



# TOWN OF NORTHBOROUGH BOARD OF HEALTH

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## MEETING MINUTES

### Greater Boroughs Partnership for Health (GBPH)

#### Advisory Board Agenda

March 9<sup>th</sup>, 2022 at 2:00 pm

Northborough Senior Center, Room 1, 119 Bearfoot Rd, Northborough, MA 01532

PRESENT VOTING MEMBERS: Kristin Black, PhD, MS (Northborough), Jennifer Sullivan (Westborough), Chief Joe Flanagan (Boylston)

PRESENT ALTERNATE VOTING MEMBER: Chelsea Malinowski (Southborough)

PRESENT NON-VOTING: Taylor West, RN (Southborough)

#### ***2:00 – Call to Order***

Kristin Black called the meeting to order.

#### ***Approval of Meeting Minutes***

It was decided that going forward, meeting attendees' titles would be listed at the top of the meeting minutes and last names would be used in minutes with omission of preceding titles.

Jennifer Sullivan made a motion to approve the meeting minutes from January 12, 2022. Seconded by Chelsea Malinowski. Motion passed (3, 0, 1). Chief Flanagan abstained.

#### ***Public Health Excellence (PHE) Grant Program for Shared Services***

Kristin Black provided an update on the Public Health Excellence Grant for Shared services. A table of staffing changes due to a staff absence was presented to the group. See attached for details.

Black explained the proposal to backfill the PHE funded nursing position with nursing staff from the Contact Tracing Grant. This approach would allow for funds from the Contact Tracing Grant to be used towards marking the Epidemiologist position fulltime in the summer months. Black also explained that the Contact Tracing Grant funds could be rolled into FY23 but the PHE unexpended grant funds in FY22 would have to be turned back to the state. There were no objects to the staffing proposal.

Kristin Black noted that Home Wellness Check program for at risk residents in Boylston is in development with help of the Boylston Fire Department. A future meeting will be discussed to discuss this new program in more detail.

Black presented a plan to use remaining PHE grant funds for the following purchases: 5,000 file of Life magnets with logo, 1000 blood pressure recorder pocket pals and pill boxes (various sizes) with remaining line items. Black proposed that items would be distributed to member town based on population in most recent

census data as done with previous regional distributions of items in the grant. Black also noted that inspection equipment such as dishwasher temperature disc and test strips, iPads for inspector and clothing will be purchased as previously discussed. A clothing order form will be circulated by Northborough for sizing and request for different styles of logo clothing. Jennifer Sullivan suggested that thermometers be added as a possible item to order with remaining funds.

Kristin Black presented a plan to purchase a portable vaccine unit manufactured by Accucold as a shared regional asset. Hopkinton Health Department purchased one recently. Taylor West previously noted that these units can develop mold if not stored properly. There were not objections to the purchase of one unit to be stored in Northborough and made available to member towns as needed. Kristin Black suggested we do not pursue purchase of small promotion first aid kits until we determine remaining funds after approved purchases of other items discussed.

Kristin Black also reminded members that approximately \$7,000 in nursing line item for vaccination clinics is available in the grant if towns need to use Salmon VNA per diem staff for upcoming clinics. Black reminded all members to let her know if they have equipment/items that need to be ordered before fiscal year end.

#### ***Local Health Support for COVID-19 Case Investigation and Contact Tracing Grant***

Kristin Black mentioned that the staffing changes impacting this grant were already discussed with the previous agenda item. Black reviewed that staffing proposal would allow for Epidemiologist position to become fulltime in summer months and with rollover of FY22 funds to FY23 there may be enough funding to do the same in summer of 2023 if staff member is available to increase hours. Black stated she would work through Northborough Human Resources to make position fulltime this summer with agreement of Advisory Board. Jennifer Sullivan spoke in favor of this proposal and stated she is very impressed by the work of the Epidemiologist to date especially with communicating with daycares.

Black explained that order of canvas totes, hand sanitizer and disposable and KN95 masks using PHE funds were in process. Items are to be distributed per capita as previously discussed. Towns will be contacted to pick up their allotments once items are delivered.

#### ***Confirm Future Meeting Date***

Future meetings are tentatively scheduled for June 8<sup>th</sup>. Jennifer Sullivan motioned to adjourn the meeting at 3:00. Chelsea Malinowski seconded the motion. Motion passed (4,0,0).

Meeting Materials from March 9<sup>th</sup> meeting

**Original Staffing Plan:**

***Original: Contract 1.5 FTE (3 years through June 30, 2024)***

PHE Grant	Hours Per Week	Days	Comments
Jim Frederick	15	flex	
Erin Shanahan	40	M-F	
Celeste Kopech	6	M,W 9am-12pm	
<b>Total hours</b>	<b>61</b>		

*Each month, Salmon bills 1.5 FTE contract amount*

***Contact Tracing Grant (2 years through June 30, 2023)***

Contact Tracing	Hours Per Week	Days	Comments
Heather Stratton	24		remote, flex hours
Penny Giacobbi	24		remote, Mon/Tu/Th
<b>Total hours</b>	<b>48</b>		<b>40 contract; 8 per diem</b>

*Each month, Salmon bills 1 FTE position and separately bills 8 hours per week per diem for Heather.*

On February 28<sup>th</sup>, Erin Shanahan officially began her maternity leave. Below is staffing plan during Erin's leave that is anticipated to end sometime in August. We are moving Contact Tracing staff to backfill PHE grant.

***Original: Contract 1.5 FTE (3 years through June 30, 2024)***

PHE Grant	Hours Per Week	Days	Comments
Jim Frederick	15	flex	
Penny Giacobbi	24	M, Th in office; W remote	
Celeste Kopech	6	M,W 9am-12pm	
Heather Stratton	16	M, W	Available Sat
<b>Total hours</b>	<b>61</b>		

*Each month, Salmon bills 1.5 FTE contract amount*

Salmon VNA will not bill for 40-hour Contact Tracing Contract for March – ~ July until Erin returns. This will result in approximately \$38,928.55 in remaining staffing line items.

I propose to move Isabella fulltime for May through August with these funds. We are looking to roll the remaining staffing funds to FY23 unless contact tracing demands increase.

## Grants:

### Changes to Grant Budgets

#### Public Health Excellence Grant (revision approved 2/8)

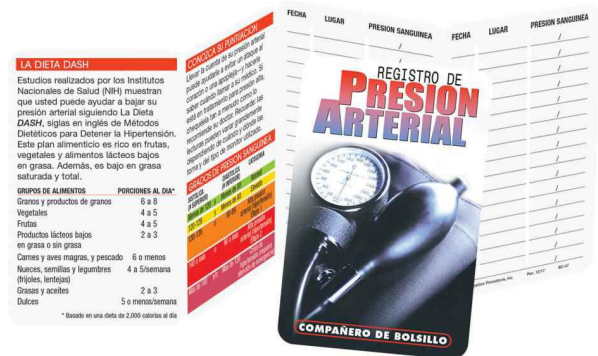
- Reduced Contracted Nursing line item of \$131,990.20 by \$22,823.20 (which was difference of July and August)
- Added At-home COVID-19 test line \$15,000
- Added Per Diem Clinic Staff line \$7,823.20

#### Contact Tracing Grant (revision approved 2/8)

- Reduced Per Diem nursing services (original \$44,500) to \$30,000. Don't anticipate we will even need remaining ~5-10K
- Added At-home COVID-19 test line \$7,600
- Added Essential Protection Kits line \$22,400  
Description: Essential Protection Kits for distribution to residents (masks, disinfectant wipes, sanitizers, bags, educational materials)

#### Projected Unused Funds:

- Inspectional equipment \$2,100
  - Inspector equipment, digital thermometers, temp disc, inspector bags and equipment
- Education Training ~\$10,000
- Per Diem Nursing for Clinics ~\$7,000
- Possible unused funds under capital (computer, etc.) – waiting on IT to bill for tech for nursing/epi staff
- Clothing to be purchased – stay tuned for order details. Budget of \$3,000 split across 4 towns staff and contracted nurses



## Purchases for Senior Centers:

### File of Life magnets:

5,000 with logo \$3,600

Vendor: File of Life Foundation, Inc.

### Blood Pressure Recorder Pocket Pal:

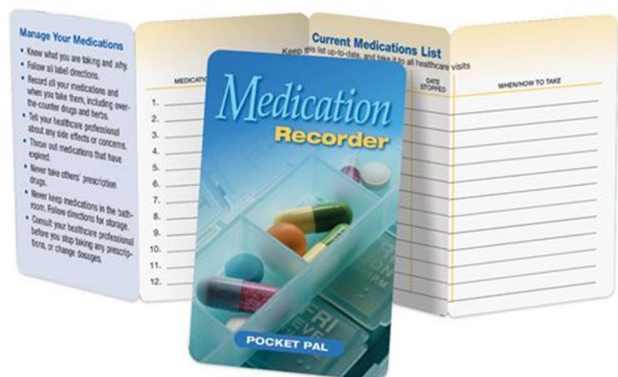
500 with logo for \$195

### Pill Boxes in various sizes:

Amazon: LG 7 day/4 dose \$10.27

Amazon: LG 7 day/2 dose \$4

McKesson: LG 7 day/1 dose PK/6 \$14.03



**First Aid Kit**  
**Positive Promotions**  
**\$25 options**



**\$2.49-**

**Portable Vaccine Unit**  
**Accucold**  
**Same as Hopkinton's**



**\$2,995**

**Essential Protection Kits**  
**Adult 3 Ply**



**Pediatric 3 Ply**





**Pediatric KN95**

**Adult**



**KN95**



