

Meeting Minutes
Halifax Public Health Excellence Group
Advisory Board Meeting

Date: September 12, 2023

Location: Town of Halifax, Town Hall

Time: 2 pm

Topics for discussion: (From Agenda)

- Approval of August meeting minutes
- HPHEG updates
- Administrative Collaborative discussion
- Regional Health Inspector interviews
- Public Health Nurse Job opening
- HRiA trainings and dates
- HPHEG IMA
- Open Advisory Board Discussion
- Schedule October Advisory Board meeting

Meeting Called to order at 2 pm (1400). Advisory Board Member(s) Present were Rob Casper, Jeanmarie Kent-Joyce, Kayla Smith, Eric Badger, and Bob Valery.

Board Member(s) not present: Paula Rossi-Clapp

1400 – Meeting is called to order

1403- Shared Services Coordinator, Robert Buker presents Board with meeting minutes from August 2023 Advisory Board meeting. Rob Casper points out that the name Kayla Smith was accidentally typed in as Kayla Davis in two places, (once on

page 1 and again one time on page 2). Robert Buker notes typos for correction. **Kayla Smith motions to approve the minutes with corrections. Bob Valery seconds motion. Board votes unanimously to approve the minutes with corrections.**

1408- Topic of HPHEG updates is brought up for discussion. Updates discussed include the FY24 budget and workplan having been drafted and submitted for final approval to OLRH, and the readiness of 7 iPads being prepared for use (of the 13 to be ultimately put into use). The 7 iPads are handed out to stakeholders at this time. Bob Valery then brings up the topic of monthly vs quarterly HPHEG Advisory Board meetings as the state is only requiring quarterly meetings. It is agreed by the members present that continuing with monthly meetings is prudent for now while the IMA is out for approval among other activities such as filling of Job postings is ongoing. Bob Valery also informs the Advisory Board that the HPHEG Facebook page should be up and running soon.

14011- Topic of developing an Administrative Collaborative within the HPHEG group is brought up for discussion. It is met with agreement by the Board members that this activity would be helpful in strengthening the consistencies of systems, policies, and processes throughout the stakeholder communities.

1415- Topic of Regional Health Inspector interviews is brought to the attention of the Board. Interviews of prospective candidates are scheduled for dates of September 14th and September 21st. At this time, there are 4 potential candidates to be interviewed. Shared Services Coordinator Robert Buker will schedule these interviews for the hiring subcommittee.

1421- Topic of the Public Health Nurse job opening is brought up for discussion. Thoughts and objectives for this position that are discussed by the Board include, MAVEN capability, hoarding experience (psychological), anticipated migrant services, language skills et al. Discussion is also had about establishing a fair and attractive rate of pay. Kayla Smith mentions that she may have some candidates to bring to the Board for consideration.

1425- Shared Services Coordinator, Robert Buker brings up the topic of HRiA, which is Health Resources in Action. HRiA is a private sector contractor, brought into the Public Health Excellence program through the OLRH (the Office of Local and

Regional Health). They are to be utilized for training in matters of Health Equity by the Shared Services Arrangements throughout the state. The options for upcoming trainings are communicated to the Board, and Robert Buker also communicates that an email showing these dates and times has gone out to the stakeholders in HPHEG.

1432- The HPHEG IMA is brought up for discussion. It is the general opinion of the Board members that the IMA will be met in a positive way within their respective communities. It is established that Robert Buker will distribute a “clean and consistent” final draft within 48 hours of the meeting being adjourned to be brought for signatures to each individual stakeholder’s community leaders.

1443- Open Advisory Board discussion commences. Topics discussed include further discussion on the FY24 budget, the possibility of adding phone line capabilities to the HPHEG iPads, and use of Opioid funding throughout the region by way of interdepartmental cooperation within individual communities.

1447- October Advisory Board meeting is scheduled for October 10, 2023 at 2pm.

1448- **Kayla Smith motions for meeting to be adjourned. Jeanmarie Kent-Joyce seconds the motion. Board votes unanimously to adjourn the meeting.**

1450- September, 2023 HPHEG Advisory Board meeting is adjourned.