

Meeting Minutes  
Halifax Public Health Excellence Group  
Advisory Board Meeting

Date: August 17, 2023

Location: Town of Halifax, Town Hall

Time: 2 pm

Topics for discussion: (From Agenda)

- Approval of July meeting minutes
- Order deliveries and distribution
- SSA Food Inspections
- IMA (stakeholder input and deadlines for completion)
- Next Steps (FY24 Workplan objectives)
- Open discussion for Advisory Board
- Performance & Expenditures

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

1400 – Meeting is called to order

1403- Shared Services Coordinator, Robert Buker presents Board with corrected meeting minutes for July 2023 Advisory Board meeting (correction in paragraph 2 of page 1). Motion is made by Kayla Smith to accept Meeting Minutes for July, 2023

as submitted to the Advisory Board. Rob Casper seconds the motion, the Board votes unanimously to accept minutes.

1405- Topic of Order deliveries and distribution is brought up. Bob Valery provides updates to the Board and presents various materials that have come in for distribution to stakeholder communities.

Kayla Smith brings up the matter of power outage kits received in July by HPHEG and what the community outreach activity will be with them, as previously discussed by the Advisory Board. After a brief conversation on the matter, it is decided that the kits will be used in outreach toward “priority populations” as they have been shown in HPHEG’s community health equity inquiries (elderly and disabled).

1408- Topic of Shared Services Arrangement food inspections is brought up for discussion. Program Manager, Bob Valery explains to the Advisory Board that each individual community is responsible for the baseline expectation of 2 inspections per year for food establishments, as use of PHE funding for these would constitute a supplanting of existing municipal budgets. However, PHE funding will be available for additional inspections that are necessary to enhance public health outcomes equitably across HPHEG communities.

It is further discussed by the Board that there is the intention of filling the open Health Inspector position for HPHEG in the month of September 2023. After a healthy discussion on the number of candidates, and how they correlate with HPHEG’s goals, the Board decides to form a hiring sub-committee to assist Program Manager, Bob Valery in the interview and decision-making process. Rob Casper and Kayla Smith ultimately emerge as the group’s other 2 subcommittee volunteers for this.

**Rob Casper makes a motion to form a hiring subcommittee consisting of himself, Bob Valery, and Kayla Smith. Eric Badger seconds the motion. The Board votes unanimously to accept the motion.**

1415- HPHEG IMA is brought up for discussion. Shared Services Coordinator, Robert Buker asks the Advisory Board if they have any questions, comments, or concerns regarding the draft IMA as it has been presented to all Advisory Board Members,

before being officially accepted as the document that will be presented across all 6 stakeholder communities. After a brief discussion on the matter,

**Paula Rossi-Clapp motions that the IMA as presented to the Advisory Board for review and comment in July of 2023 be accepted by the Advisory Board for distribution to stakeholder communities. Jeanmarie Kent-Joyce seconds the motion. The Board votes unanimously to approve the motion.**

Shared Services Coordinator, Robert Buker reminds the Board that the deadline for completion of this IMA across all 6 HPHEG communities is December 31, 2023, and communicates that he will be available to assist in any way possible with this project.

1420- Topic of the HPHEG FY24 workplan is brought up for discussion. Shared Services Coordinator, Robert Buker communicates to the Board that the most recent draft of the FY24 workplan is currently under review by OLRH staff for comments.

The topic of tobacco coalitions is further discussed by the Board. Paula Rossi-Clapp communicates to the Board that there is municipal funding available for this in the Town of Raynham.

1425- Open discussion by the Advisory Board commences.

- Paula Rossi-Clapp inquires about the use of PHE funding for trainings, seminars, etc.. The board discusses the matter, and Bob Valery communicates that PHE funding is available for most of these things across the stakeholder group, and that the best practice mechanism to procure PHE funds within HPHEG will be via re-imbursement for funds paid out.
- Updates provided to the Board reflect a positive relationship between HPHEG and OLRH, and that HPHEG is identified as a “leader” among Shared Services Arrangements. Deadlines continue to be met, projects completed, and proactive measures have proven successful.
- Topic of Community Health Equity Survey is discussed. Options for getting this out to the community are discussed.
- Further discussion about priority populations within HPHEG is had.

- Jeanmarie Kent-Joyce advises the Board that there are interns available from the Massachusetts Maritime Academy and Bridgewater State University. The Board discusses possible use of the interns within HPHEG such as well location projects within municipalities.
- Bob Valery brings up the open Nursing Position for HPHEG. Pay rates and expectations specific to the needs of HPHEG are discussed.
- Paula Rossi-Clapp brings up SAM Box initiative and NARCAN availability in HPHEG communities. Kayla Smith communicates that the Middleborough Fire Department may have NARCAN available for Raynham.
- Training opportunities are discussed by the Board. (Stop the Bleed, etc..)
- Bob Valery distributes materials presented to the Board at the beginning of the meeting.

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

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