



# TOWN OF NORTHBOROUGH BOARD OF HEALTH

Town Hall Offices • 63 Main Street • Northborough, MA 01532 • 508-393-5009 • 508-393-3130 Fax

## MEETING MINUTES

### Greater Boroughs Partnership for Health (GBPH) Advisory Board Agenda September 8, 2021 at 2pm by Zoom

PRESENT VOTING MEMBERS: Kristin Black, PhD, MS (Northborough), Jennifer Sullivan (Westborough), Sarah Scheinfein (Boylston), Heather Alker, MD, MPH (Southborough), Chelsea Malinowski (Southborough)

PRESENT NON-VOTING MEMBERS: Diane Legere (Northborough - staff), Erin Shanahan, RN, BSN (Northborough - staff), Katie Holt (Northborough - staff)

#### ***2:05 – Welcome and Introductions***

Kristin Black called the meeting to order. A roll call of voting members took place; Kristin Black, Jennifer Sullivan, Sarah Scheinfein, Heather Alker, Chelsea Malinowski, all present. Ms. Black introduced all of the members, both voting and non-voting members. Please refer to the table in the attached PowerPoint presentation.

#### ***2:08 – Composition of Advisory Board***

Under the IMA, the Greater Boroughs Partnership for Health is required to appoint a Chair, Vice-Chair and Clerk.

Jennifer Sullivan moved to appoint Kristin Black as Chair, Sarah Scheinfein seconded. All in favor.

Kristin Black moved to appoint Jennifer Sullivan as Vice-Chair, Sarah Scheinfein seconded. All in favor.

Kristin Black moved to appoint Heather Alker as Clerk, Jennifer Sullivan seconded. All in favor.

#### ***2:14 – FoodCode-Pro and HousingCode-Pro Inspectional Software***

Kristin Black explained the process for payment of invoices for FoodCode-Pro and HousingCode-Pro software. A discussion took place regarding software installation and equipment. Diane Legere set up training sessions for the software which will be recorded in case anyone misses the session. The training sessions will be taking place on September 13, 2021 and September 21, 2021. There will be separate training sessions for Admin roles and Inspector roles.

#### ***2:18 – Contracted Nursing Service with Salmon VNA***

Kristin Black gave the board members an overview of how the nursing staff is comprised. Ann Labonte, RN, is the Project Coordinator/Board of Health Team Manager for Salmon VNA. Celeste Kopech, RN, is the Education Coordinator and Senior Center Outreach Lead. Erin Shanahan, RN is the Flu Clinic and Vaccine Coordinator. Please refer to the attached PowerPoint presentation for full details.

Ms. Black reviewed the services that the nursing staff will help support. These services include flu clinics, COVID-19 Booster Clinics, COVID-19 Testing, and other Health Programs.

### ***2:30 – Shared Health Inspector***

Diane Legere provided an update on food establishments in Northborough, Southborough and Boylston. Ms. Legere created five versions of GBPH Food Safety Manuals and has delivered them to all of the food establishments. These manuals include establishment specific pre-inspection checklists, overview of changes that occurred with the adoption of the 2013 Food Code, education materials, establishment specific logs, merged food code, and food safety posters. Ms. Legere provided an update on the status of inspections. As of September 8, Ms. Legere has already conducted 47 establishment walk-throughs in Southborough and plans to complete Northborough and Southborough walk-throughs during the week of September 13. Ms. Legere has also already met with the Food Service Directors and conducted pre-opening inspections at all Northborough and Southborough schools. Ms. Legere has also conducted 8 initial and follow-up housing inspections.

### ***2:36 – Greater Boroughs Partnership for Health Logo and Website***

The GBPH has been working with Studio Eighty Seven to develop and design an official logo. Kristin Black shared the logo brand toolkit and made a motion to adopt them as presented. Heather Alker seconded this motion, all in favor.

### ***2:43 – Additional Funding Opportunities***

Kristin Black has been attending meetings every other week with the Department of Public Health (DPH), anyone interested is welcome to attend. Ms. Black said that the state plans to infiltrate more money into public health. A discussion took place on regional partnerships, as the state is looking for towns to partner with other towns in order to qualify for future grants. Diane Legere outlined the details of the FDA Retail Program Standards grant. A discussion continued.

### ***2:58 – Review of Budget and Workplan***

Ms. Black is awaiting a template workplan from DPH and will keep the board members informed as the information gets to her. A discussion about remaining grant funds continued. Ms. Black shared that there is \$20,000 remaining for nursing and \$12,000 is remaining for training and education but the funds have specific allowable uses. Ms. Black is still waiting for a list of approved uses. A discussion continued about potential needs and Ms. Black reminded everyone to let her know if they have a specific need that could be covered by the grant money. Please refer to the attached PowerPoint presentation.

### ***3:05 – Establish Future Meeting Dates***

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

### ***3:07 – Questions and Discussion***

Heather Alker asked a question about potential booster clinics. A brief discussion took place about boosters took place, Ms. Black said that more information will follow. Ms. Alker asked about the status PCR testing, Ms. Black said that the PCR testing machine has been purchased. Once the machine is up and running, shared nurses will be able to run the machine, test kits can be purchased through each town from McKesson. A brief discussion took place about testing.

***3:12 – Motion to Adjourn***

Jennifer Sullivan made a motion to adjourn, Heather Alker seconded the motion, all members in favor.

# Greater Boroughs Partnership for Health

Advisory Board Meeting  
September 8, 2021

# Agenda

Time	Item
5 minutes	Welcome and introductions
5 minutes	Composition of Advisory Board <ul style="list-style-type: none"><li>• Vote to appoint Chair</li><li>• Vote to appoint Vice-Chair</li><li>• Vote to appoint Clerk</li></ul>
10 minutes	FoodCode-Pro and HousingCode-Pro Inspectional Software <ul style="list-style-type: none"><li>• Software Installation</li><li>• Equipment</li><li>• Training</li></ul>
20 minutes	Contracted Nursing Service with Salmon VNA <ul style="list-style-type: none"><li>• Nursing Staff</li><li>• Flu Clinics</li><li>• COVID-19 Booster Clinics</li><li>• COVID-19 Testing</li><li>• Health Programs</li></ul>
10 minutes	Shared Health Inspector <ul style="list-style-type: none"><li>• Routine Food Inspections</li><li>• Housing Inspections</li><li>• GBPH Food Safety Manual</li></ul>
5 minutes	Greater Boroughs Partnership for Health Logo and Website <ul style="list-style-type: none"><li>• Vote to approve Logo Toolkit</li><li>• Logo selection for different applications</li><li>• Website development</li></ul>
10 minutes	Review of Budget and Workplan
5 minutes	Additional Funding Opportunities <ul style="list-style-type: none"><li>• Enrollment in FDA Retail Program Standards and related grants</li></ul>
5 minutes	Establish a future meeting dates <ul style="list-style-type: none"><li>• December 8<sup>th</sup>, March 9<sup>th</sup>, June 8<sup>th</sup></li></ul>
10 minutes	Questions and discussion

# Introductions

<b>Name</b>	<b>Town</b>	<b>Position</b>	<b>Advisory Board</b>
Sarah Scheinfein	Boylston	BOH member	Member
Robert Thibeault	Boylston	BOH Chair	Alternate Member
Kristin Black	Northborough	Health Agent	Member
Dilip Jain	Northborough	BOH member	Alternate Member
Heather Alker	Southborough	Public Health Director	Member
Chelsea Malinowski	Southborough	BOH member	Alternate Member
Jennifer Sullivan	Westborough	Director of Public Health	Member
Ray Gauthier	Westborough	Sanitarian	Alternate Member
Dennis Costello	Boylston	Health Director	staff
Diane Legere	Northborough	Health Inspector/Agent	staff
Erin Shanahan	Salmon VNA	Public Health Nurse	staff
Katie Holt	Northborough	Administrative Assistant	staff

# Composition of Advisory Board

- Vote to appoint Chair
- Vote to appoint Vice-Chair
- Vote to appoint Clerk

# FoodCode-Pro and HousingCode-Pro Inspectional Software

- Software Installation
- Equipment
- Training
  - **FoodCode-Pro**  
Monday 9/13/21  
10:15 Admin  
11:00 Inspector
  - **HousingCode-Pro**  
Monday 9/21/21  
10:15 Admin  
11:00 Inspector

# Contracted Nursing Service with Salmon VNA

## Nursing Staff

- Ann Labonte, RN: Project Coordinator/BOH Team Manager for Salmon VNA
  - Oversees and assigns cases. Serves as lead on disease investigations and training of public health nurses.
- Celeste Kopech, RN: Education Coordinator and Senior Center Outreach Lead (~20 hours)
  - Assigned to Westborough for up to 15 office hours per week
  - Develops educational and outreach materials and training. Conducts disease investigation, hosts blood pressure and wellness clinics, assists with flu clinics, and other office tasks as needed.
- Erin Shanahan, RN: Flu Clinic and Vaccinate Coordinator (40 hours)
  - Assigned to Boylston, Northborough and Southborough for up to ~15 office hours per week
  - Serves as the primary lead for flu clinic coordination and vaccine ordering. Conducts disease investigation and hosts blood pressure and wellness clinics , and other office tasks as needed.

# Contracted Nursing Service with Salmon VNA

- Flu Clinics
- COVID-19 Booster Clinics
- COVID-19 Testing
- Health Programs

# Shared Health Inspector for Boylston, Northborough and Southborough

- Routine Food Inspections
  - Completed 47 establishment walk-throughs to establish priority inspections in Southborough. Will complete Northborough and Boylston walk-throughs the week of 9/13.
  - Have met with Food Service Directors and conducted pre-opening inspections on all Northborough and Southborough schools.
- Housing Inspections
  - Conducted 8 initial and follow-up inspections

# Shared Health Inspector for Boylston, Northborough and Southborough

## GBPH Food Safety Manual

Created as tool to assist food establishments in achieving code compliance.

- Five versions available
- Food Service
- Food Service w/Sushi
- Retail Food
- Food Truck
- Residential (Cottage) Kitchen

Content Includes:

- Establishment specific pre-inspection checklist
- Overview of changes that occurred with adoption of 2013 Food Code
- Educational materials
- Establishment specific logs
- Merged Food Code
- Food Safety Posters

# Greater Boroughs Partnership for Health Logo and Website

- Vote to approve Logo designed by [Studio Eighty Seven](#)
- Logo selection for different applications
- Website development



Primary Combination Mark



**Greater Boroughs  
Partnership for Health**

Secondary Combination Mark with Tagline



**Better Together**

Tertiary Combination Mark with Tagline



Primary Combination Monogram



Secondary Combination Monogram



Icon



Icon 2



# Logo Brand Toolkit

# Review of Budget and Workplan

- DPH is developing template workplan to distribute.
- First quarterly report submitted on 7/28.
- Revised budget submitted on 7/13 approved by DPH on 9/3.
- Remaining grant funds:
  - Nursing ~\$20,000
  - Training and Education ~\$12,000

Deliverable	Due Date
Draft Work Plan	October 15, 2021
Quarterly Report	October 31, 2021
Final Work Plan	November 12, 2021
Quarterly Report	January 31, 2022
Quarterly Report	April 30, 2022
Strategic Plan	June 30, 2022
Annual Report	July 31, 2022

# Additional Funding Opportunities

## Enrollment in FDA Retail Program Standards and related grants

- Each town must register to apply for regional grant
- Partnership is eligible for \$100, 000 per year for 3 years

# Establish a future meeting dates

- December 8<sup>th</sup>, March 9<sup>th</sup>, June 8<sup>th</sup>
- Location?