

1. Agenda

Documents:

[2022.03.08_BOH_AGENDA_0.PDF](#)

2. Meeting Materials

Documents:

[HEALTH_DIRECTOR_JD_UPDATED.HA__0.PDF](#)

**Town of Southborough, MA
Meeting of the Board of Health**

**Tuesday, March 8, 2022 at 9:00 AM
Virtual Meeting Room**

Agenda - Revision

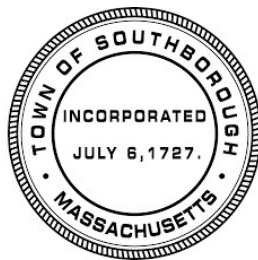
Pursuant to Chapter 20 of the Acts of 2021, An Act Relative to Extending Certain COVID-19 Measures Adopted During the State of Emergency, signed into law on June 16, 2021, this meeting will be conducted via remote participation. No in person attendance by members of the public will be permitted.

This meeting may be watched or residents may participate in the meeting remotely with the meeting link at: <https://www.southboroughtown.com/remotemeetings>

Business Item (Board may vote):

1. Public Comment
2. Vote to Approve Meeting Minutes: 2/2/22, 2/8/22, 2/15/22
3. Recommendation for Third-Party Audit for Food Establishments
4. Ken's Expansion as It Relates to Noise
5. Noise Bylaw Review
6. Process for Tobacco Regulations in Southborough
7. Review and Vote on New Health Director Job Description
8. MetroWest Health Foundation Grant Award
 - a. Constant Contact
9. Town Meeting Safety Protocols
10. Director/Nurse COVID Report
 - a. Case numbers
 - b. Vaccine Clinics Including Children Under 5 Years
11. Upcoming Meeting Schedule:
 - a. Regular Meetings – 4/12/22, 5/10/22
 - b. Upcoming Meeting – Personnel Meeting 3/10/22 9AM
12. Public Comment

Chelsea Malinowski, Dr. Safdar Medina, Nancy Sacco



Position Description

	Health Director
Department	Health Department
Employment Status	Full-Time
Exempt/Non Exempt Status	Exempt

Scope of Work

This position promotes health and the prevention of disease in the community of Southborough. The employee shall provide strategic leadership in bringing Southborough into compliance with public health in the 21st century. Under the director of the town's elected Board of Health, this position is responsible for acting as the chief advocate for the health of Southborough residents and visitors.

Supervision

Received	Elected Board of Health
Exercised	Nurse, Business Administrator, Inspectors, Contractors

Essential Job Functions The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change.

- Oversight of the administration, planning, implementation and evaluation of all health department programs, services, and activities
- Enforce all public health federal, state, and local laws; regulations; rules and bylaws
- Seek and apply for community grants, including implementation and management of acquired grants
- Supervise nursing, inspectional services, and community programs
- Monitor and report to the Board of Health about any changes that affect functional areas of responsibility
- Modify and/or adapt administrative policies and procedures to meet regulatory changes
- Provide fiscal management of the health department, including develop budgets and oversee implementation of those budgets (including town and other funding sources) in collaboration with the town accountant

- Develop, implement, and evaluate all preventative, community, and environmental public health programming in coordination with nursing and environmental staff
- Provide insight and at times perform inspections to enforce state and local health laws, regulations, and bylaws; including food service inspections and investigations, soil testing, *onsite wastewater treatment*, housing, hotel/motel, swimming pools, recreational camps, etc.
- Provide oversight of all communication with tenants, property owners, state and local health official, other town departments and boards, members of the building community, and the general public as it pertains to public health
- Coordinate public health communications with various town departments and programs; including town administration and infrastructure, employee health, planning and development, public safety, and community services.
- Responsible for coordination and oversight of the health emergency preparedness plans
- Work with Board of Health and Town Administration to align functions with town priorities.
- *Represent Board of Health on Committees and Respond to questions on behalf of the Board of Health.*
- Collaborate with other town departments, businesses, and citizen groups *to identify and solve health issues.*
- Perform data collection and analysis of local health trends to use in setting priorities and planning programs.
- Collaborate with surrounding towns to address health priorities as per state guidance.
- Work towards maximal regional shared services and collaborations to maximize health department services to our residents.
- Community health education to enhance health services that promote healthy behavior.
- Serve on appropriate town committees to further public health in Southborough.
- Maintain professional memberships and service in state public health organizations.
- Oversee staff including coordinate job advertisements, interviews, identify and make recommendations for temporary staffing needs
- Ensure that contracted staff (contractors, Boroughs staff) have the support and resources needed to perform tasks for the department
- Initiate programs that address air and water quality, and nuisance complaints
- Collaborate and provide guidance for the public schools regarding policy decisions in the public health arena
- *Develop policies and plans that support individual and community health efforts.*

Other Job Functions

- Performs related duties as assigned.

Requirements of Work

Knowledge of

- Foundational knowledge in Disease Prevention
- Public health, health policy and Massachusetts legislative process

	<ul style="list-style-type: none"> • Environmental Health including food protection, water quality, wastewater, solid and hazardous waste, vector borne illness, air quality, housing sanitation. • Emergency Preparedness. • <i>Community Health Assessment and determination of health service needs.</i> • Population health including Social Determinants of Health,
Ability to	<ul style="list-style-type: none"> • Manage multiple projects with time related constraints in a fast-paced environment. • Establish and maintain cooperative relationships with town officials, employees, community partners and residents • Organize programs and clinics quickly • Effectively communicate and access the necessary resources available to meet the Massachusetts Department of Public Health's requirements including use of MAVEN and MIIS • Recognize needs and services for vulnerable residents and <i>commitment to role of public health in promoting health equity.</i>
Skill in	<ul style="list-style-type: none"> • Must be well organized, an effective communicator at multiple levels • Must be able to multi-task and be able to handle high volume of resident inquiries at times • Must be flexible and adapt to changing conditions easily given the nature of the department • Must be proficient with computers and software systems to set-up and executive programs quickly, <i>Microsoft Office Suite</i> and clinic platforms • Excellent customer service and community relations • High level of integrity and accountability
Qualifications	<ul style="list-style-type: none"> • <i>Minimum qualifications: Bachelor's Degree with 3-5 years experience as a health officer or comparable work in health administration including grant management and supervisory responsibilities in public health, community health, health care or health care related field.</i> • <i>Preferred qualifications: Master's degree in public health, municipal experience, Registered Sanitarian or ability to obtain within 18 months of hire.</i>

Necessary Special Requirements

Current drivers license

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment. Specific vision abilities required by this job include close vision, prolonged visual concentration, and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl.
- The employee is occasionally exposed to unpleasant conditions, such as heat, cold; dim or bright lights, dust, and noise.
- The employee must occasionally lift and/or move up to 50 pounds.

Town of Southborough is an equal opportunity employer. We recruit, employ, train, compensate, and promote without regard to race, religion, creed, national origin, age, gender sexual orientation, sexual identity, marital status, military or veteran status, disability, genetic information, or any other category protected by applicable federal, state or local