

Meeting Minutes
Halifax Public Health Excellence Group
Advisory Board Meeting

Date: December 7, 2023

Location: Town of Halifax, Town Hall

Time: 3 pm

Topics for discussion: (From Agenda)

- Approval of October meeting minutes
- HPHEG IMA
- New Health Inspector (Welcome Cindi!)
- Public Health Nurse Job Posting
- Discussion/vote on grant proposal with Health Equity Consulting
- OLRH Public Health Survey
- Open Advisory Board Discussion
- Schedule January 2024 Advisory Board meeting

Meeting Called to order at 3 pm (1500). Advisory Board Member(s) Present were Rob Casper, Jeanmarie Kent-Joyce, Kayla Smith, Eric Badger, Paula Rossi-Clapp and Bob Valery. (All present)

1501 – Meeting is called to order. Shared Services Coordinator, Robert Buker presents matter of approval of meeting minutes from September and October Advisory Board meetings as there was no meeting in November, 2023.

1502- Kayla Smith motions to approve the meeting minutes for September 2023 HPHEG Advisory Board meeting as presented. Jeanmarie Kent-Joyce seconds motion. Board votes unanimously to approve.

1503- Bob Valery motions to approve October Meeting minutes for October 2023 HPHEG Advisory Board meeting as presented. Jeanmarie Kent-Joyce seconds motion. Board votes unanimously to approve.

1505- Newly hired Health Inspector, Cindi Metro is formally introduced to the Advisory Board. Everyone is receptive and welcoming to Cindi within the Halifax Public Health Excellence Group! It is communicated to the group that Cindi has been busy getting acclimated to the region, conducting some inspections already in stakeholder municipalities, and training for future inspections and activity.

1508- Shared Services Coordinator, Robert Buker communicates to the Board that a recent meeting with Program Coordinator, Bethany Griles of OLRH went well and that the FY24 budget and workplan have both been approved. It is also shared with the Board that Bob Valery and Robert Buker have been asked to present HPHEG's "success story" at the upcoming statewide PHE monthly meeting on December 20th and hope that the Board will be able to attend.

1512- Conversation amongst the Board members turns toward discussion about the ongoing influx of migrant families within the region and statewide. It is recognized that the Town of Middleborough has gained the most valuable insight on the matter thus far. Paula Rossi-Clapp informs the Board that 84 families are expected to be coming to Raynham. Kayla Smith informs the group that currently, winter clothing is an imperative item, as many of these individuals are coming from warm weather climates with little to no winter clothing.

1521- Topic of HPHEG IMA is brought up for discussion. All communities have signed except for the Town of Bridgewater. The group continues with various discussions on how the process went within their own communities and respective town governances.

1529- Agenda topic of vote on additional grant funding approach through work with Health Equity Consulting is brought up for discussion. After some discussion about

the presentation given by Dr Wilbur of HEC at the October Advisory Board meeting, it is decided that the Board will table this vote until the next meeting to allow for everyone to individually review this presentation and be better equipped to make a decision at the January 2024 meeting.

1535- Agenda topic of recent OLRH survey is presented to the Board by Bob Valery. It is reiterated that the survey has shown that priority populations within the HPHEG communities appear to be elderly and disabled according to survey results. The Board discusses other ways of community outreach to engage populations that may not be otherwise revealed at this time as being underserved in public health outcomes.

1538- Open Advisory Board discussion commences. Topics vary, with particular focus on use of the iPad minis acquired and setup for HPHEG in 2023. Also during open discussion, the use of HPHEG funds for winter clothing with HPHEG insignia for stakeholders is brought up by Shared Services Coordinator, Robert Buker, who believes it is a good use of funds, and will also help to continue creating awareness of this group throughout the region. After some discussion by the board, Kayla Smith motions that \$400 per community plus \$400 for additional HPHEG staff (i.e \$2800.00 total) be allocated towards winter clothing within HPHEG. Paula Rossi-Clapp seconds the motion. Board votes unanimously to approve. Board members are advised to contact Robert Buker about ordering the items.

1547- During open discussion, the matter of use of HPHEG funding for training and credentials is brought up for discussion by Paula Rossi-Clapp. After some discussion by the Board, it is decided that an agenda item will be put on the January 2024 meeting for the board to vote on a way to use these funds that is clearly understood within HPHEG, and consistent with PHE directives from OLRH.

1555 Bob Valery introduces Frank Corrigan, a Halifax community member who has gone above and beyond to engage with HPHEG and other levels of government within the Town of Halifax. Mr. Corrigan is warmly received, and proceeds to have a brief conversation with the Board regarding permitting processes for food vendors at community events.

1604- Next HPHEG Advisory Board meeting is scheduled for January 18, 2024 at 2 pm.

1605- Rob Casper motions to adjourn December 2023 HPHEG Advisory Board meeting. Kayla Smith seconds the motion. Board votes unanimously to approve.

1606- December 2023 HPHEG Advisory Board meeting is adjourned.