

May 1, 2025 Meeting Minutes

2:00 pm - 2:30 pm EST

Virtual: <https://us06web.zoom.us/j/84989748047?jst=2>

Voting members in attendance:

Kristel Bennett, Billerica
Donna Greenwood, Chelmsford
Kerri Oun, Tyngsborough
Siobhan LaFreniere, Tewksbury

Non-voting members in attendance:

Cynthia Baker, BME Strategies
Haleigh Schultz, BME Strategies

I. Opening

4/4 voting members present, quorum was met.

Motion to start the meeting

Kristel Bennett made a motion to start the meeting. Kerri Oun seconded the motion.

Billerica: Y

Chelmsford: Y

Tewksbury: Y

Tyngsborough: Y

All in favor.

Haleigh Schultz called the meeting to order at 2:07 pm.

II. Hiring Updates

A. Updates and Official Votes

Haleigh Schultz provided an update on current hiring initiatives. The Regional Inspector Hiring Subcommittee has been working hard to conduct interviews. After conducting first-round phone interviews and meeting to discuss candidate advancement to second-round panel interviews, two second-round interviews were conducted. Kerri Oun and Donna Greenwood proposed moving forward with one of the two candidates, Elise Pierce. Haleigh provided a summary of Elise's qualifications, experience, and interviews.

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In preparation for a formal vote, the group posed additional questions surrounding longevity, room for future salary and position growth, and locality. The group considered the details of the role and offer given the education and experience background. No further questions were presented, and the group voted unanimously to move forward with Elise's candidacy and a formal offer.

Motion to approve Regional Inspector candidacy

Kerri Oun made a motion to approve Elise Pierce for the Regional Inspector position. Kristel Bennett seconded the motion.

Billerica: Y

Chelmsford: Y

Tewksbury: Y

Tyngsborough: Y

All in favor.

Haleigh provided an additional update regarding the status of the Regional Public Health Specialist role as an internal application was received from Bethany Slack. Per previous discussions, the group agreed to forego a formal interview process for internal applicants. The group spoke on the details of the role, including the time commitment, the roll out, positioning across the coalition and within the towns, and the logistics of a regional role. The group discussed additional technology procurement for the incoming Regional Staff members. No further questions were presented, and the group voted unanimously to move forward with Bethany's candidacy and a formal offer.

Motion to approve Regional Public Health Specialist candidacy

Kerri Oun made a motion to approve Bethany Slack for the Regional Public Health Specialist position. Siobhan LaFreniere seconded the motion.

Billerica: Y

Chelmsford: Y

Tewksbury: Y

Tyngsborough: Y

All in favor.

III. Spending Updates

A. Updates and Official Votes

Haleigh Schultz provided an update on recent conversations with Kerri Oun, Angela Lemire, and Cynthia Baker. BME sat down with Tyngsborough health staff to review and discuss additional spending opportunities for the remainder of the fiscal year. Haleigh and Cynthia Baker explained that the goal of the conversation is to better understand the group's spending trajectory in order to

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appropriately request a disbursement amount for Payment #3. Based on current forecasting, the group is tracking to spend around 90% of the total grant award, leaving \$35,000 in programmatic spending available for reallocation and spend-down.

In addition to the supply requests that the coalition approved during the April meeting, Haleigh presented additional opportunities.

- NEPHA website improvement: The group can explore upgrading and improving the NEPHA coalition website. Haleigh reached out to three vendors and received quotes for redesigning and hosting the website. The group reviewed the price estimates received from the vendors. Cynthia Baker reflected on her experience with the vendors, and Haleigh and Cynthia recommended moving forward with Slocum Studios.
- Additional supplies: In addition to Nursing, Inspection, and Health Communication supplies, the group is invited to consider Office Supply needs across their towns. Donna Greenwood suggested cubicles for in-office privacy for phone calls and regional work. Additionally, the Tyngsborough team will work on procuring two additional iPads for incoming Inspectors.
- Training/Credentialing: The group is invited and encouraged to explore additional training opportunities. Haleigh will continue to circulate training dates and information as they become available.

To provide the greatest flexibility moving forward, Haleigh suggested granting Tyngsborough preliminary approval to move forward with additional spending opportunities that fall within the PHE scope.

Motion to approve website improvement vendor

Donna Greenwood made a motion to approve Slocum Studios as the chosen website improvement vendor and move forward with a website improvement project. Siobhan LaFreniere seconded the motion.

Billerica: Y

Chelmsford: Y

Tewksbury: Y

Tyngsborough: Y

All in favor.

Motion to approve additional programmatic spending

Donna Greenwood made a motion to approve the additional proposed programmatic spending, as well as future requests at the discretion of the Tyngsborough team. Kristel Bennett seconded the motion.

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Billerica: Y
Chelmsford: Y
Tewksbury: Y
Tyngsborough: Y
All in favor.

IV. Adjournment

Motion to adjourn the meeting

Donna Greenwood motioned to adjourn the meeting. Siobhan LaFreniere seconded the motion.

Billerica: Y
Chelmsford: Y
Tewksbury: Y
Tyngsborough: Y
All in favor.

Meeting adjourned at 2:55 PM.