be very beneficial in community outreach and updating. Peggy Selter, Administrative Specialist for the Town of Halifax, already has some very interesting ideas for the setup of such tools. The idea appears to be received positively by the Board as a whole.

1425-1440- HPHEG Shared Services Coordinator brings up the topic of the HPHEG IMA to the Board, and this is followed by a general discussion about where the document came to the HPHEG from in its basic form, how it was modified for the HPHEG’s use, and what the expectations are for having it signed and adopted across all 6 stakeholder communities. It is requested by Robert Buker that the Advisory Board take the next month to familiarize themselves with the draft IMA and come to the August meeting with any questions, comments, and concerns. It is dually noted by the Board that the goal for the IMA is to have it completed and signed on to by all communities by the December 31, 2023, deadline.

1440-1445- The Board has a discussion on the importance of standardization of systems, processes, and documentation across the stakeholder’s group, and is in general agreement that this is something we should all strive for going forward. The

general concept being that, in all collaborative and cross jurisdictional activity, there will always be an eye towards such practices.

1445-1459- The Board enters a wide-ranging open table discussion that touches on subjects such as streamlining work processes, the importance of continuing to ensure the group is built on a solid foundation, fostering a positive relationship with the public et al.

1459- Motion is made by Rob Casper to adjourn meeting. Eric Badger seconds motion. The board votes unanimously to adjourn.

1500- HPHEG Advisory Board meeting for the month of July 2023 is adjourned.