

1. Agenda

Documents:

[2022.12.13\\_BOARD\\_OF\\_HEALTH\\_AGENDA.PDF](#)  
[2022.12.13\\_BOH\\_AGENDA\\_REVISED.PDF](#)

2. Meeting Materials

Documents:

[PRELIMINARY\\_SCOPE\\_SOUTHBOROUGH\\_PUBLIC\\_HEALTH\\_REGIONALIZATION\\_ASSESSMENT\\_CM.PDF](#)



**Town of Southborough  
Board of Health  
9 Cordaville Road, Lower Level  
Southborough, MA 01772-1662**

Phone: (508) 481-3013

**Tuesday, December 13, 2022 at 11:00 am  
Meeting Agenda  
Hybrid Meeting – McAuliffe Meeting Room (Town House - 17 Common Street)  
& Virtual**

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. 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. Approval of Meeting Minutes – 11/15
2. Opioid Settlement Money
3. Community Compact Best Practice Grant Proposal
4. ARPA Funding for Per Diems
5. Encompass Substance Abuse Prevention Coalition
6. Tobacco Coalition
7. Next Meeting Date

Chelsea Malinowski, Dr. Safdar Medina, Nancy Sacco



**Town of Southborough  
Board of Health  
9 Cordaville Road, Lower Level  
Southborough, MA 01772-1662**

**RECEIVED**  
By Town Clerk/amb at 8:39 am, Dec 12, 2022

Phone: (508) 481-3013

**Tuesday, December 13, 2022 at 11:00 am  
Meeting Agenda - Revised  
Hybrid Meeting – McAuliffe Meeting Room (Town House - 17 Common Street)  
& Virtual**

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**Business Item (Board May Vote):**

1. Approval of Meeting Minutes – 11/15
2. Opioid Settlement Money
3. Community Compact Best Practice Grant Proposal
4. ARPA Funding for Per Diems
5. Encompass Substance Abuse Prevention Coalition
6. Tobacco Coalition
7. Vote Spending Limits for Revolving Accounts: Immunizations, Inspectional Services, Tobacco
8. Approve PSA for Respiratory Illnesses
9. Next Meeting Date
10. Public comment

Chelsea Malinowski, Dr. Safdar Medina, Nancy Sacco

# Preliminary Scope for the Town of Southborough for a Public Health Regionalization Assessment

**Overview:** The Town of Southborough seeks the assistance of the Collins Center in developing a Public Health Regionalization Assessment. Southborough has been awarded a Community Compact Best Practice grant to fund this work under the topic “Public Health Best Practices.”

**Best Practice:** Assess challenges posed by recent public health crises and identify opportunities for building public health infrastructure and staff capacity. Develop shared public health services with municipalities including Northborough and Boylston.

## Preliminary Scope:

In the process of **assessing opportunities for regionalizing public health services**, the Town of Southborough will hire a consultant to assist the Town with:

- 1) Developing an understanding of Southborough’s regional public health landscape, including a menu of options for what regionalization could look like, and recommendations on the best option for the Town.
  - a. Landscape scan and recommendations will include considerations of equitability across potential municipal partners.
  - b. Interview key stakeholders from each town: Public Health staff, Town Administrator, Youth and Family Services Director, Fire Chief, Senior Center Director, School Wellness Coordinator, Food Pantry Coordinator
  - c. Review Dr. Fazen’s report specific to Southborough completed summer of 2021.
  - d. Review current staffing structures, budgets, funding sources, grant funding, and assess where we align to other communities.
  - e. Evaluate current Public Health Excellence grant structure and staffing (food, housing, nursing) as well as non-shared areas including body art, pools, camps, septic.

Once an option is chosen, the consultant will:

- 2) Summarize legal and regulatory considerations for regionalization  
Provide recommendations for regional health department operations including staffing, training, planning, and implementation.

- 3) Operations assessment and plan will utilize data from MA-DPH capacity assessment survey data for the three towns [expected Winter 2022/2023]. Incorporate regulatory requirements for Public Health Departments in the commonwealth and identify gaps.
- 4) Explore budgetary considerations for regionalization, including guidance for maximizing funding opportunities.
  - a. Reach out to DPH to discuss Public Health Excellence grant and direction the state is going for support and modeling.
- 5) Present high-level recommendations for implementation next steps regarding human resources, including:
  - a. Job descriptions
  - b. Succession planning
  - c. Staff classification & compensation

The Public Health Regionalization Assessment will synthesize the findings from each activity outlined above and include recommendations and resources to support the Town's next steps in implementing the plan.

**Projected Budget:** The estimated budget for this work is \$55,000.