



TOWN OF NORTHBOROUGH BOARD OF HEALTH

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MEETING MINUTES

Greater Boroughs Partnership for Health (GBPH) Advisory Board Agenda November 17, 2021 at 2:30pm by Zoom

PRESENT VOTING MEMBERS: Kristin Black, PhD, MS (Northborough), Jennifer Sullivan (Westborough), Heather Alker, MD, MPH (Southborough), Chief Joe Flanagan (Boylston)

PRESENT NON-VOTING MEMBERS: Katie Holt (Northborough - staff), Chelsea Malinowski (Southborough)

2:36 – Call to Order

Ms. Black called the meeting to order. A roll call of voting members took place; Kristin Black, Jennifer Sullivan, Heather Alker, Chief Joe Flanagan, all present.

2:40 – Contracted Nursing Services

Ms. Black reviewed staffing updates. There is a new part time Public Health Nurse named Jim Frederick who will be starting November 22. He will be available for various areas of support.

Ms. Black reminded everyone that the PCR testing machine is up and running and is available for municipal employees in the towns that are part of GBPH. A brief discussion about COVID-19 testing and flu clinic planning continued. Please refer to the attached PowerPoint presentation.

2:45 – Mass. Department of Public Health's Funding for Local health support for COVID-19 case investigation and contact tracing

DPH did their second round of the contact tracing grant. Kristin Black received notification on November 8 of the award amount which is \$160,000 per year for FY22 and FY23. A requirement of the grant is that a part time epidemiologist is hired by Northborough.

Jennifer Sullivan moved to accept the grant with Northborough as the host town. Joe Flanagan seconded the motion, all in favor.

Kristin Black made a motion to contract the nursing services for the grant through Salmon VNA. Heather Alker seconded the motion, all in favor.

Jennifer Sullivan made a motion to accept the epidemiologist job description as written. Joe Flanagan seconded, all in favor.

3:01– Review of Public Health Excellence Budget and Workplan

A discussion regarding remaining FY22 funds took place. Kristin Black spoke about a proposal received from BME Strategies to work towards Public Health Accreditation. Northborough would sign a contract with BME Strategies for Public Health Accreditation Support. BME could also potentially help the health departments seek additional funding. Chelsea Malinowski joined the meeting. A discussion about the revised budget continued.

Jennifer Sullivan moved to accept the revised budget. Joe Flanagan seconded the motion, all in favor. Ms. Black will plan to invite BME to a future meeting to present a proposal so that each Board of Health can get additional information.

3:11 – Additional Funding Opportunities

Kristin Black provided a brief update regarding the FDA Retail Program Standards grant. Diane Legere will work through the self-assessments for the FDA Retail Program Standards grant which will provide eligibility for other grants as well. A brief discussion continued.

3:14 – Establish Future Meeting Dates

Future meetings are tentatively scheduled for December 8th, March 9th, and June 8th. All attendees agreed that having the meetings remotely work best for now.

3:15 – Meeting adjourned

Greater Boroughs Partnership for Health

Advisory Board Meeting
November 17, 2021

Agenda

Time	Item
10 minutes	<p>Contracted Nursing Services with Salmon VNA</p> <ul style="list-style-type: none">• Update on staffing• Support of COVID-19 vaccination clinics• COVID-19 Testing• Flu Clinic planning for FY23
20 minutes	<p>Mass. Department of Public Health's Funding for Local health support for COVID-19 case investigation and contact tracing</p> <ul style="list-style-type: none">• Review of recent grant award• Vote to approve revised budget• Vote to contract nursing services with Salmon VNA• Vote to approve Epidemiologist job description and posting through the Town of Northborough
15 minutes	<p>Review of Public Health Excellence Budget and Workplan</p> <ul style="list-style-type: none">• Remaining FY22 funds• Discussion on Public Health Accreditation support with BME Strategies
5 minutes	<p>Additional Funding Opportunities</p> <ul style="list-style-type: none">• Enrollment in FDA Retail Program Standards and related grants
5 minutes	<p>Confirm Future Meeting Dates</p> <ul style="list-style-type: none">• December 8th, March 9th, June 8th
5 minutes	<p>Questions and discussion</p> <ul style="list-style-type: none">• Any other business to come before the Board.

Contracted Nursing Services with Salmon VNA

- Update on staffing

New hire – Jim Frederick, RN (signed contract 11/8; first day 11/22)

- Support of COVID-19 vaccination clinics
- COVID-19 Testing
- Flu Clinic planning for FY23

DPH's Funding for Local health support for COVID-19 case investigation and contact tracing

- Review of Recent Grant Award
 - Town of Northborough received award on 11/8 with reduced amount of \$160,000 per year for FY22 and FY23
- Revised budget (included in Outlook Meeting invite)
 - \$90,000 for contracted nursing services - ~1 FTE
 - Additional balance of FY22 could be applied to per diem nursing
 - \$32,300 for 19-hr/week Epidemiologist to be hired by Northborough
 - \$7,700 (0.08 FTE) for Shared Services Coordinator
 - 15% administrative support line item (same as PHE grant)
- Vote to contract nursing services with Salmon VNA
- Vote to approve Epidemiologist job description and posting through the Town of Northborough

Remaining Funds for FY22 PHE Budget

Discussion on Public Health Accreditation support with BME Strategies



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Founded in 2004, *BME Strategies* is a Massachusetts-based consulting firm that specializes in providing Public Health strategic planning, program design, operational system review and design, and emergency preparedness planning and response services to governments, non-profits, and private companies across the globe.

Leadership Qualifications

The Executive Director of BME Strategies, Bryan Murphy-Eustis, has extensive experience in Public Health and emergency preparedness having worked for over 17 years assisting local, state, and federal governments to provide technical assistance on the development and implementation of local and regional emergency response plans, developing exercises and trainings for staff and volunteers, and responding to emergency events within communities. Further, Bryan has extensive knowledge of how these local planning efforts fit into larger state, national, and medical systems emergency preparedness efforts having assisted in the development of the Emergency Operations Plan for the Massachusetts Department of Public Health as well as the Hospital Evacuation Toolkit for the Harvard School of Public Health and the Massachusetts Department of Public Health. Bryan holds an MPH from Boston University and an MBA from Oxford University.

Client Projects

Emergency Preparedness Planning, Training, and Exercising

- Collaborated with hundreds of local and state governments in providing technical assistance on the development and implementation of local and regional emergency response plans, including but not limited to pandemic response plans, EDS plans, risk communication plans, continuity of operations plans and emergency notification protocols.
- Researched and constructed Emergency Operations Plans for State Departments of Public Health.
- Developed Evacuation Toolkits for hospitals throughout the United States.
- Recruited, developed, and trained teams of Medical Volunteers for communities around the United States.
- Designed, facilitated, and evaluated table-top and full-scale functional exercises for small and large-scale organizations.
- Developed and operationalized Crisis Management Plans for International Organizations and National Governments

Strategic Operations and Public Health Systems Development

- Provided development and facilitation services for Strategic Planning processes for National and State Health Care Organizations and government agencies.
- Worked with communities to conduct health needs assessments to drive public health programming and implementation. Adept at Designing multi-agency survey tools and working with multi-stakeholder coalitions to design and implement comprehensive public health outreach programs.
- Provided lead competitive grant writing services, working with clinical and program management teams to design programs and write competitive funding applications. Past clients were awarded new and renewed funding applications worth over \$56 million USD.
- Designed public health outreach campaigns: coordinated communication in television, radio, print, and social media outlets.
- Conducted technical audits and guidance on public health planning and program development.