



# 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 June 14, 2023, at 2:00 pm by Zoom

PRESENT VOTING MEMBERS: Kristin Black, PhD, MS (Northborough), Heather Alker, MD, MPH (Southborough), Sarah Barrette (Boylston)

ALTERNATIVE VOTING MEMBER: Chelsea Malinowski (Southborough) and Ann Marie Muckenstrom, RN (Boylston)

PRESENT NON-VOTING: Ray Gauthier (Westborough), Taylor West, RN (Southborough), Isabella Caruso, MPH, Erin Couillard, RN, and Gabriella Knox (DPH GBPH intern)

#### **2:06 – Call to Order**

Kristin Black called the meeting to order.

#### **2:08 – COVID-19 Case Investigation and Contact Tracing Grant**

Kristin Black provided an update on the COVID-19 Case Investigation and Contract Tracing grant. The grant is currently supporting Penny Giacobbi, one of our public health nurses. The FY 2023 Budget was \$219,504, which was \$160,000 plus the FY2022 rollover amount of \$59,504. Black shared there will be ~\$100,000 unexpended funds from FY2023 that can be rolled to FY2024. The FY2023 budget will be \$160,000 plus any FY23 rollover, with a total budget of \$260,000. Black reviewed allowable expenses under this grant, which includes community health assessment, plotter for large-scale septic plan scans, maternal and child health program, tobacco control compliance checks, and health and human service tracking software.

Kristin Black reviewed the draft budget. The only program staff on this grant is a contracted public health nurse (24 hrs./week), budgeted at \$52,000. Per diem nursing services are budgeted at \$15,000 for additional nursing services throughout the year. The epidemiologist position is no longer on the Contact Tracing Grant, as it was moved to the Public Health Excellence Grant budget. The budget draft also includes office and program supplies, which includes printing to leave room for health communication materials. There is a line item for tobacco control consultant to complete compliance checks for Northborough and Boylston, if needed. Additionally, the budget includes technology, both hardware and software. The majority of the money, \$120,000, is budgeted for a community health assessment and strategic plan to contract with a third-party vendor. The last line item of the budget is a maternal and child health program.

Kristin Black opened the meeting up for members to share their thoughts on the draft budget. Heather Alker discussed the possibility of including digitalizing health files and creating standard operating procedures. Black explained, at this time digitalizing health files is not included in either budget. Depending on the cost, the group can revise the budget throughout the year with the state's approval to include additional projects. Isabella Caruso shared that the creation of standard operating procedures was included in our goals for the

Public Health Excellence Grant. The advisory group agreed to submit the draft budget as is, with the community health assessment.

### **2:18 – MetroWest Community Health Assessment**

MetroWest Health Foundation is currently conducting a community health assessment. The updated deadline for survey responses for residents in their catchment area is June 16<sup>th</sup>. Kristin Black recommended that towns push out this information to your communities through Facebook, Town News, libraries, and senior centers. This data will be helpful to our region and contribute to our community health assessment and strategic plan.

### **2:20 – Health Communication**

Isabella Caruso provided an update on the health communication materials created by the Academic Public Health Corp (APHC). Each month there will be a different health topic related to the month. The first topic, in May, was sun safety and skin cancer. In June, the health topic was men’s health, with a focus on anxiety and depression. Each month Caruso will send out new fliers and social media posts to the advisory group to distribute through each community. They will also be posted on the GBPH website, under the “Health Communication” tab ([www.gbph.com](http://www.gbph.com)). The fliers will also be printed as posters, Erin Couillard will distribute to each town. Specific recommendations for health topics and printing needs can be sent to Caruso or Couillard. Upcoming health topics include Healthy Vision Awareness month for July and National Immunization Awareness month for August, with a focus on school-aged children.

Isabella Caruso and Erin Couillard have created several social media accounts for the Greater Boroughs Partnership for Health, including Facebook, Instagram, and Twitter (@gbphealth). Posts will include APHC material, as well as available material from MDPH, CDC, and other reputable sources. This will also allow municipalities to repost and reshare posts from the region.

### **2:26 – Public Health Nursing**

Our nurses, Taylor West and Erin Couillard have attended a training to begin the process of becoming CPR instructors through the American Heart Association. The Contact Tracing Grant has approved the costs of the CPR manikins, AED training machines, and associated equipment. Couillard shared that the goal would be to start the CPR/AED trainings in the region in the Fall. Kristin Black explained that these trainings will complement the existing trainings currently being done in each community. The plan is to offer low-cost CPR/AED trainings once a month for the public in the region. Epi pen and Narcan trainings may be included as well.

Kristin Black shared that the nursing team will be looking for software to track referrals for public health nursing services. The Northborough Senior Center nurse uses MySeniorCenter to document visits. Black has inquired about expanding the software to the region to support public health nurses with home wellness checks, blood pressure checks, and other related services. Taylor West has additional recommendations for nursing software. The software is approved within the budget for fiscal year 2024.

### **2:30 – Food Insecurity**

Gabriella Knox is a master’s in public health student at Boston University working with the Greater Borough Partnership for Health, through the Massachusetts Department of Health summer internship program. This summer, Knox is working on a food insecurity project. She has started to compile a list of all of the food resources in the four towns. Her goal is to understand the existing food resources, how they complement one another, as well as the barriers. The final project will include a comprehensive food resource guide for the region. Knox shared that she will be reaching out to local food organizations and food pantries to gather more

information. Kristin Black mentioned to the board members that they should reach out with any suggestions for this project.

### ***2:34 – Opioid Settlement Funds***

Ray Gauthier provided an update on Westborough's progress with the opioid settlement funds. Kristin Black also provided an update; Northborough is considering using funds to purchase a substance use curriculum to be used in the schools. Black also described sending out a flier in July to all Northborough residents to announce the opioid settlement funds, allow residents who are affected to provide input, increase awareness of substance use resources, as well as highlighting our Narcan trainings. Chelsea Malinowski shared that Southborough would be interested in the curriculum research because Northborough and Southborough are a shared district. Southborough will allocate funds in the Fall.

### ***2:38 – Approval of Meeting Minutes from May 17, 2023***

Sarah Barrette's last name was misspelled in the meeting minutes. Isabella Caruso will revise the minutes.

Heather Alker made a motion to approve the revised meeting minutes from May 17, 2023. Seconded by Sarah Barrette. Kristin Black, Heather Alker, and Sarah Barrette approved the minutes.

Meeting minutes will be sent following the meeting, as well as posted on the GBPH website.

### ***2:42 – Confirm Future Meeting Dates***

Future quarterly meetings are tentatively scheduled for September 13<sup>th</sup>, December 13<sup>th</sup>, March 13<sup>th</sup>, and June 12<sup>th</sup>.

Kristin Black motioned to adjourn the meeting at 2:42pm. Heather Alker seconded the motion, all in favor.