

Blackstone Valley Partnership for Public Health Minutes

August 12, 2021 – 11:00 PM

Attendees: Anthony Senesi – CMRPC, Connor Robichaud – CMRPC, Jeanne Gniadek, Erin Hightower, Neil Vaidya, Sherry Grant, Missy Kakela-Boisvert, Dick Skinner, Colleen Strapponi, Diane Tiernan, Bill Fisher, Lani Criasia

1. Introductions and Background

The meeting began at 11:02am.

Mr. Robichaud highlighted what the informal Oversight Board has accomplished in the past few months. Mr. Robichaud described his work with local Boards of Health. CMRPC is the lead entity for the grant. It is a three year grant with an annual award of \$277,000. The grant covers 1.5 FTE Regional Health Inspector and .5 FTE Regional Health Coordinator, equipment, and CMRPC administrative support. The IMA has been signed by almost all Towns except Blackstone. The group devised job descriptions and posted the positions. Both positions received exceptional applicants. Mr. Robichaud has done a high level review of the candidates. 14 applications for the Regional Health Inspector and 60 applications for the Regional Health Coordinator.

Mr. Robichaud stated that each Town has one voting member and one alternate, each Town has only one vote. A member can designate someone as a proxy. Mr. Robichaud stated that the Advisory Board will meet Quarterly once the staff are hired.

Mr. Robichaud stated that DPH is collecting data from each Town for existing staff capacity.

- Northbridge – Full-time clerk, part-time food and housing inspector, 0.1 nurse, Board of Health assists as well.
- Uxbridge - 0.5 Health Director/Health Agent, 0.5 Inspector, 0.1 nurse and 1 full-time Clerk, Board of Health assists as well.
- Douglas – 0.5 Inspector, full-time nurse, 1 full-time clerk, Chair of the Board of Health is an acting inspector.
- Blackstone - 0.5 Health Director/Health Agent, semiannual Food Inspector, Chair of the Board of Health assists as well.
- Upton – part-time Inspector, part-time public health nurse, 0.5 Health Agent, 1 full-time Clerk, and Board of Health assists as well.
- Hopedale - part-time Health Agent, part-time clerk, 0.1 nurse.
- Millville – part-time Health Agent that does inspections, Board of Health members assist with food and housing inspections, part-time Clerk.

2. Hiring Process

a. Develop Interview Questions and Review Form

Mr. Robichaud described the interview questions and review form. The Advisory Board agreed that the interview questions were good. For the Regional Health Coordinator

interview questions, Mr. Robichaud added a question asking if a candidate had inspectional services experience.

b. Set time slots for interviews

Mr. Robichaud proposed time slots for interviews. He stated that not everyone has to attend, everyone who does attends fills out a review form for each interview. Mr. Robichaud anticipates each interview will last for 30 minutes

- Monday, August 9th – 10a-3p
- Tuesday, August 11th – 9a, 11a, 1-3pm
- Wednesday August 12, - 10a – 12pm

c. Select candidates to interview

The Advisory Board agreed with Mr. Robichaud's initial review of the applicants. Connor went through the qualifications of the top tier of applicants. There are two candidates who have applied for both positions, both of those candidates are well-qualified. Members of the Advisory Board stated that candidates ideally should have proper certificates so that they can begin day one.

2. Unanticipated business

Mr. Robichaud stated that some Towns are asking people to wear masks in municipal buildings.

Mr. Robichaud stated that Michael Hicks from ProCo to discuss FoodProCo and HousingProCo. A member asked if the grant can cover equipment that was already purchased by the Town. Mr. Robichaud said no, the equipment can only be a supplement to the Town's budget. Mr. Robichaud recommended that all Towns agree to use FoodProCo and HousingProCo because that will make it easier for the staff. Uxbridge and Northbridge posts their reports on their website, Mr. Robichaud will send the links for the next meeting. Mr. Robichaud will send the interview invitations.

3. Adjourn

The meeting adjourned at 11:54am.

The minutes were prepared by Anthony Senesi, CMRPC.

Blackstone Valley Partnership for Public Health Minutes

August 26, 2021 – 2:00 PM

Attendees: Anthony Senesi – CMRPC, Connor Robichaud – CMRPC, Michael Hicks, Sherry Grant, Missy Kakela-Boisvert, Kristin Harris, Robert, Diane Tiernan, Chris Cella, Jeanne Gniadek, Erin Hightower

1. Introductions and Background

A quorum was not present until 2:21 PM.

2. Software Proposal – Michael Hicks

Michael Hicks introduced FoodProCo and went through sample Northbridge and Uxbridge Food Safety Report, Inspection Violation List Report. Michael Hicks introduced HousingProCo and went through a sample Framingham Inspection Report. Michael Hicks described how other public health alliances have utilized FoodProCo and HousingProCo. Every Town has one license. Additional inspectors for each Town can be added. Administrator Only Users will have access to the software. The Contract would mirror the three year grant, and the company will offer a 50% discount. Each Town would sign a licensing agreement. Each member Town will have an account built for Food and Housing ProCo, this includes branding and inspection reports. If there is a regional inspector (inspector), they will be able to access all Town's accounts. There is one Town that is responsible to fill out a chart of roles for each Town. Connor Robichaud and Jeanne Gniadek will complete the form of roles for each Town. Then once contracts are in, the company will upload reports, and then Towns will give lists of every establishment.

3. Hiring

a. Candidate Review Discussion

Regional Health Inspector

There was discussion regarding candidates' ability to begin working as an Inspector with/without training. Towns agreed that having an Inspector with experience is essential.

Community Health Coordinator

There was discussion regarding candidate being over qualified for the position.

b. Candidate Selection

Diane made a motion, Missy Kakela-Boisvert seconded the motion to approve, and the candidate Cedric Richardson was chosen as Regional Health Inspector for BVPPH. The candidate Elyse Ayers was chosen as part-time Community Health Coordinator and part-time Regional Public Health Inspector. All in favor, the motion was approved by roll-call vote.

Diane Tiernan made a motion and Missy Kakela-Boisvert seconded the motion to have the candidates starting salary set at \$70,000. After the six-month probationary period, there will be a review of candidates' performance. All in favor, the motion was approved by roll-call vote.

Connor Robichaud will contact candidates regarding their offers as soon as possible.

4. Unanticipated business

5. Adjourn

Diane Tiernan made a motion to adjourn, Missy Kakela-Boisvert seconded the motion. All in favor, the motion was approved by roll-call vote. Meeting adjourned at 3:02 PM.

Blackstone Valley Partnership for Public Health

Minutes

Wednesday, September 15, 2021 – 11:30am

Virtual Meeting:

<https://us02web.zoom.us/j/85050500668?pwd=UG45aWhweVNxcDVRRRmFxbUdCK3ZnUT09>

Meeting ID: 850 5050 0668

Passcode: 407409

+16465588656,,85050500668# US (New York)

This meeting was held remotely pursuant to the provisions allowed by Acts (2021) Chapter 20, An Act relative to extending certain COVID-19 measures adopted during the state of emergency (<https://malegislature.gov/Laws/SessionLaws/Acts/2021/Chapter20>) approved on June 16, 2021

Attendees: Connor Robichaud – CMRPC, Agnieszka Podstawka – Douglas, Missy Kakela-Boisvert - Mendon, Bill Fisher – Hopedale, Diane Tiernan - Upton, Jeanne Gniadek - Northbridge, Lani Crasia – Northbridge, Erin Hightower – Uxbridge, David Tapscott – Uxbridge

1. Approval of Minutes

Postponed

2. Hiring

a. Candidate Review Discussion

The group discussed Danielle Edmands for the Regional health inspector position. Discussion also ensued on how to fill the remaining part-time Regional Health Inspector position and the part-time Community Health Coordinator Position.

Missy made a motion, seconded by Lani, to combine the part-time Regional Health Inspector position and the part-time Community Health Coordinator Position into a Regional Health Inspector position with some responsibilities related to Community Outreach Health Education. This position should be reposted for at least another week. All in favor, the motion was approved unanimously.

b. Candidate Selection

Missy made a motion, seconded by Lani, to hire Danielle Edmands as Regional Health Inspector. All in favor, the motion was approved unanimously.

Erin made a motion, seconded by Missy, to offer Danielle Edmands \$75,000 per year, the top of the range, to ensure she will take the job. The motion was approved with Diane Tiernan voting against.

3. Unanticipated business

Connor announced the possibility of a Contact Tracing grant from DPH. The group agreed that they were interested in pursuing if Northbridge has the capacity to host more employees.

Connor or Jeanne will discuss feasibility with the Northbridge Town Manager.

4. Adjourn

Blackstone Valley Partnership for Public Health

Diane Tiernan made a motion to adjourn, Missy Kakela-Boisvert seconded the motion. All in favor, the motion was approved by roll-call vote. Meeting adjourned at 12:03.

SCHEDULE			TOWN			
Day	Time	Hours	Week #1	Week#2	Week#3	Week#4
Monday	8:30 AM - 7:00 PM	9.5	Northbridge	Uxbridge	Northbridge	Uxbridge
Tuesday	8:30 AM - 4:30 PM	7	Mendon	Douglas	Mendon	Douglas
Wednesday	8:30 AM - 4:30 PM	7	Upton	Blackstone	Upton	Blackstone
Thursday	8:30 AM - 4:30 PM	7	Millville	Hopedale	Millville	Hopedale
Friday	8:30 AM - 1:00 PM	4.5	Where Needed	Where Needed	Where Needed	Where Needed
Over a 4 week period:						
Northbridge	19 Hours					
Uxbridge	19 Hours					
Douglas	14 Hours					
Mendon	14 Hours					
Blackstone	14 Hours					
Upton	14 Hours					
Hopedale	14 Hours					
Millville	14 Hours					
Utilize the Fridays for towns that lose a day due to a holiday						
If there is a Saturday event or an evening meeting - that could take the place of the Friday date						
As noted in IMA Northbridge and Uxbridge get more hours (Mondays) due to their size and number of establishments						

Blackstone Valley Partnership for Public Health

4. Unanticipated business

CMRPC is applying for a contact tracing grant through DPH to hire 1.0 FTE Epidemiologist and 1.5 FTE Public Health Nurses.

5. Adjourn

Erin made a motion, seconded by Missy, to adjourn. Unanimously approved by roll call vote

Blackstone Valley Partnership for Public Health

MINUTES

October 25, 2021 – 2pm

This meeting was held remotely pursuant to the provisions allowed by Acts (2021) Chapter 20, An Act relative to extending certain COVID-19 measures adopted during the state of emergency (<https://malegislature.gov/Laws/SessionLaws/Acts/2021/Chapter20>) approved on June 16, 2021

Attendees: Connor Robichaud – CMRPC, Agnieszka Podstawka – Douglas, Kristin Harris – Douglas, Bill Fisher – Hopedale, Colleen Strapponi – Blackstone Jeanne Gniadek – Northbridge, Neil Vaidya – Northbridge, Erin Hightower – Uxbridge,

1. Approval of Minutes

Erin made a motion, seconded by Missy, to approve the minutes from the September 22 meetings of the BVPPH. Unanimously approved by roll call vote

2. Welcome of New Staff

The BVPPH welcomed the two new regional health inspectors, Daniel Markman and Danielle Edmands.

3. Inspection Software

Colleen made a motion, seconded by Erin, to expend grant funds on food and housing inspection software given the pricing and account structure described by Relevant Systems Software. Unanimously approved by roll call vote

4. Unanticipated business

DPH approved the use of funds to purchase branded apparel for shared inspectors and member towns. This could include jackets, hats, and/or business cards. Connor shared the logo for the BVPPH. Colleen shared a contact with a business that makes custom apparel.

5. Adjourn

Erin made a motion, seconded by Colleen, to adjourn. Unanimously approved by roll call vote

Blackstone Valley Partnership for Public Health

MINUTES

November 8, 2021 – 11am

This meeting was held remotely pursuant to the provisions allowed by Acts (2021) Chapter 20, An Act relative to extending certain COVID-19 measures adopted during the state of emergency (<https://malegislature.gov/Laws/SessionLaws/Acts/2021/Chapter20>) approved on June 16, 2021

Attendees: Connor Robichaud – CMRPC, Agnieszka Podstawka – Douglas, Bill Fisher – Hopedale, Colleen Strapponi – Blackstone, Jeanne Gniadek – Northbridge, Erin Hightower – Uxbridge,

1. Approval of Minutes

Erin made a motion, seconded by Jeanne, to approve the minutes from the September October 25 meetings of the BVPPH. Unanimously approved by roll call vote.

2. Inspection Software

The Towns are working to execute contracts with Relevant Systems. Northbridge is working to purchase iPads for the software but there are shipping delays.

3. Staff Update

Some Towns are only finding a need for the inspectors for part of their day so the group established some projects they could work on in their downtime. Projects include developing the required FoodCode Pro list of food establishments in each town, looking into PFAS regulations, and reviewing emergency preparedness plans.

4. Contact Tracing Grant

Still no award letter but CMRPC will notify the group as soon as that comes through.

5. Unanticipated business

CMRPC is working on purchasing branded apparel to help staff with identification in the field. There is grant money for 3 in 1 jackets suitable for shared staff as well as fleece's for each participating town.

6. Adjourn

Erin made a motion, seconded by Colleen, to adjourn. Unanimously approved by roll call vote

Blackstone Valley Partnership for Public Health

MINUTES

November 22, 2021 – 2pm

This meeting was held remotely pursuant to the provisions allowed by Acts (2021) Chapter 20, An Act relative to extending certain COVID-19 measures adopted during the state of emergency (<https://malegislature.gov/Laws/SessionLaws/Acts/2021/Chapter20>) approved on June 16, 2021

Attendees: Connor Robichaud – CMRPC, Agnieszka Podstawka – Douglas, Bill Fisher – Hopedale, Missy Kakela-Boisvert - Mendon, Jeanne Gniadek and Neil Vaidya – Northbridge, Erin Hightower – Uxbridge,

1. Approval of Minutes

Erin made a motion, seconded by Jeanne, to approve the minutes from the November 8 meeting of the BVPPH. Unanimously approved by roll call vote.

2. Inspection Software

The Towns are working to execute contracts with Relevant Systems. Northbridge is working to purchase iPads for the software.

3. Staff Update

Inspectors are taking tobacco training and each town will appoint them as their Tobacco Control Compliance Officers. Towns also have the option of appointing the inspectors as Animal Inspectors for interim or backup services.

4. Contact Tracing Grant

While the contract is not yet executed, funding has been approved to cover a full time Epidemiologist and a full time Public Health Nurse. The group agreed that the PHNs in the Blackstone Valley should meet to lay out a process for how these new employees will do contact tracing in support of existing nursing services in the region. Connor and Jeanne will also meet with Northbridge Town leadership to discuss logistics. Connor will develop draft job descriptions and a draft IMA amendment for these new services.

5. Unanticipated business

None

6. Adjourn

Erin made a motion, seconded by Colleen, to adjourn. Unanimously approved by roll call vote

Blackstone Valley Partnership for Public Health

MINUTES

December 9, 2021 – 2pm

This meeting was held remotely pursuant to the provisions allowed by Acts (2021) Chapter 20, An Act relative to extending certain COVID-19 measures adopted during the state of emergency (<https://malegislature.gov/Laws/SessionLaws/Acts/2021/Chapter20>) approved on June 16, 2021

Attendees: Connor Robichaud – CMRPC, Agnieszka Podstawka – Douglas, Missy Kakela-Boisvert - Mendon, Jeanne Gniadek and Neil Vaidya – Northbridge, Erin Hightower – Uxbridge, Diane Tiernan - Upton

1. Approval of Minutes

Diane made a motion, seconded by Missy, to approve the minutes from the November 22 meeting of the BVPPH. Unanimously approved by roll call vote.

2. Inspection Software

The Towns are working to execute contracts with Relevant Systems. Northbridge is working to purchase iPads for the software.

3. Staff Update

Members noted that the inspectors are doing a great job

4. Contact Tracing Grant

Diane made a motion, seconded by Missy, to approve the Job Descriptions for the Epidemiologist and the Public Health Nurse. Unanimously approved by roll call vote.

5. Unanticipated business

The group wants to make sure all towns participate in meetings. Connor suggested a meeting poll.

6. Adjourn

Erin made a motion, seconded by Missy, to adjourn. Unanimously approved by roll call vote