



# TOWN OF NORTHBOROUGH BOARD OF HEALTH

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## MEETING MINUTES

### Greater Boroughs Partnership for Health (GBPH) Advisory Board September 14, 2022 at 2:00pm by Zoom

PRESENT VOTING MEMBERS: Kristin Black, PhD, MS (Northborough), Jennifer Sullivan (Westborough), and Heather Alker, MD, MPH (Southborough)

PRESENT ALTERNATE VOTING MEMBER: Chelsea Malinowski (Southborough)

PRESENT NON-VOTING: Isabella Caruso, MPH and Katie Holt, Administrative Assistant (Northborough)

#### **2:05 – Call to Order**

Kristin Black called the meeting to order. A roll call of voting members took place; Kristin Black, Jennifer Sullivan, Heather Alker, Chelsea Malinowski all present.

#### **2:05 – Public Health Excellent Grant for Shared Services**

Kristin Black provided an update on the grant. The state is behind on the approval of budgets and the town just received the budget template. The Fiscal Year 2023 budget is due at the end of the month. There are no major changes to the budget, the budget is heavy on staffing, and similar to last year. The state adding several budget lines and categories. There are no changes to nursing line item. The Health Agent line item has start date of 7/11/22 and is \$60,000 which is less the \$13,000 that Northborough Health Department budget contributes towards this position. There is a placeholder line item of .4 fulltime equivalent position at \$30,000 for a Program Coordinator. Alker inquired about the administrative fee line item and Black described it as a 15% set overhead cost for administrative role of host town. Professional development training is now in a new section. Relevant software cost is the same a previous year. If certain line items are unspent, a budget revision request can be submitted to the state to move funds to another line item like supplies.

Kristin Black made a motion to accept the FY23 draft budget. Heather Alker seconded the motion and all in favor per roll call vote.

#### **2:11 – Local health support for COVID-19 case investigation and contact tracing grant**

Black described the contact tracing grant budget. Staffing under this grant consists of one fulltime equivalent contracted nursing position which is currently filled by Heather Stratton and Penny Giacobbi. The grant also supports the shared Epidemiologist position filled by Isabella Caruso. There were unspent funds in Fiscal Year 2022 that are being rolled into the \$160,000 Fiscal Year 2023 DPH award so that the Total Fiscal Year 2023 budget is \$219,504. The state requires that the proposed budget shows the full amount. The epidemiologist worked 19 hours per week in Fiscal Year 2022 and this draft budget increases that position to 24 hours per week. The contracted nursing position line item is same from last year but the budget includes a \$30,000 line item for per diem nursing. There is line item for website design with goal of creating a separate website that is

not housed on a certain town's webpage. There is a placeholder for a Shared Service Coordinator at \$7,500. There are \$9,206 in general supplies line item.

Alker asked if this is the last year of the grant and Black clarified that while it is the last year of the two-year grant award, funds from Fiscal Year 2023 can be rolled into Fiscal Year 2024. Black also noted that grant cannot be used for COVID-19 clinics staffing.

Jennifer Sullivan made a motion to approve the draft budget. Kristin Black seconded the motion and all in favor per roll call vote.

Jennifer Sullivan departed the meeting early.

2:21: The meeting was ended early due to lack of quorum.